

**Houston Area HIV Services Ryan White Planning Council**  
FY 2024 How to Best Meet the Need Special Workgroup Meeting  
A Subcommittee of the Quality Improvement Committee

**Various Topics**

**Agenda**

1:30 pm, Monday, April 17, 2023

**In Person:** St. Philip Presbyterian Church, 4807 San Felipe St, Houston, 77056  
*Park shortly after entering the parking lot and watch for signs directing you to Room 16*

**OR**

**Join Zoom Meeting:**

<https://bit.ly/2023HTBMN-Specialwg2> (Meeting ID: 827 6401 2563 / Passcode: 031016)

Or, use your cell phone by dialing: 346 248-7799

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|-------|--|--|
| I.    | Call to Order  | Workgroup Co-Chairs                          |
|       | A. Moment of Reflection  |  |
|       | B. Welcome and Review Workgroup Purpose & Guidelines<br>( <i>Workgroup Guidelines</i> are on the back)   | Tori Williams, Director<br>Office of Support |
| II.   | Individual Introductions & Declaration of Conflict of Interest (COI)   |  |
|       | A. All participants must state their <b><u>name, agency and if they are or are not conflicted</u></b>  |  |
|       | B. All agency representatives must state the name of the person who will be voting on behalf of the agency representatives at today's meeting. |  |
| III.  | Role of the staff representative from:   |  |
|       | A. Office of Support   |  |
|       | B. Ryan White Grant Administration   |  |
|       | C. The Resource Group  |  |
| IV.   | Review 2022 Integrated Planning Goals  | Tori Williams                                |
| V.    | Extended Agency Hours  |  |
|       | A. Discussion and Recommendations  |  |
| VI.   | Targeted Case Managers   | Tori Williams                                |
|       | A. Criteria for Selecting Case manager or Service Linkage Worker   |  |
|       | B. Data Needed to Determine the Need   |  |
|       | C. Do we need a Case Manager/Service Linkage Worker for PLWH with a history of sexual offense  |  |
| VII.  | Next Meeting   | Tori Williams                                |
| VIII. | Adjournment  |  |

# Houston Area FY 2024 How to Best Meet the Need Process

## Workgroup Guidelines

- 1. All meetings are audio and video taped by the Office of Support for use in capturing the motions. The tape is public record. If you state your name or HIV status it will be on public record.**
2. All workgroup participants must familiarize themselves with the Ryan White Planning Council's Conflict of Interest (COI) Policy. The COI policy will be reviewed at the beginning of each workgroup meeting.
- 3. All workgroup participants are to state their name, agency and if they are conflicted. This will be on public record.**
4. Workgroups will use Robert's Rules of Order as a guideline for conducting business. Therefore, if there are enough participants (8 or more eligible to vote) workgroup co-chairs will ask for motions, a second to a motion and a vote on all workgroup recommendations. The staff from the Office of Support will record all recommendations.
- 5. According to the bylaws of the Ryan White Planning Council, "Only one voting member per agency will be permitted to vote. " Therefore, agencies sending more than one representative to a particular workgroup must declare at the beginning of the meeting which participant will be casting the vote throughout the meeting.**
6. The participant selected to represent the agency can vote on any recommendation unless the individual has a conflict of interest with the recommendation. See the Ryan White Planning Council's Conflict of Interest Policy for further clarification.
- 7. All recommendations made by the "How to Best Meet the Need" Workgroups are sent to the Quality Improvement Committee for review, possible revision and possible approval. Recommendations that are not approved by the Quality Improvement Committee are not forwarded to the Steering Committee or full Council.**

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### **Ryan White Definition of Conflict of Interest**

"Conflict of Interest" (COI) is defined as an actual or perceived interest in an action which results or has the appearance of resulting in personal, organizational, or professional gain. COI does not refer to persons living with HIV whose sole relationship to a Ryan White Part A, Part B or State Services funded provider is as a client receiving services. The potential for conflict of interest is present in all Ryan White processes: needs assessment, priority setting, comprehensive planning, allocation of funds and evaluation.