

**Houston Area HIV Services Ryan White Planning Council**  
**Office of Support**  
2223 West Loop South, Suite 240, Houston, Texas 77027  
832 927-7926 telephone; 713 572-3740 fax  
<http://rwpchouston.org>

**MEMO**

To: 2022 Operations Committee  
Ronnie Galley, Co-Chair  
Matilda Padilla, Co-Chair  
Kevin Aloysius  
Skeet Boyle  
Johnny Deal  
Denis Kelly  
Cecilia Ligons  
Peta-Gay Ledbetter

Copy: Crystal Starr  
Rodriga Avila  
Carin Martin  
Yvette Garvin  
Mauricia Chatman

From: Tori Williams

Date: Tuesday, July 12, 2022

Re: Meeting Announcement

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Please note the following meeting information:

**Operations Committee Meeting**  
**11:00 a.m., Tuesday, July 19, 2022**

To join the Zoom meeting, click on the following link:  
<https://us02web.zoom.us/j/81938771756?pwd=cnhFMHBsdTJWMTdZWmNEbjBjdG82Zz09>  
Meeting ID: 819 3877 1756      Passcode: 817550  
Or, use your telephone to dial in at: 346 248-7799

Please RSVP to Rod, even if you cannot attend the meeting. She can be reached at:  
[Rodriga.Avila@cjo.hctx.net](mailto:Rodriga.Avila@cjo.hctx.net) or by telephone at 832 927-7926.

We look forward to seeing you soon!

**Houston Area HIV Services Ryan White Planning Council**

**Operations Committee Meeting**

11:00 am, Tuesday, July 19, 2022

Join Zoom Meeting

<https://us02web.zoom.us/j/81938771756?pwd=cnhFMHBsdTJWMTdZWmNEbjBjdG82Zz09>

Meeting ID: 819 3877 1756

Passcode: 817550

Or, use your telephone to dial in at: 346 248-7799

**AGENDA**

\* = Handout to be distributed at the meeting

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- I. Call to Order Ronnie Galley and  
Matilda Padilla, Co- Chairs
- A. Moment of Reflection
  - B. Adoption of the Agenda
  - C. Adoption of the Minutes
    - 05-17-22
    - 06-14-22
- II. Public Comments and Announcements  
(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a person living with HIV", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization.)
- III. New Business Tori Williams  
Diane Beck
- A. 2022 Membership
  - C. Provide Tablets and Hotspots vs. Unlimited Data on Phones with Hotspots
- IV. Old Business Tori Williams
- A. Review MOUs and Letter of Agreement
  - B. Ideas for Incorporating Informal Community Input into PC Meetings (2 public comments)
- V. Announcements
- VI. Adjourn
- OPTIONAL: Members meet with Committee Mentor Johnny Deal

**Houston Area HIV Services Ryan White Planning Council**

**Operations Committee Meeting**

11:00 am, Tuesday, June 14, 2022

Meeting Location: Zoom teleconference

**MINUTES**

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<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Ronnie Galley, Co-Chair	Kevin Aloysius, excused	Crystal Starr, Chair RWPC
Matilda Padilla, Co-Chair	Cecilia Ligons, excused	Mauricia Chatman, RWGA
Skeet Boyle		
Bobby Cruz		<b>Staff</b>
Johnny Deal		Tori Williams, Director
Denis Kelly		Rod Avila, Assistant Coordinator
Peta-Gay Ledbetter		

**Call to Order:** Ronnie Galley, Co-Chair, called the meeting to order at 11:09 a.m.

Adoption of the Agenda: ***Motion #1:*** *it was moved and seconded (Kelly, Boyle) to adopt the agenda. Motion carried unanimously.*

Approval of the Minutes: ***Motion #2:*** *it was moved and seconded (Boyle, Kelly) to approve the March 15, 2022 minutes. Motion carried unanimously.*

**Public Comment and Announcements:** None

**New Business**

**Council Support Budget:** Williams reviewed with the Committee the policy for approving the Council Support Budget. See attached. Williams also reviewed the attached list of proposed changes to the FY 2022 Council Support Budget. ***Motion #3:*** *it was moved and seconded (Kelly, Boyle) to approve the attached, proposed changes to the FY 2022 Council Support Budget. Motion carried unanimously*

**Summary of 2021 Project LEAP Evaluation:** See the attached evaluation report, service category definition, student selection guidelines and a memo regarding motions recommended by the Project LEAP Advisory and Affected Community committees.

**Review Council Applicant Interview Form:** Committee members reviewed the Applicant Interview Form. . ***Motion #4:*** *it was moved and seconded (Boyle, Ledbetter) to use the attached, 2021 Council Applicant Interview Form as is in 2022. Motion carried unanimously*

**July Meeting Business**

**Motion #5:** It was moved and seconded ((Boyle, Ledbetter) to discuss the following agenda items at the July 2022 committee meeting:

- *Provide Hotspots vs. Unlimited Data*
- *Review MOU and Letter of Agreement and*
- *Ideas for Incorporating Informal Community Input into PC Meetings (2 public comments)*

**Motion carried unanimously**

**Announcements:** None

**Adjournment:** The meeting adjourned at 12:01 p.m.

Submitted by:

Approved by:

\_\_\_\_\_  
Tori Williams, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date

## Memorandum of Understanding

(Approved by the Council on 12-08-11)

Parties to the Memorandum of Understanding:

1. Harris County Judge – The “Chief Elected Official” (CEO)
2. Houston Eligible Metropolitan Area (EMA) Ryan White CARE Act (as amended) Part A Planning Council – The “Planning Council” (RWPC)
3. Houston EMA Ryan White CARE Act Part A Planning Council Office of Support – The “Office of Support” (RWPC/OS)
4. Harris County Public Health Services Department, Ryan White Grant Administration Section – The “Administrative Agency” (HCPHS/RWGA)

### PURPOSE

This Memorandum of Understanding is created to facilitate cooperative and collaborative working relationships between and among the Houston Ryan White Planning Council, the Council’s Office of Support and the Houston Administrative Agency. The Health Resources and Services Administration (HRSA), the federal agency that administers the Ryan White program, encourages stakeholders to draft a Memorandum of Understanding (MOU) to better define responsibilities. This document is not intended to restate all HRSA rules but to clarify entity roles and outline procedures that will foster productive interaction and efficient communication between and among the three stakeholders.

This MOU is a dynamic tool to help the aforementioned stakeholders avert misunderstanding. The underlying foundation of the memorandum is the principle of mutual respect. Mutual respect is created through open communication, active listening, seeking understanding, and acknowledging our mutual goals. This document is built upon the understanding that the three entities are equal stakeholders in the Ryan White process with the mutual goal of helping eligible individuals and families living with HIV/AIDS obtain the highest quality and most appropriate Ryan White Program services.

### HRSA DEFINED ROLES AND DUTIES

The following is taken from the 2002 HRSA Title I/Part A manual and the Title I/Part A Planning Council Primer and describes the role and duties of the:

#### **Chief Elected Official (CEO or grantee): Harris County Judge**

The CEO is the person who officially receives the Ryan White Part A funds. In Houston the CEO is the County Judge making the Judge ultimately responsible for administering all aspects of the Part A program funds (Part A includes Minority AIDS Initiative, or “MAI” funds). Duties include: ensuring that all legal requirements are met, appointing members of the Planning Council and selecting the Harris County Public Health and Environmental Services Department to be the Administrative Agency for the Part A grant.

#### **Planning Council: Houston Area HIV Services Ryan White Planning Council**

The Houston Ryan White Planning Council is a group of volunteers appointed by the CEO whose purpose is to plan for and oversee the delivery of services to persons living with HIV in the Houston EMA. Duties include: setting up planning body operations; setting service priorities; allocating resources to those priorities; and assessing the administrative mechanism which means reviewing how long the grantee takes to pay providers, reviewing whether the funds are used to pay only for services that were identified as priorities by the planning council and whether all the funds are spent”. The Council also works with the Administrative Agency to assess

need, develop a comprehensive plan, coordinate with other Ryan White programs and services, and reallocate funds. The Council reports to the CEO.

**Planning Council Support: Office of Support**

This entity provides administrative support to the Council. Duties include: coordinating and staffing all Council processes; interfacing with HRSA, the CEO's Office and other County Offices regarding Council business; and assisting Council members to stay in compliance with federal and county rules and regulations as well as Council bylaws, policies & procedures. The Manager of the Office of Support reports to the Planning Council and the CEO.

**Administrative Agency (the CEO's Agent, also called the grantee): Harris County PHS/Ryan White Grant Administration**

This entity carries out the day-to-day administrative activities required to implement and administer services in the Houston EMA according to the plan set forth by the Planning Council. Duties include: procuring services for PLWH/A consistent with Planning Council priorities and allocations, including all aspects of the RFP, review, award and contracting process with service providers; establishing intergovernmental agreements; ensuring services to women, infants, children and youth with HIV disease; ensuring that Ryan White Part A funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part A applications; assuring all services are in compliance with the HRSA Ryan White National Part A and Universal Monitoring Standards; limiting grantee administrative costs; limiting contractor administrative costs; monitoring contracts; implementing Quality Management activities, advising the Council on HRSA mandates; and working with the Council to assess need, develop a Comprehensive Plan, coordinate with other Ryan White programs and services, and reallocate funds. According to HRSA, an employee of the grantee may serve as a co-chair to the Planning Council, provided the bylaws of the planning council permit or specify that arrangement. The Manager of RWGA reports to the Executive Director of the Harris County Public Health Services Department (HCPHS) or his/her designee.

**LOCALLY DEFINED RESPONSIBILITIES**

HRSA clearly assigns responsibility for certain work products to specific entities. For example: the Planning Council is the only entity allowed to set service priorities and determine annual allocations. Similarly, the Administrative Agency is the only entity allowed to monitor contracts and collect agency-specific information. In areas where there is shared responsibility, it is agreed that, in the Houston EMA, the entity named below will have primary responsibility for initiating and completing the following:

**Planning Council:**

- Through the Needs Assessment process, determine the size and demographics of the population of individuals with HIV disease (Section VI, page 2).
- Determine the needs of such population.
- Adapt the HRSA defined service definitions to meet the local needs.
- Indicate to the grantee, through the service definitions and standards of care, how the services are to be purchased.
- Determine the annual Part A service priorities.
- Determine the annual Part A allocations.
- Collaborate with the Administrative Agency in determining the Part A Standards of Care.
- Collaborate with the Administrative Agency in determining the Part A Outcome Measures.

- Reallocate unspent or carryover funds in a timely manner (see below under Administrative Agency for an explanation of the 10% rule).
- Through Council membership and joint activities, such as the Needs Assessment process, coordinate with other Ryan White programs and services.
- According to HRSA mandates, produce the Comprehensive Needs Assessment that is currently required at least every three (3) years.
- According to HRSA mandates, produce and update the Comprehensive Plan that is currently required at least every three (3) years.
- Produce the Blue Book so long as it is a Council-approved priority. Work with the Harris County Purchasing Department to procure a printer for the final product.
- Procure vendors for specific work products where the contract is under \$25,000 and no formal RFP process is needed. Provide system-wide guidance regarding the Continuum of Care, client eligibility and preferred treatment strategies, at a minimum meeting HHS treatment guidelines, in order that HCPHS/RWGA can implement the Centralized Patient Care Data Management System (CPCDMS) in a manner supportive of the Council's annual implementation plan and approved Comprehensive Plan. Examples of such guidance include the Council's approved stance on de-identified client-level data collection (i.e., no names or other identifying information stored in the CPCDMS) and applicable goals and objectives listed in the Comprehensive Plan.

#### **RWPC Office of Support Staff:**

- Provide guidance to the Council on HRSA and County policy that relates to Council processes and work products.
- Provide guidance and leadership to the Council in order to ensure the Council accomplishes all required and necessary goals and objectives.
- At the beginning of each grant year (i.e., January and February) meet with all stakeholders in the Ryan White Part A process to provide guidance and leadership in the Council's development and implementation of a timeline for all required Council work products that is consistent with published deadlines. Inform and advise the Council on multi-year and/or recurring processes such as needs assessment and comprehensive planning in order that the Council is appropriately informed of its deadlines and expected work products.
- Coordinate and staff all Council processes except the workgroups for Standards of Care and Outcome Measures.
- If an outside vendor is utilized, supervise the vendor contract for the Comprehensive Needs Assessment.
- If an outside vendor is utilized, supervise the vendor contract for the Comprehensive Plan.
- Work with the Council to develop the Blue Book. The Office of Support will work with the Purchasing Department to secure and supervise the printer and other vendors needed to produce the document.
- Provide RWPC-related information required for the submission of the annual HRSA grant application in a timely manner in order that HCPHS/RWGA can prepare the annual grant application for review and submission by the CEO.

#### **Administrative Agency:**

- Provide the Council with accurate, timely, aggregate service category and other information needed for the different Council processes such as the *How to Best Meet the Need*, priority setting, annual allocations and other processes.
- Collaborate with the Planning Council in determining the Part A Standards of Care.

- Collaborate with the Planning Council in determining the Part A Outcome Measures.
- Coordinate and staff the Part A Standard of Care and Outcome Measures workgroups in order to ensure appropriate interface with the Quality Management Program and because Standards of Care must also reflect the HRSA Ryan White Part A National Programmatic, Fiscal and Universal Monitoring Standards, the current Part A grant guidance, conditions of award and more.
- Reallocate funds per Council-approved decisions. Inform the Council no later than the next scheduled Planning Council Steering Committee meeting of any allocation changes made under the Houston RWPC-approved "10% rule". The 10% rule allows the administrative agency to shift funds between Service Categories without prior Council approval so long as the funds shifted are no more than 10% of the current approved Council allocation for either service category affected by the change.
- Prepare the Houston EMA HRSA grant application for review and submission to HRSA by the CEO.
- Implement and maintain the de-identified client-level data system used in the Houston EMA. The data system used by HCPHS/RWGA is the Centralized Patient Care Data Management System (CPCDMS). The CPCDMS is the property of HCPHS/RWGA and is used to securely collect and store HRSA- and RWPC- required data on client utilization, client demographics, medical and co-morbidity information, health outcomes and to enable the grantee to implement the HRSA-mandated Quality Management program.
- Inform the Council in an ongoing and timely manner of issues surrounding automated client-level data collection, changing data requirements from HRSA and other stakeholders, future technology changes and potential future issues of concern to Houston EMA stakeholders (e.g. interface with the State's ARIES data system for RW Part B data collection by TDSHS).

## **PROCEDURES**

**Meetings:** Please refer to Council bylaws, policies and procedures for details regarding protocol for Council members. This section is devoted to outlining staff functions in relationship to Council protocol. Regarding the Administrative Agent and Office of Support:

- Staff representation from the Office of Support will be provided at all regular Council meetings including standing committees, ad-hoc and workgroup meetings. Staff representation from RWGA will be provided as appropriate.
- In an effort to help chairs and other attendees delineate between members of the voting body, staff and the general public, neither staff nor members of the general public will sit at the table with Council or committee members while business is being conducted. Because of the more informal nature of workgroups, the chair of the workgroup may choose to make an exception to this rule.
- Staff will provide data and give periodic reports to the Planning Council during time allotted on the meeting agenda.
- Additional insights and suggestions from staff will be given to the Planning Council during meetings in the following manner:
  - Staff and Planning Council members will request permission from the Chairperson before providing input or requesting information from other members of the group.

**Requesting Information:** Council committees and workgroups will follow Council-approved policy and procedures to request information from the Office of Support or RWGA. This may be done via a standardized form or, in more informal situations, by request of the Council Chair or Vice Chair, Committee Chair or Co-Chair, or workgroup Chair as applicable. Individual Council members should make requests for information through the Committee or workgroup chair as described above.



**Distributing Information to the Council, its Committees and Work Groups:** Information will be delivered to the Manager of the Office of Support for distribution to the Council, its Committees and workgroups. The Manager will determine the appropriate process to be used to disseminate the information. When providing information, please keep the following in mind:

- 1.) Requests requiring Council or committee approval must be submitted in writing eight days before the date of the meeting.
- 2.) If the information does not require approval, submission of the information eight days before the date of the meeting is preferred.
- 3.) Once a workgroup or committee has created a recommendation in response to the request, the chair of the Committee, workgroup or designee will be responsible for moving the request forward and speaking on behalf of the request.

**Verifying Information.** Any member of this MOU can question accuracy and request sources to support or verify reports and other information. When accuracy is questioned within the context of a Council or Committee meeting, the chair can ask the entity that submitted the document or report to verify the information at the next meeting. It is incumbent on the one who submitted the document or report to verify the source and attest to its accuracy. While the information is being verified, it is important that decision-making continue and that the information be treated as valid to the extent possible.

However, it is the responsibility of HCPHS/RWGA and RWPC Office of Support staff to provide guidance to the Council regarding HRSA policy, County rules and procedures and other relevant information necessary for the Council to perform its responsibilities in an appropriate and timely manner. Therefore, information provided to the Council or its committees by staff is expected to be accurate and relevant to the issue or question being discussed and Stakeholders should respect such information. When necessary, more detail regarding the accuracy or applicability of such information may be requested, however such requests must not infringe upon established roles and responsibilities under the Ryan White Program (e.g., Council members may not, in their role as Council members, request agency or contract-specific information). Office of Support and HCPHS/RWGA staff are responsible for ensuring the overall Ryan White Part A grant process complies with all applicable HRSA guidelines and other Federal, State and local laws, rules and guidelines.

**Proof Reading the Annual Ryan White Part A Grant Application:** The Administrative Agency will provide the Office of Support with a draft copy of the application for review by the Council. Notwithstanding HRSA giving grantees less than the customary 60 days to prepare and submit the annual Part A grant application, the Council will nominally have one week (7 calendar days) to review the application and suggest corrections, edits or improvements. The Office of Support will be responsible for collecting and collating the comments and sending these to the Administrative Agency in a timely manner.

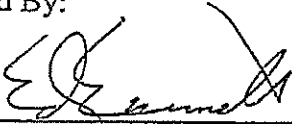
**Contracting with outside vendors:** Any contracting process that requires issuing an RFP or Interlocal Agreement shall be the responsibility of the Administrative Agency.

**Reviewing and Updating the MOU:** Annually in October of each year the Operations Committee of the Ryan White Planning Council will contact the principal Stakeholders (i.e., RWPC, RWPC Office of Support, CEO and Administrative Agency) in this MOU to see if any of the Stakeholders wish to review and/or revise the document. This annual process will provide an opportunity for Stakeholders to ensure the MOU will continue to be responsive to the needs and responsibilities of all concerned.

**THE DO'S AND DON'TS OF COUNCIL PARTICIPATION:** As members of a planning body, there are a number of areas where HRSA and/or county legislation mandates Council participation. The following is not a complete list, but strives to address areas where there are more likely to be questions.

DO's	DON'T's
✓ Do use Robert's Rules of Order in Meetings.	✓ Don't ignore the Chairperson and interrupt others who have been called upon to speak.
✓ When giving reports, do present key information your committee used to make a decision.	✓ Don't offer your personal opinion.
✓ Do ask for questions and think beyond your own situation.	✓ Don't force your point of view on others.
✓ Do make a motion for action.	✓ Don't repeat what everyone else has just stated.
✓ Do attend meetings in order to listen and learn.	✓ Don't feel intimidated and stop participating.
✓ Do share your concerns and ask questions.	✓ Don't vote for something you don't understand.
✓ Do come to meetings prepared.	✓ Don't ignore your meeting packets.
✓ Do work with other committee members to determine the information needs of the committee and have the committee chair ask the staff to prepare the information.	✓ As a Council member, don't ask the staff to prepare reports for your agency or personal use.
✓ Do assess how well services that are funded by the grantee address the planning council's priorities, allocations and instructions for addressing these priorities.	✓ Don't evaluate how well services are being delivered and the cost effectiveness of such services which are to be undertaken separately under the leadership of the grantee.
✓ Do assess the administrative mechanism in the following ways: 1.) evaluate how well the grantee manages to get funds to providers by reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay providers. 2.) Review whether the funds are used to pay only for services that were identified as priorities by the planning council and whether all the funds were spent. 3.) Evaluate how well services funded by Ryan White Part A are meeting community needs.	✓ Don't evaluate the grantee or individual service providers, which is a grantee responsibility.
✓ Do review and discuss aggregate data about service categories.	✓ Don't get directly involved in the administration of the grant or be involved in the selection of particular entities as recipients of Part A funds.

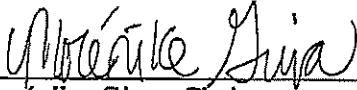
Signed By:



County Judge Ed Emmett

2/2/12

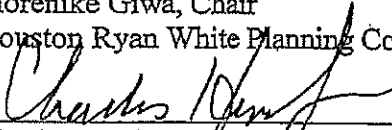
Date



Morenike Giwa, Chair  
Houston Ryan White Planning Council

3/1/12

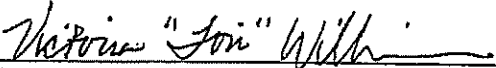
Date



Charles Henley, Manager  
HCPHS/Ryan White Grant Administration

3/1/12

Date



Victoria "Tori" Williams, Manager, Office of Support,  
Houston Ryan White Planning Council

3/1/12

Date

**DRAFT**  
**REVISED 11/01/18**

**Houston Area HIV Services Ryan White Planning Council**  
**2223 West Loop South, Suite 240, Houston, Texas 77027**  
**713 572-3724 telephone; 713 572-3740 fax**

**LETTER OF AGREEMENT**

Parties to the Letter of Agreement:

1. Harris County Judge – The “Chief Elected Official” (CEO)
2. Houston Eligible Metropolitan Area (EMA) Ryan White Part A Planning Council – The “Planning Council” (RWPC)
3. Houston EMA Office of Support for the Ryan White Part A Planning Council – The “Office of Support” (OoS)
4. Texas Department of State Health Services (TDSHS) - Part B and State Services funding Recipient (Part B/SS Recipient)
5. Houston Regional HIV/AIDS Resource Group, Inc. - Houston HIV Service Delivery Area (HSDA) Part B and State Services funding Administrative Agency
6. Harris County Public Health, Ryan White Grant Administration Section (HCPH/RWGA) - Houston EMA Part A Administrative Agency

**PURPOSE**

This Letter of Agreement is created to facilitate cooperative and collaborative working relationships between and among the Ryan White Part B Administrative Agency (AA) and the Ryan White Part A Planning Council, its affiliated AA and the Planning Council staff. The Health Resources and Services Administration (HRSA), a division of the United States Department of Health and Human Services, encourages stakeholders to draft a Letter of Agreement (LOA) to better define responsibilities for the Houston Eligible Metropolitan Area (EMA) and the Houston Health Services Delivery Area (HSDA) designated by the Texas Department of State Health Services (TDSHS). The Houston EMA is designated by HRSA to receive Ryan White Program Part A funds to provide services to People Living with HIV (PLWH). The Houston EMA is a six-county area in southeast Texas that consists of Chambers, Fort Bend, Harris, Liberty, Montgomery and Waller counties. The Houston HSDA consists of these same six counties and four others – Austin, Colorado, Walker and Wharton.

This document is not intended to restate all HRSA and TDSHS rules, but rather to clarify entity roles and outline procedures that will foster productive interaction and efficient communication between and among the six stakeholders.

This LOA is a dynamic tool to help the principle stakeholders avert conflict and foster collaborative relationships and decision-making processes. The underlying foundation of the agreement is the principle of mutual respect. Mutual respect is created through open communication, active listening, seeking understanding, and acknowledging our mutual goals. This document is built upon the understanding that the six entities are equal stakeholders in the

Ryan White process with the mutual goal of helping individuals and families living with HIV/AIDS obtain the highest quality and most appropriate Ryan White Program eligible services.

### **HRSA DEFINED ROLES AND DUTIES**

The following is taken from the 2013 HRSA Part A manual and the Part A Planning Council Primer and describes the role and duties of the:

#### **Chief Elected Official (CEO or Grantee for Part A):**

The CEO is the person who officially receives the Part A Ryan White Program funds. In the Houston Eligible Metropolitan Area (EMA), the CEO is the County Judge, making the Judge ultimately responsible for administering all aspects of the Part A funds. Duties include: ensuring that all legal requirements are met, appointing all members of the Planning Council and selecting Harris County Public Health (HCPH) to be the Administrative Agency (or recipient) for the Part A funding.

#### **Houston Ryan White Part A Planning Council**

This entity is a group of volunteers appointed by the CEO whose purpose is to plan for and oversee the delivery of services to persons with HIV in the defined EMA/HSDA. Duties include: setting up planning body operations; setting priorities; allocating resources to those priorities; and assessing the administrative mechanism which means reviewing how long the grantee takes to pay providers, reviewing whether the funds are used to pay only for services that were identified as priorities by the planning council and whether all the funds are spent. The Council also works with the Administrative Agencies to assess need, develop a comprehensive plan, coordinate with other Ryan White Program programs and services, and reallocate funds. The Council reports to the CEO.

#### **Planning Council Office of Support:**

This entity provides administrative support to the Council. Duties include: coordinating and staffing all Council processes; interfacing with HRSA, the CEO's Office and other County Offices regarding Council business; and assisting Council members to stay in compliance with federal and county rules and regulations as well as Council bylaws, policies and procedures. The Manager of the Office of Support reports to the Planning Council and the CEO.

#### **Ryan White Part A Administrative Agency (CEO's Agent, also called the Part A recipient):**

This entity carries out the day-to-day administrative activities required to implement and administer services in the defined EMA according to the plan set forth by the Planning Council. Duties include: procuring services for people living with HIV (PLWH) consistent with Planning Council priorities and allocations, including all aspects of the RFP, review, award and contracting process with service providers: establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV disease; ensuring that Ryan White Program Part A funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part A applications; assuring all services are in compliance with HRSA rules and regulations; limiting recipient administrative costs; limiting contractor administrative costs; monitoring contracts; advising the Council on HRSA mandates; and working with the Council to assess need, develop a comprehensive plan, coordinate with other Ryan White Program grantees and service providers programs and services, and reallocate funds.

### **Texas Department of State Health Services (TDSHS)**

This entity is the Ryan White Program Part B and State Services (SS) Recipient for the state of Texas. The Part B recipient is the entity that officially receives the Part B funds. In Texas, TDSHS is ultimately responsible for administering all aspects of Part B and SS funds. Duties include: ensuring that all legal requirements are met, selecting and contracting with Part B/SS AAs, providing oversight, monitoring and technical assistance to AAs in the planning and implementation of Part B and SS funds.

### **Houston Regional HIV/AIDS Resource Group, Inc.**

This entity is contracted by TDSHS to carry out the day-to-day administrative activities required to implement and administer services in the Part B and State Services HIV Administrative Service Area (HASA) according to the comprehensive plan. Duties include: procuring services for PLWH consistent with the local priorities and allocation as approved by TDSHS, including all aspects of the RFP, review, award and contracting process with service providers: establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV/AIDS disease; ensuring services to rural residents with HIV disease residing in the HSDA; ensuring that Ryan White Program funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part B applications to the State; assuring all services are in compliance with HRSA rules and regulations; limiting AA administrative costs; limiting contractor administrative costs; monitoring contracts; and assessing need, developing a comprehensive plan, coordinating with other Ryan White Program recipients and services, and reallocating funds.

### **DEFINED RESPONSIBILITIES IN THE HOUSTON EMA/HSDA**

In areas where there is shared responsibility between the Part A Planning Council, Part A & B/SS AAs, and the Office of Council Support, it is agreed that, in the Houston EMA/HSDA, the entities named above will have primary responsibility for initiating and completing the following:

Houston Ryan White Planning Council and Part A and B/SS Administrative Agents agree to:

- Collaborate in developing the Part A and B/SS Standards of Care.
- Collaborate in determining the Part A and Part B/SS Outcome Measures.
- The Part B/SS AA, TDSHS, and Part A AA will develop procedures to ensure that Part A, Part B & State Services client level data is entered into the ARIES system whether through direct input or import.

**Houston Ryan White Planning Council and Part B/SS Administrative Agency (The Resource Group) agree to:**

- Collaborate to provide guidance and leadership in the development and implementation of a timeline for all required Part B/SS AA and Council work products that is consistent with published deadlines.
- Collaborate on planning and completion of multi-year and/or recurring processes such as needs assessment and comprehensive planning in order that the Council (**ADD: and Part B/SS are**) appropriately informed of its deadlines and expected work products.
- Collaborate on a Needs Assessment process to determine the size and demographics of the population of individuals with HIV disease in the Houston EMA/HSDA, and through this process jointly determine the needs of such populations in the defined geographic area.
- Collaborate on the production of, and updates to, the Comprehensive Needs Assessment for the defined EMA/HSDA.

- The Part B/SS AA and the Part A Planning Council will collaborate to develop a single list of service priorities for the Houston HSDA.

**Houston Ryan White Planning Council agrees to:**

- Indicate to the Part A and Part B/SS AAs, through the service definitions and the standards of care, how the services are to be configured.
- Develop recommendations for Part B and State Services allocations for the EMA/HSDA.
- Develop recommendations for the reallocation of Part B and State Services funds.
- Assess the Part B/SS AA administrative mechanism, which means reviewing how long the AA takes to pay providers, reviewing whether the funds are used to pay only for services that were identified as priorities by the planning council and whether all the funds are spent. Distribute copies of the final assessment to TDSHS, the Part B/SS AA and the Chair of the Board of Directors for the Houston AA for RW Part B and State Services. Data will be requested from the Part B/SS AA in November for an assessment that will be published annually the following January.
- Solicit input from the Part B/SS AA in the development of the Houston EMA/HSDA HIV/AIDS Resource Guide, commonly known as The Blue Book.
- Annually in September of each year, contact the principal Stakeholders (i.e., RWPC, RWPC Office of Support, CEO, Administrative Agency and TDSHS) in this LOA to see if any of the Stakeholders wish to review and/or revise the document. This annual process will provide an opportunity for Stakeholders to ensure the LOA will continue to be responsive to the needs and responsibilities of all concerned.

**Part B/State Services Administrative Agency agrees to:**

- Provide accurate, timely, aggregate service category and other information needed or requested for the different Council processes such as the *How to Best Meet the Need*, priority setting, annual allocations, reallocations and other processes.
- Coordinate and appropriately staff the Part B/SS Standard of Care and Outcome Measures Work Groups in order to ensure appropriate interface with the Quality Management Program and because Standards of Care must also reflect all HRSA Ryan White and TDSHS programmatic and fiscal guidelines and more.
- Within thirty days of receiving a notice of grant award for Part B or State Services funding, inform the Office of Support in writing of the date of the notice of grant award, award amount and dates of the grant cycle.
- At a minimum, inform the Office of Support after the initial grant awards are distributed and within 45 days after the end of the second quarter of any unobligated funds available for reallocation.
- Forty-five days before the Priority and Allocations Committee is to meet to allocate funds, notify the appropriate agencies that the Priority and Allocations Committee is preparing to allocate or reallocate funds. When funds are available for reallocation, provide agencies with the appropriate, Council approved forms. Ten days before the Priority and Allocations Committee is to meet to reallocate funds, provide the Office of Support with de-identified copies of the completed forms so that the Committee can review and make recommendations for reallocating the funds.
- When the Council recommends priorities, allocations and reallocations for the EMA/HSDA, the recommendations may not be changed by the Part B/SS Administrative Agency before being presented to TDSHS for approval.

- Inform the Office of Support within thirty days of any allocation changes made under the Houston RWPC-approved “10% rule”. The 10% rule allows the administrative agency to shift funds between Service Categories without prior Council recommendation so long as the funds shifted are no more than 10% of the current approved TDSHS allocation for either service category affected by the change.
- In the final quarter of the Ryan White Part B and State Services grant years, after implementing the year end Council-approved reallocation of unspent funds and utilizing the existing 10% reallocation rule to the extent feasible, the Part B/SS AA may reallocate any remaining unspent funds as necessary to ensure no funds are returned to the Texas Department of State Health Services (TDSHS). If funds are to be moved from the Houston HSDA, the Part B/SS AA will notify the Office of Support no later than when the information is submitted to the TDSHS. The Office of Support will notify the members of the Priority and Allocations Committee upon receipt and the Steering Committee and Council at their next scheduled meetings.

**Distributing Information to the Council, its Committees and Work Groups:** Information will be delivered to the Manager of the Office of Support for distribution to the Council, its Committees and workgroups. The Manager will determine the appropriate process to be used to disseminate the information. When providing information, please keep the following in mind:

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- 3.) Once a workgroup or committee has created a recommendation in response to the request, the chair of the Committee, workgroup or designee will be responsible for moving the request forward and speaking on behalf of the request.

Signed By:

\_\_\_\_\_  
Harris County Judge Ed Emmett

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Houston Ryan White Part A Planning Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Support for the Houston Ryan White Planning Council

\_\_\_\_\_  
Date

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\_\_\_\_\_  
TDSHS, Texas Part B and State Services Grantee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Houston Regional HIV/AIDS Resource Group, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Harris County PHS RWGA Section

\_\_\_\_\_  
Date

**DRAFT**  
**REVISED 11/01/18**

**Houston Area HIV Services Ryan White Planning Council**  
**2223 West Loop South, Suite 240, Houston, Texas 77027**  
**713 572-3724 telephone; 713 572-3740 fax**

**LETTER OF AGREEMENT**

Parties to the Letter of Agreement:

1. Harris County Judge – The “Chief Elected Official” (CEO)
2. Houston Eligible Metropolitan Area (EMA) Ryan White Part A Planning Council – The “Planning Council” (RWPC)
3. Houston EMA Office of Support for the Ryan White Part A Planning Council – The “Office of Support” (OoS)
4. Texas Department of State Health Services (TDSHS) - Part B and State Services funding Recipient (Part B/SS Recipient)
5. Houston Regional HIV/AIDS Resource Group, Inc. - Houston HIV Service Delivery Area (HSDA) Part B and State Services funding Administrative Agency
6. Harris County Public Health, Ryan White Grant Administration Section (HCPH/RWGA) - Houston EMA Part A Administrative Agency

**PURPOSE**

This Letter of Agreement is created to facilitate cooperative and collaborative working relationships between and among the Ryan White Part B Administrative Agency (AA) and the Ryan White Part A Planning Council, its affiliated AA and the Planning Council staff. The Health Resources and Services Administration (HRSA), a division of the United States Department of Health and Human Services, encourages stakeholders to draft a Letter of Agreement (LOA) to better define responsibilities for the Houston Eligible Metropolitan Area (EMA) and the Houston Health Services Delivery Area (HSDA) designated by the Texas Department of State Health Services (TDSHS). The Houston EMA is designated by HRSA to receive Ryan White Program Part A funds to provide services to People Living with HIV (PLWH). The Houston EMA is a six-county area in southeast Texas that consists of Chambers, Fort Bend, Harris, Liberty, Montgomery and Waller counties. The Houston HSDA consists of these same six counties and four others – Austin, Colorado, Walker and Wharton.

This document is not intended to restate all HRSA and TDSHS rules, but rather to clarify entity roles and outline procedures that will foster productive interaction and efficient communication between and among the six stakeholders.

This LOA is a dynamic tool to help the principle stakeholders avert conflict and foster collaborative relationships and decision-making processes. The underlying foundation of the agreement is the principle of mutual respect. Mutual respect is created through open communication, active listening, seeking understanding, and acknowledging our mutual goals. This document is built upon the understanding that the six entities are equal stakeholders in the

Ryan White process with the mutual goal of helping individuals and families living with HIV/AIDS obtain the highest quality and most appropriate Ryan White Program eligible services.

### **HRSA DEFINED ROLES AND DUTIES**

The following is taken from the 2013 HRSA Part A manual and the Part A Planning Council Primer and describes the role and duties of the:

#### **Chief Elected Official (CEO or Grantee for Part A):**

The CEO is the person who officially receives the Part A Ryan White Program funds. In the Houston Eligible Metropolitan Area (EMA), the CEO is the County Judge, making the Judge ultimately responsible for administering all aspects of the Part A funds. Duties include: ensuring that all legal requirements are met, appointing all members of the Planning Council and selecting Harris County Public Health (HCPH) to be the Administrative Agency (or recipient) for the Part A funding.

#### **Houston Ryan White Part A Planning Council**

This entity is a group of volunteers appointed by the CEO whose purpose is to plan for and oversee the delivery of services to persons with HIV in the defined EMA/HSDA. Duties include: setting up planning body operations; setting priorities; allocating resources to those priorities; and assessing the administrative mechanism which means reviewing how long the grantee takes to pay providers, reviewing whether the funds are used to pay only for services that were identified as priorities by the planning council and whether all the funds are spent. The Council also works with the Administrative Agencies to assess need, develop a comprehensive plan, coordinate with other Ryan White Program programs and services, and reallocate funds. The Council reports to the CEO.

#### **Planning Council Office of Support:**

This entity provides administrative support to the Council. Duties include: coordinating and staffing all Council processes; interfacing with HRSA, the CEO's Office and other County Offices regarding Council business; and assisting Council members to stay in compliance with federal and county rules and regulations as well as Council bylaws, policies and procedures. The Manager of the Office of Support reports to the Planning Council and the CEO.

#### **Ryan White Part A Administrative Agency (CEO's Agent, also called the Part A recipient):**

This entity carries out the day-to-day administrative activities required to implement and administer services in the defined EMA according to the plan set forth by the Planning Council. Duties include: procuring services for people living with HIV (PLWH) consistent with Planning Council priorities and allocations, including all aspects of the RFP, review, award and contracting process with service providers; establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV disease; ensuring that Ryan White Program Part A funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part A applications; assuring all services are in compliance with HRSA rules and regulations; limiting recipient administrative costs; limiting contractor administrative costs; monitoring contracts; advising the Council on HRSA mandates; and working with the Council to assess need, develop a comprehensive plan, coordinate with other Ryan White Program grantees and service providers programs and services, and reallocate funds.

### **Texas Department of State Health Services (TDSHS)**

This entity is the Ryan White Program Part B and State Services (SS) Recipient for the state of Texas. The Part B recipient is the entity that officially receives the Part B funds. In Texas, TDSHS is ultimately responsible for administering all aspects of Part B and SS funds. Duties include: ensuring that all legal requirements are met, selecting and contracting with Part B/SS AAs, providing oversight, monitoring and technical assistance to AAs in the planning and implementation of Part B and SS funds.

### **Houston Regional HIV/AIDS Resource Group, Inc.**

This entity is contracted by TDSHS to carry out the day-to-day administrative activities required to implement and administer services in the Part B and State Services HIV Administrative Service Area (HASA) according to the comprehensive plan. Duties include: procuring services for PLWH consistent with the local priorities and allocation as approved by TDSHS, including all aspects of the RFP, review, award and contracting process with service providers: establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV/AIDS disease; ensuring services to rural residents with HIV disease residing in the HSDA; ensuring that Ryan White Program funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part B applications to the State; assuring all services are in compliance with HRSA rules and regulations; limiting AA administrative costs; limiting contractor administrative costs; monitoring contracts; and assessing need, developing a comprehensive plan, coordinating with other Ryan White Program recipients and services, and reallocating funds.

### **DEFINED RESPONSIBILITIES IN THE HOUSTON EMA/HSDA**

In areas where there is shared responsibility between the Part A Planning Council, Part A & B/SS AAs, and the Office of Council Support, it is agreed that, in the Houston EMA/HSDA, the entities named above will have primary responsibility for initiating and completing the following:

Houston Ryan White Planning Council and Part A and B/SS Administrative Agents agree to:

- Collaborate in developing the Part A and B/SS Standards of Care.
- Collaborate in determining the Part A and Part B/SS Outcome Measures.
- The Part B/SS AA, TDSHS, and Part A AA will develop procedures to ensure that Part A, Part B & State Services client level data is entered into the ARIES system whether through direct input or import.

**Houston Ryan White Planning Council and Part B/SS Administrative Agency (The Resource Group) agree to:**

- Collaborate to provide guidance and leadership in the development and implementation of a timeline for all required Part B/SS AA and Council work products that is consistent with published deadlines.
- Collaborate on planning and completion of multi-year and/or recurring processes such as needs assessment and comprehensive planning in order that the Council (**ADD: and Part B/SS are**) appropriately informed of its deadlines and expected work products.
- Collaborate on a Needs Assessment process to determine the size and demographics of the population of individuals with HIV disease in the Houston EMA/HSDA, and through this process jointly determine the needs of such populations in the defined geographic area.
- Collaborate on the production of, and updates to, the Comprehensive Needs Assessment for the defined EMA/HSDA.

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Signed By:

\_\_\_\_\_  
Harris County Judge Ed Emmett

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Houston Ryan White Part A Planning Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Support for the Houston Ryan White Planning Council

\_\_\_\_\_  
Date

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TDSHS, Texas Part B and State Services Grantee

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Date

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Houston Regional HIV/AIDS Resource Group, Inc.

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Date

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Harris County PHS RWGA Section

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Date

**Ryan White Planning Council  
Operations Committee  
Attention: Co-chairs of Operations Committee**

### Intergroup Proposal

#### **Intent**

This document is an intergroup proposal for the consideration of the Operations Committee, as part of the Houston Ryan White Planning Council.

#### **Proposal**

Create an intergroup within the infrastructure of the Houston Ryan White Planning Council to serve as the informal arm to the Affected Community Committee. This intergroup would aid as a space for council members, affiliates, and community to raise issues of importance in a less formal environment.

#### **Purpose**

The purpose of this intergroup is to adhere to HRSA's FY20 recommendation to 'add a round table discussion space for the at-large community to express important issues in a less formal environment'.

#### **Goal**

The goal of the intergroup is to create an informal, nonhierarchical, space for multiple individuals to express concerns, share ideas, and ask questions in a less formal environment.

#### **Suggested recommendations for flow of intergroup: *Council Community & Affiliates Reflection & Engagement (C.A.R.E.)***

- Serve as an arm to the Affected Community Committee
- Open to all council members, affiliates, and community at large (no application, interviews, or any other formal selections)
- Does not use Robert Rules of Order
  - Instead, Round Robin Discussions (*see expectations*)
- No formal Chair
  - Affected Community Chair/Co-Chair oversee the intergroup's dialogues and maintain order as needed.
- Limited Office of Support Staff presence (*no more than one staff member present*)

#### **Expectations**

- Co-Chair serves as the liaison between the (C.A.R.E.) intergroup and the Affected Community
- Reports high level information or group-driven actions, suggestions, or concerns to the Affected Community Committee
- All concerns of this group will be fleshed out by the Affected Community Committee
- Any actions adopted from the C.A.R.E. group should be integrated into the motions/activities of the Affected Community Committee
- Participants of the C.A.R.E. intergroup should never report directly to the Full Council
- Set-ground rules (How meeting will flow, respect of others, equity in discussion) in the absence of Roberts Rules of Order
- Group should be led by the participants (Community-driven)
- No formal meeting minutes or reports



**Meeting Frequency**

- The intergroup should assemble monthly at the initial rollout of the group and move to quarterly- following the calendar for the Affected Community Committee.
- Affected Community Committee subject to cancel or convene intergroup meetings based on prioritization of council needs, identified needs, or unforeseen changes.
- Meeting dates and times should be pre-determined and rotate days of the week, morning, afternoon, and evening hours to allow flexibility in participating.

\* *Council Community & Affiliates Reflection & Engagement (C.A.R.E.)* is just a suggested name for the intergroup.