

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: 2021 Operations Committee
Veronica Ardoin, Co-Chair
Ronnie Galley, Co-Chair
Bobby Cruz
Johnny Deal
Denis Kelly
Matilda Padilla
Crystal Starr

Copy: Carin Martin
Yvette Garvin
Mauricia Chatman

From: Tori Williams

Date: Thursday, January 13, 2022

Re: Meeting Announcement

Please note the following meeting information:

Operations Committee Meeting

Immediately following the Mentor Meeting – do not exit the Zoom call
1:30 p.m., Thursday, January 20, 2022

To join the Zoom meeting, click on the following link:
<https://us02web.zoom.us/j/83304759175?pwd=SjFZTjJLNlI3OTB0dkpHV0ZoZWlYUT09>
Meeting ID: 833 0475 9175 Passcode: 797571

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

We look forward to seeing you next week.

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

1:30 p.m., Thursday, January 20, 2022

To join the Zoom meeting, click on the following link:

<https://us02web.zoom.us/j/83304759175?pwd=SjFZTjJLNlI3OTB0dkpHV0ZoZWlYUT09>

Meeting ID: 833 0475 9175

Passcode: 797571

Or dial in on your telephone at: 346-248-7799

AGENDA

* = Handout to be distributed at the meeting

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- I. Call to Order
- A. Moment of Reflection
 - B. Purpose of the Meeting
 - C. Adoption of the Agenda
 - D. Adoption of the Minutes
- 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
- A. 2022 All Member Orientation Agenda
 - B. 2022 Council Training Topics – Sync with Comp Plan Training
- IV. Adjourn
- Veronica Ardoin and
Ronnie Galley, Co- Chairs
Tori Williams, Staff

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, November 16, 2021

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ronnie Galley, Co-Chair	Johnny Deal, excused	Mauricia Chatman, RWGA
Denis Kelly	Bobby Cruz, excused	Staff
Matilda Padilla	Veronica Ardoin, excused	Tori Williams, Director
Crystal Starr		Rod Avila, Assistant Coordinator

Call to Order: Ronnie Galley, Co-Chair, called the meeting to order at 11:06 a.m

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Kelly, Starr) to approve the August 17, 2021 minutes with one correction: Bobby Cruz was incorrectly listed as the Co-Chair of the Operations Committee. He should have been listed as a member. Motion carried unanimously.*

Public Comment and Announcements: None

New Business

Ryan White Parts A and B Organizational Documents: **Motion #3:** *it was moved and seconded, (Starr, Kelly) to table reviewing and updating the Ryan White Part A Memorandum of Understanding and the Part B Letter of Agreement until the year 2022. Motion carried unanimously.*

FY21 Budget: Because of a vacancy in the Health Planner position and the need to hire consultants to begin working on the 2022 Comprehensive Plan, **Motion #4:** *it was moved and seconded, (Cruz, Kelly) to approve the attached revisions to the FY 2021 Office of Support budget. Motion carried unanimously*

2022 Council Orientation: Committee members discussed options and suggestions for a possible in-person Council Orientation in January 2022. The program, whether virtual or in-person, could include 3 different speakers that could present for 45 – 90 minutes on each topic. The Committee agrees that if the orientation is held in-person, participants will be encouraged to follow CDC recommendations regarding masks and socially distancing. The Committee requested the Office of Support to find an in-person meeting location.

Old Business

Election of 2022 Ryan White Officers: The Committee reviewed the current slate of nominees for the 2022 Ryan White Planning Council election of officers. There were no additional nominations. *Motion #4: it was moved and seconded (Cruz, Padilla) to accept the attached slate of nominees for the 2022 Ryan White Planning Council election of officers with the understanding that additional nominations might be made at the November Steering Committee meeting and on the day of the election. Motion carried. Abstention: Starr.*

Interview Schedule for New Members: After some discussion about making the interview process safe and accessible to all *Motion #5: it was moved and seconded (Kelly, Padilla) to allow Council applications to have the option of being interviewed virtually or in-person. Motion passed unanimously.*

Policy for Honorariums and Incentives: Recently, Williams spoke with the HRSA Project Officer who clarified that incentives can only be provided to people living with HIV and they cannot be provided for regularly scheduled activities, such as a committee or Council meeting. If a meeting is being conducted in-person and during a meal time, staff is allowed to provide food to all who are attending in-person. *Motion #6: it was moved and seconded (Kelly, Starr) to approve the attached, revised Policy for Honorariums and Incentives. Motion passed unanimously.*

Informal Intergroup Proposal: Committee members discussed a suggestion that was made during the HRSA site visit to create a time and space where the Council can have informal discussions or open dialogues with the public. M. Chatman submitted a proposal for one way to do that, see the attached. *Motion #7: it was moved and seconded (Starr, Kelly) to table conversation about the proposal from Chatman until the staff can organize a joint meeting of the Affected Community and Operations Committees in March 2022. Motion carried unanimously.*

Announcements: None.

Adjournment: *Motion#8: it was moved and seconded (Starr, Kelly) to adjourn the meeting at 12:42 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

HOUSTON RYAN WHITE PLANNING COUNCIL 2022 ORIENTATION

Thursday, January 27, 2022

To join the Zoom meeting, click on the following link:

<https://us02web.zoom.us/j/87590137506?pwd=bnZiK2RQUtFYaWNNkI0R0haaWxSQT09>

Meeting ID: 875 9013 7506 Passcode: 313866

Or dial in on your telephone at: 346-248-7799

- 10:00 a.m. WELCOME**
Crystal R. Starr, Chair, Ryan White Planning Council
- MESSAGE FROM THE CHIEF EXECUTIVE OFFICER**
The Honorable Lina Hidalgo, County Judge
- 10:30 a.m. INTRODUCTIONS**
Crystal R. Starr, Facilitator
- Member Introductions
 - Introduction of Planning Council Officers & Committee Co-Chairs
 - Recognize the Mentors
- 11:00 a.m. COMMITTEE ORIENTATION**
Breakout Rooms, facilitated by the Committee Co-Chairs
- 11:25 a.m. BREAK**
- 11:30 a.m. HIV & COVID-19 UPDATES**
Shital Patel, M.D.
Assistant Professor, Baylor College of Medicine
- 12:00 p.m. LUNCH**
- 12:30 p.m. WHO'S WHO AT RYAN WHITE, AN INTERACTIVE GAME**
Bobby Cruz, Facilitator
- 1:30 p.m. TIMELINE OF CRITICAL 2022 COUNCIL ACTIVITIES**
Tori Williams, Director, Ryan White Office of Support
- 1:45 p.m. DANCE THE HOKEY POKEY**
Denis Kelly, Dance Master
- 2:00 p.m. PLAN FOR THE 2022 COMPREHENSIVE PLAN**
Tori Williams & Mackenzie Hudson
Ryan White Planning Council Office of Support
- 2:15 P.M. BREAK**
- 2:30 p.m. INNOVATIVE STRATEGIES AT RYAN WHITE FUNDED CLINICS**
Pete Rodriguez, RN
Clinical Consultant, HRSA HIV/AIDS Bureau
- 3:00 p.m. CLOSING REMARKS**
Crystal R. Starr, Chair, Ryan White Planning Council