

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, March 15, 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

-
- 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

- 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. Old Business Tori Williams
- A. 2022 Committee Goals
 - B. 2022 Committee Meeting Dates & Critical Timeline
 - C. Sign Member Statement of Confidentiality Forms
 - D. Elect a Committee Vice Chair

- IV. New Business
- A. 2022 Council Training Schedule – Coordinate with Integrated Plan?
 - B. In Person vs. Virtual Meetings
 - No large meeting rooms at 2223 W. Loop South
 - Off site meeting locations may require more hot spots
 - C. Ryan White Office of Support Possible Move

- V. May Meeting
- A. FY 2023 Council Support Budget
 - B. 2023 – 2024 Blue Book
 - C. Review MOU and Letter of Agreement
 - D. Ideas for Incorporating Informal Community Input into PC Meetings (2 public comments)

- VI. Announcements
- No meeting in April so that members can participate in the HTBMN process?

- VII. Adjourn

OPTIONAL: Members meet with Committee Mentor

Johnny Deal

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

1:30 pm, Thursday, January 20, 2022

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ronnie Galley, Co-Chair	Matilda Padilla, excused	Mauricia Chatman, RWGA
Veronica Ardoin, Co-Chair		Titan Capri, RWPC
Bobby Cruz		Cecilia Ligons, RWPC
Johnny Deal		Staff
Denis Kelly		Tori Williams, Director
Crystal Starr		Mackenzie Hudson, Health Planner
		Rod Avila, Assistant Coordinator

Call to Order: Ronnie Galley, Co-Chair, called the meeting to order at 1:33 p.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, Cruz) to approve the November 21, 2021 minutes. Motion carried. Abstention: Deal and Cruz.

Public Comment and Announcements: None

New Business

2022 All Member Orientation Agenda: Williams walked members through the itinerary for the 2022 Council Orientation event.

2022 Council Training Topics – Synchronize with Integrated Plan Training: Committee members discussed and agreed by consensus to have training topics that can align with the training for the Integrated Plan training.

Announcements: For 2022 Council contact Diane to request missing Council name badges.

Adjournment: Motion#3: it was moved and seconded (Starr, Cruz) to adjourn the meeting at 2:01 p.m. Motion carried unanimously.

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

DRAFT

2022 QUARTERLY REPORT OPERATIONS COMMITTEE (submitted May)

Status of Committee Goals and Responsibilities (* means mandated by HRSA):

1. Design and implement Orientation for Council members and new external committee members early in the planning year.
Status:
2. When necessary, address member needs for additional orientation and training, including through the Committee Mentoring Program.
Status:
3. *When necessary, review and revise the bylaws, policies, and procedures of the Ryan White Planning Council.
Status:
4. In November, review and, if necessary, recommend amendments to the Memorandum of Understanding among Part A stakeholders and/or the Letter of Agreement among Part B stakeholders.
Status:
5. When necessary, review and revise policies and procedures for the Council support staff.
Status:
6. *Investigate and make recommendations regarding complaints and grievances brought before the committee in order to assure member/staff compliance with bylaws, policies, and procedures.
Status:
7. *Resolve any grievances brought forward.
Status:
8. *Make nominations to the CEO, which ensure the reflectiveness and representativeness of the Council.
Status:
9. Evaluate the performance of the Director in conjunction with the Planning Council Chair and CEO.
Status:
10. Ensure that the Council is complying with HRSA, County and other open meeting requirements.
Status:
11. Annually, review the status of Committee activities identified in the Comprehensive Plan.
Status:

Status of Tasks on the Timeline:

Committee Chairperson

Date

2022 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/28/21)

AFFECTED COMMUNITY

Meetings are on the second Monday after Council meets starting at 1:30 pm.

February 21	July 25
March 15*	August 22
March 21	September 19
April - no meeting	October 24
May 23	November 21
June 20	December - no mtg

COMPREHENSIVE HIV PLANNING

Meetings are the second Thursday of the month starting at 1:30 pm:

February 10	August 11
March 10	September 8
April - no meeting	October 13
May 12	Nov 10
June 9	December - no mtg
July 14	

OPERATIONS

Meetings are Tuesdays following the Council meeting starting at 11:00 am:

February 15	August 16
March 15	September 13
April - no meeting	October 18
May 17	November 15
June 14	December 13
July 19	

PLANNING COUNCIL

Meetings are the second Thursday of the month starting at 12 noon:

February 10	August 11
March 10	September 8
April 14	October 13
May 12	Nov 10
June 9	December 8
July 14	

PRIORITY & ALLOCATIONS

Meetings are the fourth Thursday of the month at 12 pm:

February 24	July 28
March 15*	August 25
March 24	September 22
April 28	October 27
May 26	November - no mtg
June 23	December - no mtg

QUALITY IMPROVEMENT

Meetings are on the Tuesdays following Council starting at 2:00 pm:

February 15	August 16
March 15*	September 13
April - no meeting	October 18
May 17	November 15
June 14	December - no mtg
July 19	

STEERING

Meetings are the first Thursday of the month starting at 12 noon:

February 3	August 4
March 3	September 1
April 7	October 6
May 5	November 3
June 2	December 1
July 7	

***Joint meeting of the Affected Community, Priority and Allocations and Quality Improvement Committees.**

BOLD = Special meeting date, time or place

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2022 Council Activities

(Revised 01-28-22)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please check our website at www.rwpchouston.org or call the Office of Support at: 832 927-7926 to confirm details regarding a particular meeting.

General Information: The following is a list of significant activities regarding the 2022 Houston Ryan White Planning Council. Consumers, providers and members of the public are encouraged to attend and provide public comment at any of the meetings described below. For more information on Planning Council processes or to receive monthly calendars and/or meeting packets, please contact the Office of Support at 832 927-7926 or visit our website at: <http://rwpchouston.org>.

All Ryan White Council and Committee meetings will be held virtually January through March 2022, possibly in the Spring as well. Routinely, the Ryan White Steering Committee meets monthly at 12 noon on the first Thursday of the month. The Council meets monthly at 12 noon on the second Thursday of the month.

- Thurs. Jan. 27 Council Orientation. 2022 Committee meeting dates will be established at this meeting.
- Thurs. Feb. 3 12 noon. First Steering Committee meeting for the 2022 planning year.
- Feb. date TBD 10 am, Orientation for new 2022 Affiliate Committee Members.
- Thurs. Feb. 10 12 noon. First Council meeting for the 2022 planning year.

Tues. Feb. 15 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding, or recommending funding, for 17 of the 28 allowable HRSA service categories. The Idea Form is used to ask the Council to make a change to a funded service or reconsider a service that is not currently being funded in the Greater Houston area with Ryan White Part A, Part B or State Services dollars. The form requires documentation that justifies why a particular service should be funded and why it is not a duplication of a service already being offered through another funding source. Anyone can submit an Idea Form. Contact the Office of Support at 832 927-7926 to request required forms.

- Thurs. Feb. 24 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2022 unspent funds, FY 2023 priority setting process** and more.
- March date TBD EIIHA Workgroup meeting.
- Tues. March 15 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2023 service categories** for Part A, Part B and *State Services* funding.
- Mon. March 21 1:30 pm. **Consumer Training** on the How to Best Meet the Need process.
- Thurs. April 7 12 noon. Steering Committee meets.

Thurs. April 14 12 noon. Planning Council meets.

1:30 – 4:30 pm. **Council and Community Training for the How to Best Meet the Need process.** Those encouraged to attend are community members as well as individuals from the Quality Improvement, Priority & Allocations and Affected Community Committees. Call 832 927-7926 for confirmation and additional information.

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Mon. April 18 10 am – 5 pm, Special workgroup meetings. Topics to be announced.

April 19 - 27

The following workgroups will be scheduled to meet. Call 832 927-7926 for confirmation and to receive meeting packets.

10:30 am. **Date to be announced.** **How To Best Meet the Need Workgroup #1** at which the following services for FY 2023 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance – Pharmacy Assistance, Local Pharmacy Assistance, Medical Case Management, Outreach and Service Linkage – Adult and Rural)
- Ambulatory/Outpatient Medical Care (including Medical Case Management and Service Linkage – Pediatric)
- Referral for Health Care and Support Services
- Clinical Case Management
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Vision Care

1:30 pm. **Date to be announced.** **How To Best Meet the Need Workgroup #2** at which the following services for FY 2023 will be reviewed:

- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Mental Health
- Substance Abuse Treatment/Counseling
- Non-Medical Case Management (Substance Use)
- Oral Health – Untargeted & Rural

3:00 pm – 5:00 pm. **Date to be announced.** **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

- Early Intervention Services
- Emergency Financial Assistance - Other
- Home & Community-based Health Services (Adult Day Treatment)
- Hospice
- Linguistic Services
- Transportation (van-based - Untargeted & Rural)

Thurs. April 28 12 noon. Priority & Allocations Committee meets to allocate **Part A unspent funds.**

Mon. May 2 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 15 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

Tues. May 17 11:00 am. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2023 Council Support Budget.

Tues. May 17 2:00 pm. Quality Improvement Committee meets to approve the **FY 2023 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

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(Revised 01-28-22)

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Tues. May 24	7:00 pm., Public Hearing on the FY 2023 How To Best Meet the Need results.
Wed. May 25	Time TBD. Special Quality Improvement Committee meeting to review public comments regarding FY 2023 How To Best Meet the Need results.
Thurs. May 26	12 noon. Priority & Allocations Committee meets to recommend the FY 2023 service priorities for Ryan White Parts A and B and <i>State Services</i> funding.
Thurs. June 2	12 noon. Steering Committee meets to approve the FY 2023 How to Best Meet the Need results.
Thurs. June 9	12 noon. Council approves the FY 2023 How to Best Meet the Need results.
Week of June 13-16	Dates and times TBD. Special Priority & Allocations Committee meetings to draft the FY 2023 allocations for RW Part A and B and State Services funding.
June 12 or Aug. 16	2:00 pm. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.
Thurs. June 23	12 noon. Priority & Allocations Committee meets to approve the FY 2023 allocations for RW Part A and B and State Services funding.
Mon. June 27	7 pm. Public Hearing on the FY 2023 service priorities and allocations.
Tues. June 28	Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the FY 2023 service priorities and allocations.
July/Aug.	Workgroup meets to complete the proposed FY 2023 EIIHA Plan.
Thurs. July 7	12 noon. Steering Committee approves the FY 2023 service priorities and allocations.
Thurs. July 14	12 noon. Council approves the FY 2023 service priorities and allocations.
Fri. July 15	5 pm. Deadline for submitting a Project LEAP application form. See July 28 for description of Project LEAP. Call 832 927-7926 for an application form.
Thurs. July 28	12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the FY 2023 priority & allocations. They also allocate FY 2021 carryover funds. (Allocate even though dollar amount will not be avail. until Aug.)
Wed. July 27	Project LEAP classes begin. Project LEAP is a free 17-week training course for individuals living with or affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area. To apply, call 832 927-7926.

(continued)

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- Thurs. Aug. 4 12 noon. **ALL ITEMS MUST BE REVIEWED BEFORE BEING SENT TO COUNCIL – THIS STEERING COMMITTEE MEETING IS THE LAST CHANCE TO APPROVE ANYTHING NEEDED FOR THE FY 2023 GRANT.** (Mail out date for the August Steering Committee meeting is July 28, 2022.)
- Mon. Aug. 22 1:30 pm. **Consumer Training** on Standards of Care and Performance Measures.
- Fri. Sept. 2 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 15 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.
- Tues. Sept. 13 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Mon. Sept. 19 1:30 pm. **Consumer-Only Workgroup** meeting to review FY 2023 Standards of Care and Performance Measures.
- Tues. Oct. 18 11:00 am. Operations Committee reviews the Memorandum of Understanding between all Part A stakeholders & Letter of Agreement between Part B stakeholders.
- October or November Date & time TBD. Community Workgroup meeting to review **FY 2023 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 27 12 noon. Priority & Allocations Committee meets to allocate FY 2022 unspent funds.
- Tues. Nov. 15 or 29 10:00 am. Commissioners Court to receive the World AIDS Day Resolution.
- Thurs. Nov. 10 12 noon. Council recognizes all Affiliate Committee Members.
- Thurs. Dec. 1 **World AIDS Day.**
- Thurs. Dec. 8 12 noon. Election of Officers for the 2023 Ryan White Planning Council.

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
www.rwpchouston.org

**Houston Ryan White Planning Council
Operations Committee Member
Statement of Confidentiality**

I, the undersigned, am a member of the Operations Committee or an ex-officio member of the Committee as current Chair of the Houston Ryan White Planning Council.

I understand that in the course of my service as a member of the Operations Committee, or Chair of the Ryan White Planning Council (RWPC), I may learn certain facts about individuals in the application/nomination and membership selection process that are of a highly personal and confidential nature (i.e. information such as, but not limited to: HIV status, medical conditions, sexual orientation, or other personal matters).

I agree to the best of my ability to protect the information of a personal and confidential nature of a Council applicant. I further agree to the best of my ability to protect any information of a personal and confidential nature learned while on the Operations Committee, or during my tenure as Chair, after my membership on the Operations Committee and my relationship with the Houston Ryan White Planning Council has ceased.

I also understand that a violation of this confidentiality agreement may result in my removal from the Houston Ryan White Planning Council.

Printed Name: _____

Signature: _____

Date: _____

2022 Ryan White Planning Council

WORKING STANDING COMMITTEE LIST

(Updated 03-01-22)

Green Text = Committee Mentor

Blue Text = New Member

Red Text = Committee Vice Chair

STEERING	
Crystal Starr, RWPC Chair	Ronnie Galley, Co-Chair, Operations
Skeet Boyle, Vice Chair	Matilda Padilla, Co-Chair, Operations
Kevin Aloysius, Secretary	Bobby Cruz, Co-Chair, Priority and Allocations
Tony Crawford, Co-Chair, Affected Community	Peta Gay-Ledbetter, Co-Chair, Priority and Allocations
Holly Renee McLean, Co-Chair, Affected Community	Denis Kelly, Co-Chair, Quality Improvement
Josh Mica, Co-Chair, Comprehensive HIV Planning	Daphne Jones, Co-Chair, Quality Improvement
Steven Vargas, Co-Chair, Comprehensive HIV Planning	

AFFECTED COMMUNITY			
1. Tony Crawford, Co-Chair	8. Cecilia Ligons	<i>Affiliate Members</i>	
2. Holly Renee McLean, Co-Chair	9. Diana Morgan	<i>Deborah Hurd</i>	
3. Veronica Ardoin	10. Rodney Mills	<i>Veria Steptoe</i>	
4. Rosalind Belcher	11. Andrew Wilson		
5. Cubby Crawford-Prado			
6. Johnny Deal, Vice Chair & Mentor			
7. Ronnie Galley			

COMPREHENSIVE HIV PLANNING			
1. Josh Mica, Co-Chair	7. Matilda Padilla	<i>Affiliate Members</i>	
2. Steven Vargas, Co-Chair	8. Shital Patel	<i>Dominique Brewster</i>	
3. Titan Capri, Vice Chair	9. Paul Richards	<i>Bianca Burley</i>	
4. Johanna Castillo	10. Faye Robinson	<i>Allen Murray</i>	
5. Dawn Jenkins	11. Imran Shaikh		
6. Rodney Mills, Mentor	12. Robert Sliepka		

OPERATIONS			
1. Ronnie Galley, Co-Chair	4. Ardry "Skeet" Boyle	7. Cecilia Ligons, Mentor	<i>No Affiliate Members</i>
2. Matilda Padilla, Co-Chair	5. Johnny Deal	8. Peta-Gay Ledbetter	
3. Kevin Aloysius	6. Denis Kelly		

PRIORITY AND ALLOCATIONS			
1. Bobby Cruz, Co-Chair	4. Roxane May	7. Robert Sliepka	<i>Affiliate Members</i>
2. Peta Gay-Ledbetter, Co-Chair & Mentor	5. Josh Mica	8. Bruce Turner, Vice Chair	<i>Allen Murray</i>
3. Kimberley Collins	6. Paul Richards		

QUALITY IMPROVEMENT			
1. Denis Kelly, Co-Chair	8. Nkechi Onyewuenyi	<i>Affiliate Members</i>	
2. Daphne Jones, Co-Chair	9. Oscar Perez	<i>Gloria Sierra</i>	
3. Kevin Aloysius, Vice Chair	10. Tana Pradia, Mentor	<i>Deborah Somoye</i>	
4. Veronica Ardoin	11. Pete Rodriguez		
5. Ardry "Skeet" Boyle	12. Andrew Wilson		
6. Titan Capri			
7. Tom Lindstrom			

Training Topics for 2022 Ryan White Planning Council Meetings (updated: 03/07/22)

DRAFT

Shading = may be room on agenda for a second speaker

Month 2022	Topic	Speaker
January 22	Council Orientation	See Orientation agenda
February 10	Integrated Planning with A Quality of Life Pillar	Steven Vargas
March 10	TENTATIVE: Houston End the HIV Epidemic Plan The Open Meetings Act	Representative of Houston Health Department Tori Williams
April 14	Council votes to concur on Houston's EHE Plan How to Best Meet the Need Training 1:30 - 4 pm HTBMN Document Training	Representative of Houston Health Department Denis Kelly & Daphne Jones, Co-Chairs, Quality Improvement Committee Multiple trainers
May 13	TENTATIVE: Health Equity	TBD (Mauricia has a recommendation)
June 9	TENTATIVE: National Hepatitis Plan	TBD
July 14	Mental Health & Substance Use Disorder Community Plans Priority Setting and Allocations Processes	TBD Bobby Cruz & Peta-gay Ledbetter, Co-Chairs, Priority & Allocations Committee
August 11		
September 8	Intimate Partner Violence and HIV EIIHA Update	TBD Mackenzie Hudson, Ryan White Office of Support
October 13	2022 Houston HIV Prevention & Care Integrated Plan Trauma Informed Care The Opioid Epidemic	Council votes to concur TBD Representative, The National Opioid Network
November 10	We Appreciate Our Affiliate Committee Members Election Policy Project LEAP Special Presentations	Crystal Starr, Chair, Ryan White Planning Council Ronnie Galley and Veronica Ardoin, Co-Chairs, Operations Committee 2022 Project LEAP Students
December 8	Elections for the 2023 Officers	Ronnie Galley and Matilda Padilla, Co-Chairs, Operations Committee

Required: Opioid and Other Drug Use, Prevention of Domestic & Sexual Violence and Trauma Informed Care

Requests: Transgender Health Issues by Dr. Lake – recommended by Dr. Patel

Updates from the Texas Department of State Health Services (TDSHS) - 2 x per year

Facts on Possible 2022 Office of Support Move to a New Location

(03-01-22)

- **OVERVIEW**
 - Harris County Public Health definitely has to move downtown summer 2022
 - The Sherriff's Department and the Ryan White Office of Support has not been asked to move
 - Better to plan ahead

- **OPTION #1: The RW Office of Support was invited to move with HCPH**
 - 1111 Fannin, floors 13 - 16 – Rod knows the building
 - Concern about how consumer friendly the building will be
 - No funds available to remodel
 - No meeting rooms – HCPH using United Way+; RWGA may use St. Philip Church
 - Lots of staff cubicles
 - Staff must pay parking @ \$125/mos.; at least 1 block walk from building
 - HCPH developing a work from home policy

- **OPTION #2: Separate from RWGA (dependent upon budget)**
 - St. Philips Church – fireproof files & electrical outlets for copier
 - Alternate County Building?
 - Other

- **Final move into remodeled Riverside Hospital with HCPH in 2024/2025**