

Houston Area HIV Services Ryan White Planning Council
Office of Support
Meeting Location: 1440 Harold Street, Houston, Texas 77006
832 927-7926 telephone; <http://rwpchouston.org>

MEMO

To: 2024 Operations Committee
Cecilia Ligons, Co-Chair
Crystal R. Starr, Co-Chair
Skeet Boyle
Johnny Deal

Bill Patterson
Ryan Rose
Yolanda Ross
Priscilla Willridge

Copy: Josh Mica
Rodriga "Rod" Avila
Glenn Urbach

Mauricia Chatman
Tiffany Shepherd
Sha'Terra Johnson

From: Tori Williams

Date: Tuesday, March 5, 2024

Re: Meeting Announcement

Please note- mailing this meeting packet earlier than usual.

We look forward to seeing you for your March Operations Committee meeting. This is a hybrid meeting so you can participate in person or virtually. Meeting details are as follows:

Operations Committee Meeting
11:00 a.m., Monday, March 18, 2024

In Person: 1440 Harold Street, Houston, Texas 77006. Park and enter the building from Hawthorne Street, which is behind the church.

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 and let her know if you will be participating virtually or in person, even if you cannot attend the meeting. She can be reached at: Rodriga.Avila@harriscountytexas.gov 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, Monday, March 18, 2024

Join Zoom Meeting

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AGENDA

* = Handout to be distributed at the meeting

-
- I. Call to Order Cecilia Ligons and
Crystal R. Starr, 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
 - A. Update on the February 16th Affiliate Member Training

 - IV. New Business Tori Williams
 - A. Review current policies. See attached policies 100.01 – 300.01
Per the PC Chair, look for opportunities to use gender neutral language
Example: See policy 200.03 line 53

 - V. Announcements

 - VI. Adjourn

OPTIONAL: Members meet with Committee Mentor Cecilia Ligons

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Monday February 12, 2024

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Cecilia Ligons, Co-Chair	Crystal R. Starr, excused	Josh Mica, RWPC Chair
Skeet Boyle	Johnny Deal, excused	Sha’Terra Johnson, TRG
Bill Patterson		Maylyne Gonzalez, TRG Intern
Ryan Rose		Staff
Yolanda Ross		Tori Williams, Director
Priscilla Willridge		Rod Avila, Assistant Coordinator

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

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

Ligons turned the committee chair position over to Rose.

Approval of the Minutes: Motion #2: *it was moved and seconded (Ligons, Ross) to approve the October 17, 2023 minutes. Motion carried.* Abstentions: Patterson, Rose, Ross, and Willridge

Rose returned the chair position over to Ligons.

Public Comments: None

Old Business

Nuts and Bolts, FY 2024 Petty Cash and Open Meetings Act Training: Williams walked the committee through the attached documents, which contained information about Council “Nuts and Bolts”, Petty Cash deadlines, and Open Meetings Act Training.

2024 Committee Goals: Motion #3: *it was moved and seconded (Rose, Ross) to use the same goals in 2024 that were used in 2023. Motion carried unanimously.*

2024 Committee Meeting Dates & Critical Timeline: Williams reviewed the 2024 Committee Meeting Dates and Timeline of Critical 2024 Council Activities.

Sign Member Statement of Confidentiality Forms: Committee members who participated in person signed the Statement of Confidentiality form. Others will sign and submit the form to the Office of Support.

DRAFT

Confidentiality Statement on Sign In Forms: ***Motion #4:** it was moved and seconded (Patterson, Rose) to add the Planning Council's confidentiality statement at the top of all Council and Committee sign in sheets. Motion carried unanimously.*

Elect a Committee Vice Chair: *Bill Patterson was elected by acclamation to be the committee Vice Chair.*

New Business

Date for New Affiliate Member Training: The New Affiliate Member Training is scheduled for Friday, February 16, 2024 from 10 am to 12:30 pm.

2024 Council Training Schedule: Committee members discussed the 2024 training schedule. ***Motion #5:** it was moved and seconded (Rose, Ross) to keep the 2024 training schedule as is with the understanding that staff will have to make adjustments depending upon the availability of the speakers. Motion carried unanimously.* See the attached draft of the 2024 Council Training Schedule.

Updates on the future location of the Ryan White Office of Support: Williams shared that in 2023, County representatives verbally committed office space to the Council and its staff in a building near the Sunnyside neighborhood, once construction on the building has been completed. Unfortunately, County personnel has determined that staff from another department will need to be moved into that space; hence, it is no longer available for the Council and its staff. As a result, the Office of Support will continue to rent space at Bering Church and Williams will continue to work with County staff to explore other properties.

Announcements: None

Adjournment: ***Motion #6:** it was moved and seconded (Rose, Ross) to adjourned meeting at 11:59 a.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. JUL 15, 1998

REV JANUARY 1, 2020

POLICY No. 100.01

PUBLIC COMMENTS

1 PURPOSE

2
3 This policy establishes guidelines by which public comments will be received by the Houston Area
4 HIV Health Services Ryan White Planning Council.
5

6 AUTHORITY

7
8 The RWPC through adoption of its bylaws ensures that there will be a procedure for receiving
9 public comments.
10

11 INTENT

12
13 The Houston Eligible Metropolitan Area (EMA) HIV Services Planning Council represents the
14 HIV/AIDS affected six county area (EMA). The RWPC does not act on behalf of individuals from
15 affected communities nor agencies serving these communities. The PC identifies the needs of all
16 affected communities, prioritizes those needs and allocates limited Ryan White Part A (formerly
17 known as Title I) funds to meet a portion of those needs. Per a request from the Texas Department
18 of State Services, the PC also makes recommendations regarding the priorities and allocation of
19 funds for Ryan White Part B and State Services funding. The Planning Council does not allocate
20 funds to individuals or to agencies except as allowed in limited circumstances within the Ryan
21 White Program. While a “Comprehensive Needs Assessment” is completed when required by
22 Health Resources and Services Administration (HRSA), “Needs” are assessed on an ongoing basis
23 through various HIV/AIDS Needs Assessment processes.
24

25 PROCESS

26
27 All RWPC meetings are open to the public (see Policy No. 200.03) and are announced and
28 conducted in accordance with the Open Meetings Act. There will always be a place on the Agenda
29 for public comments. The RWPC can at any time determine where on the agenda public comments
30 can be made. At the Planning Council meetings, only members of the Planning Council can vote
31 on agenda items. However, official Affiliate Members can vote on items at the committee level on
32 which they serve (Policy No. 400.01). Public comments may be limited to 3 minutes per
33 individual. At the discretion of the Chair, public comments may be limited to a shorter, or
34 expanded to a longer period of time, but the amount of time must be announced at the beginning
35 of the public comment portion of the agenda and a uniform amount of time must apply equally to
36 all who are giving comments at the meeting. Only during the Public Comment portion of the
37 meeting are Council members asked to refrain from engaging in dialogue with or asking questions
38 of individuals who are providing public comment at Council meetings. The Chair of the Council
39 will refer public comments that need additional follow up to the appropriate committee. Council

40 members will abide by the Public Information Act. See staff policy regarding the distribution of
41 information. (See Staff Personnel notebook.)

42

43 **SPECIALLY SCHEDULED PUBLIC COMMENTS**

44

45 During the year, the standing committees will announce requests for Public Comment on key work
46 products before going to the whole PC for final approval. In addition, the PC may also announce
47 requests for Public Comments on key issues.

48

49 **HOW DECISIONS ARE MADE**

50

51 The PC will NOT make decisions on information presented to the PC during public comments
52 unless it relates to an item that has followed the appropriate Council process. It will hear comments
53 and then assign follow-up to the appropriate standing committee (see RWPC Policy No. 400.01).
54 All business for decision by members of the full Planning Council will be handled in the following
55 fashion:

56 ➤ Introduce the business item at a Steering Committee Meeting (unless item has already
57 been assigned to/undertaken by the appropriate committee)

58 ➤ Steering assigns the task to the appropriate committee

59 ➤ Chair of the appropriate committee may:

60 • Create a sub-committee

61 • Create a work group

62 • Seek public input

63 • Set a time limit as to resolution

64 ➤ Report the recommended action back to Steering

65 ➤ Steering includes the Committee's recommended action on the Council Agenda for
66 Council Meeting if Committee's recommended action passes Steering.

67 ➤ Full Council votes

68

69 All items on the agenda for vote by the full Council will become official by majority vote.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. JUL 15, 1998

REV JANUARY 1, 2022

POLICY No. 200.01

PLANNING COUNCIL AND AFFILIATE COMMITTEE MEMBER APPLICATION AND SCREENING PROCESSES

1 **PURPOSE**

2
3 This policy establishes guidelines by which members are nominated for membership on the
4 Houston Area HIV Health Services Ryan White Planning Council (RWPC). It also outlines the
5 process for applying for Affiliate Committee membership. These are two separate processes.
6

7 **AUTHORITY**

8
9 The process related to Council membership will comply with the most current Ryan White
10 HIV/AIDS Program Part A Manual. The CARE Act as amended (currently referred to as the Ryan
11 White HIV/AIDS Treatment Extension Act of 2009 or the Ryan White Program), Section
12 2602(b)(1) states: "Nominations to the planning council shall be identified through an open process
13 and candidates shall be selected based on locally delineated and publicized criteria. Since there
14 are no HRSA guidelines for Affiliate Committee membership, the process for applying and being
15 screened for Affiliate Committee membership must comply with Houston Ryan White Planning
16 Council (RWPC) bylaws, policies and procedures.
17

18 **PLANNING COUNCIL APPLICATION PROCESS**

19
20 The Nominations Screening Process for Planning Council membership will be as follows: The
21 process shall be continuous and/or as needed to fill vacancies in Council membership. The Council
22 shall work with the CEO's office to ensure that Council membership is in compliance with HRSA
23 mandates regarding membership. All terms begin in January. Members may be appointed to fill
24 an unexpired term.
25

26 With the exception of persons representing HRSA required government organizations, such as
27 Medicaid, HOPWA and others, Council applicants will be subject to the Nominations Screening
28 Process conducted by the Operations Committee. The process will be an open-ended process
29 available to all interested persons wishing to serve.
30

31 **PLANNING COUNCIL REPRESENTATION:**

32 See HRSA grant instructions.
33

34 The composition of the RWPC will be reflective of the local HIV epidemic and according to HRSA
35 policy. Besides the HRSA required representation categories of Planning Council Membership,
36 the RWPC may also request other positions/representation, subject to the approval of the CEO, in
37 order to maintain diversity within the RWPC reflecting the pandemic and/or needed expertise

38 within the EMA. These positions are subject to the Nominations Screening Process.

39

40 **PLANNING COUNCIL RECRUITMENT/ADVERTISEMENT:**

41 The Operations Committee shall announce the Nominations Screening Process by notification to
42 interested and affected groups in the form of press releases, advertisements, flyers/brochures, etc.
43 Announcements should be targeted to the following organizations and communities:

44

- Local HIV/AIDS organizations
- Veterans, Gay, Lesbian, Bi-sexual, Transgender, African American, Hispanic,
46 Asian, Rural and other communities
- Project LEAP students

47

48
49 Recommendations for vacant positions, which occur during the year, will be selected from this
50 pool of applicants.

51

52

53 **PLANNING COUNCIL NOMINEE APPLICATION:**

54 Council Application: Forms for RWPC membership will be reviewed annually by the Operations
55 Committee for revisions/changes to the forms and will be made available in English and Spanish.

56

57 With the exception of persons representing HRSA required government organizations, such as
58 Medicaid, HOPWA and others, persons interested in serving on the RWPC must submit a
59 completed nominee application form to the Operations Committee. Staff will contact an applicant
60 if their form is not complete and inform them that the Committee will not interview a candidate
61 with an incomplete application form.

62

63 Interviews with the Operations Committee and a potential nominee will be scheduled after an
64 application is received. The interview process will be used to determine the applicants' interest,
65 experience, background and availability of time. Open-ended questions will be used to clarify
66 answers given in response to a specific list of questions. The goal is to obtain as much appropriate
67 information as possible about the applicant. During the process, the potential applicant will be
68 able to ask questions of the Operations Committee.

69

70 **CONSIDERATION OF APPLICANTS:**

71 The Operations Committee will consider all applications in order to ensure that the PC is balanced
72 in terms of expertise, racial and ethnic composition, geography, and other criteria developed by
73 HRSA and the RWPC.

74

75

76 **LIST OF CANDIDATES:**

77 The Operations Committee will submit all applications with a committee recommendation to the
78 CEO. The CEO will also be notified of the candidates who are not being recommended. The CEO
79 will appoint all members to the Council.

80

81

82

AFFILIATE COMMITTEE APPLICATION PROCESS

Forms for Affiliate Committee membership will be reviewed annually by the Operations

83 Committee for revisions/changes to the forms and will be made available in English and Spanish.
84 Affiliate members will be appointed for a one year term by the Chair of the Council to each of the
85 Standing Committees with the exception of Operations and Steering (ref. RWPC Policy 1000.01).
86 Individuals wishing to become Affiliate members must submit to the Office of Support an Affiliate
87 Membership application, which will include contact information for two references. Before
88 making an appointment, the Chair must contact references for candidates unless the person has
89 already served as an Affiliate Committee or Council member. The Council Chair can ask the
90 Director of the Office of Support to assist with contacting references. Both must use the approved
91 form to document the results of all calls.

92
93 When committees have membership openings, the Office of Support will notify the Council Chair
94 of all pending applications and references will be contacted at that time and before an appointment
95 is made. The Chair of the Council will make committee appointments in consultation with the
96 Director of the Office of Support.

97
98 **PLANNING COUNCIL AND AFFILIATE COMMITTEE**
99 **APPLICATION PROCESSES**

100
101 For both Planning Council and Affiliate Committee applicants, the following items will be
102 addressed through correspondence or during the interview, and on the application:

103
104 **TIME COMMITMENT:**
105 Each applicant shall be informed of the time commitment necessary to participate as a member.
106 Minimum time requirements for a Council member are at least four (4) hours per month. Two (2)
107 hours for monthly RWPC meetings and two (2) hours for monthly Service Committee meetings.
108 Minimum time requirements for an Affiliate Committee member are at least two (2) hours per
109 month for committee meetings. This information is to be included on both Council and Affiliate
110 Committee application forms.

111
112 **CONFLICT OF INTEREST:**
113 As part of the application process, all candidates will be informed in writing that individuals who
114 are members of or who have a financial interest in an organization receiving and/or seeking Ryan
115 White Part A or B or State Services funding are considered to have a conflict of interest.
116 **(OPTIONAL TEXT)** If appointed, the individual will be required to complete a Conflict of
117 Interest Disclosure Form annually and/or as needed, describing the relationship of the person to
118 each organization that can benefit from an action by the RWPC. Additionally all Council and
119 Affiliate Committee members will be required to identify conflicts of interest during a discussion
120 and/or vote and abstain from voting on issues pertaining to that conflict.

121
122 **HIV DISCLOSURE:**
123 Persons who are self-identified as living with HIV or having AIDS may choose whether or not to
124 reveal their HIV/AIDS status. All laws regarding HIV/AIDS confidentiality are adhered to. This
125 information is included on the application forms.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV JANUARY 1, 2018

POLICY No.200.02

APPOINTMENT OF COUNCIL, COMPOSITION OF COUNCIL AND COMPENSATION

1 **PURPOSE**

2
3 This policy establishes guidelines set forth in RWPC Bylaws Rev.11/01, Article II, Sections 2.01
4 through Section 2.05 and current HRSA guidelines. This policy will ensure representation of the
5 communities living with HIV on the Planning Council.
6

7 **AUTHORITY**

8
9 Adopted and amended Bylaws of the Houston Area HIV Health Ryan White Planning Council as
10 Revised 01/18; Ryan White HIV/AIDS Treatment Extension Act of 2009 or the Ryan White
11 Program.
12

13 **APPOINTMENT OF COUNCIL**

14
15 All members of the above mentioned Council will be appointed by the Chief Elected Official
16 (CEO) of Harris County. Vacancies will be filled by appointment of the CEO and serve at the
17 pleasure of the CEO. All candidates are subject to the established Nominations Screening Process
18 (see RWPC Policy No. 200.01).
19

20 **COMPOSITION OF COUNCIL**

21
22 The Planning Council will be made up of individuals as specified in Sec.2602(2) PLANNING
23 COUNCIL REPRESENTATION as stated in the current Ryan White Program, and will be
24 reflective of the local HIV/AIDS Epidemic according to HRSA policy. The Planning Council may
25 also request other positions/representation in order to maintain diversity within the EMA reflecting
26 the pandemic and/or needed expertise within the EMA subject to approval of the CEO. These
27 positions are subject to the Nominations Screening Process.
28

29 A minimum of 33% of the membership of the Planning Council will be persons living with HIV
30 who do not have a conflict of interest (or according to current HRSA policy) and are willing to
31 represent the community.
32

33 Recruitment will comply with the Health Resources Services Administration (HRSA) Program
34 Guidance to ensure Planning Council membership reflects and is representative of those affected
35 by HIV/AIDS throughout the EMA. Therefore, special recruitment efforts will be made among
36 those least represented on the PC.
37

38 **TERM**

39

40 Council position terms are two (2) years. The terms of one-half of the Council positions shall
41 terminate in even-numbered years. The other half of the positions shall terminate in odd-numbered
42 years. A term shall begin on January 1 and shall terminate on December 31 of the second year
43 following. Council members appointed to vacancies shall complete the unexpired term of office.

44

45 The CEO shall appoint Council members to no more than three consecutive two-year terms. All
46 members serve at the pleasure of the CEO through an open nominations process.

47

48 **COMPENSATION/REIMBURSEMENT**

49

50 Persons serving as members of the Houston Area HIV Health Services Ryan White Planning
51 Council shall not receive any salary or other compensation for their services as a member of the
52 Council. All Council members may be reimbursed allowable expenses as approved by Harris
53 County Public Health, the Ryan White Planning Council and the CEO.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. May 5, 1998

REV JANUARY 1, 2021

POLICY No. 200.03

MEETINGS

1 PURPOSE

2
3 This policy is to establish guidelines by which meetings of the Houston Area HIV Health Services
4 Ryan White Planning Council (RWPC) will abide.
5

6 AUTHORITY

7
8 The RWPC through adoption of Roberts Rule of Order and bylaws 12/07; Article II; Sec. 2.01-
9 2.01) and by order of the Chief Elected Official of Harris County, ensure that there will be a
10 procedure for meeting(s) conducted by the RWPC.
11

12 INTENT

13
14 The intent of this policy is to include all citizens who are HIV positive and affected by HIV and
15 who live in the Houston Eligible Metropolitan Area (EMA) in the decision making process.
16

17 DEFINITIONS

18
19 “Meeting(s)” will be defined as an encounter where two or more people of the RWPC meet to
20 discuss business related to that body and a binding vote is intended to be taken. All meetings will
21 be open to the public (except where noted.) The public is encouraged to participate (see Policy
22 No. 100.01) and will be notified of meetings according to Open Meetings requirements. All
23 meetings of the above mentioned will be held in an environment that will be accessible to all
24 interested parties.
25

26 “Standing Committee Meetings(s)” are public meetings. Exceptions to this are hearings conducted
27 by the Grievance sub-committee of the Operations Committee, “personnel issues”, and any other
28 exception allowable under the Open Meetings Act.
29

30 “Work Group or Subcommittee Meetings(s)” will be defined as meetings that have been so
31 designated by the Chair of the Council, the Chair of a Standing Committee, or through the
32 recommendation of a member at a regular standing, or sub-committee meeting and agreed to by
33 that body. All finished products by work groups will be viewed by the appropriate Standing
34 Committee prior to submission to the Steering Committee, unless the Standing Committee
35 approves by vote, an alternative submission process.
36

37 “Other Committee Meeting(s)” will fall under the definition of Meetings. These are Committee(s)
38 that are part and parcel of Standing Committees. While they are not officially a committee, their
39 function is to carry out the business of the Council. Each of these entities is to conduct meetings
40 in areas that are accessible to the public. The public can make comments about the services that
41 affect them without fear of retribution from any member, or group of members of the Houston
42 Ryan White Planning Council.

43 **FOCUS GROUPS**

44
45 Focus groups do not involve voting and will not be considered open meetings. These are
46 gatherings where individuals are invited to participate in open discussion about services offered in
47 the Houston EMA. Members of the committee that convene the focus groups will be subject to
48 Conflict of Interest guidelines (see Policy #800.01). Participation in focus groups will be
49 according to the approved methodology for a particular focus group, and people who are not
50 appropriate to attend or view the focus group (including Council members) will not be allowed to
51 participate.

52
53 If any member of the public feels that s/he has been singled out or denied services based on
54 guidelines specified in a contracting agency(s) agreement with the Administrative Agency (HIV
55 Services), then a grievance can be filed with that agency and/or HIV Services.

56
57 **ROLE OF THE COMMITTEE CHAIR**

58
59 It is the role of the chair of any committee to facilitate the discussion and reach a majority or
60 consensus of the group. It is important that when there is not a clear majority or consensus in
61 committee meetings that a majority and minority report be given to the body which authorized that
62 committee to convene. It is imperative that all members of the committee be allowed to express
63 his or her concerns. The chair is to be fair and impartial.

64
65 **ROLE OF THE COMMITTEE MEMBERS**

66
67 It is the responsibility of each member of any committee to first identify if there is a conflict of
68 interest violation. If so, this member must state that by holding up the red flag (see Policy No.
69 800.01). If a committee member is the service provider of the topic under discussion, it is
70 imperative that this member listen objectively to comments or concerns both negative and positive
71 from the public, other council members or agents of the Administrative Agency. Each member of
72 the Council has the power to enact a grievance if the need arises (see Policy No. 1000.01). Let
73 this policy remind committee members that the Houston Area HIV Health Services Ryan White
74 Planning Council will abide by confidentiality guidelines as set forth in the most current Ryan
75 White Program and health and safety codes of the Federal Government and Texas Department of
76 State Health Services.

77
78 **TELECONFERENCING AT MEETINGS**

79
80 Due to unusual circumstances, such as illness or travel, Council and committee members are
81 allowed to participate in a Ryan White committee meeting via telephone as long as the Office of
82 Support has access to the technology needed to accommodate such a request. Regarding Council
83 meetings, members may not use teleconferencing to participate in a full Council meeting except
84 under unusual circumstances, such as severe weather or a public health emergency (for example
85 an outbreak of the flu). In this situation, the Office of Support, in consultation with the Chair of
86 the Council (or the Vice Chair and then Chair of the Operations Committee if the Chair or Vice
87 Chair is unavailable), will decide if members can participate in a full Council meeting via
88 conference call, again depending upon the availability of the technology needed to accommodate
89 the call. Due to the limited technological capability of conference calling, Council members will
90 be included in the call on a first come, first serve basis. In this unusual situation, the general public
91 will be encouraged to submit public comment through fax or email, they may listen to the
92 conference call at the location where the staff will be in attendance, and/or they may request a
93 digital copy of the recorded proceedings (if available) or a paper copy of the meeting minutes after
94 the meeting has taken place.

95 It is considered to be a public health emergency if the Harris County Judge declares an emergency
96 or the Public Health Department is activated as a first responder. Under a declared health
97 emergency, quorum for the Ryan White Planning Council will be determined by the number of
98 Council members present in the meeting room and/or on the conference call at the official start
99 time for the meeting. Documentation is to be provided to the Council, which determines the
100 beginning, and the end dates of the public health emergency.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 7, 2001

REV JANUARY 1, 2018

POLICY No. 300.01

LETTERS OF SUPPORT, BUSINESS CARDS AND EVENT CO-SPONSORSHIP

1 PURPOSE

2
3 This policy is to establish the roles and responsibilities of the Ryan White Planning Council when
4 interacting with other organizations, determining events that will be co-sponsored by the Council
5 and determining if a letter of support can be provided by the Council.
6

7 AUTHORITY

8
9 The authority given to the Operations Committee by the council adoption and approval of the most
10 current By-laws and under the order of the Chief Elected Official (CEO) of Harris County, initiates
11 procedures by which day to day business of the Council is to take place.
12

13 BUSINESS CARDS

14
15 The Council will have two types of business cards: 1.) As the only authorized spokesperson for
16 the Council, the Chair will have a business card that includes **his/her name**. 2.) For all other
17 members of the Council, the staff will prepare one generic card that explains how to contact the
18 Office of Support and does not include personal identifying information.
19

20 LETTERS OF SUPPORT

21
22 When appropriate, letters of support will be written collaboratively between the Council Chair and
23 the Office of Support.
24

25 PROCESS

26 EVENT CO-SPONSORSHIP

27
28 The Ryan White Planning Council will consider co-sponsorship of an event when the following
29 has happened:

- 30 • Ninety-day advance notice is given so that the Council can review information about the
31 event.
- 32 • When the 90-day advance notice is not possible, the Affected Community Committee is
33 authorized to make a recommendation to the Planning Council regarding co-sponsorship
34 of the event.
- 35 • Events relating to a State of Emergency will take precedence over other events.
36

37 At appropriate Ryan White Planning Council approved events, a booth/table will be set up to
38 distribute information about Council activities as well as applications for Council membership.

39 If the sponsoring organization requests the use of a Council logo or permission to add the Council's
40 website link to the sponsoring organization's website, the following applies. The Council does
41 not have a logo and is not authorized to use the Harris County logo. Adding the Council's website
42 link to the sponsoring organization's website can only be done when the Chair of the Planning
43 Council and the Director of the Office of Support have provided written approval for 1.) Adding
44 the link to the other organization's website and 2.) The text describing the link to the Council's
45 website. If the sponsoring agency requests that their logo or website link be added to the Council's
46 website, the Council will only include the agency's website address within the electronic version
47 of the Blue Book which is posted on the Council's website.