

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
Eric James
Mauricia Chatman
Tiffany Shepherd
Sha'Terra Johnson

From: Tori Williams

Date: Tuesday, August 6, 2024

Re: Meeting Announcement

We look forward to seeing you for your August 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, August 12, 2024

In Person: 1440 Harold Street, Houston, Texas 77006. Enter the building from the free parking lot behind the church on Hawthorne Street.

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	
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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!

Draft
Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Monday, August 12, 2024

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

Please note that the use of artificial intelligence (AI) is prohibited at Ryan White sponsored meetings.

- | | | |
|------|---|--|
| 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 May 13, 2024 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 | Tori Williams |
| | A. Project LEAP Service Definition and Student Selection Criteria | |
| | B. 2024 Attendance Records | |
| | C. Open Forums for General Discussion at Council Meetings | |
| IV. | Old Business | |
| | A. Updates from the Personnel Subcommittee | Cecilia Ligons |
| | B. Schedule to Review Ryan White bylaws, policies and procedures | Tori Williams |
| 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 May 13, 2024

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Cecilia Ligons, Co-Chair	Skeet Boyle, excused	Josh Mica, RWPC Chair
Johnny Deal		Glen Hollis, RWPC
Bill Patterson		Steven Vargas, RWPC
Ryan Rose		
Yolanda Ross		Staff
Priscilla Willridge		Tori Williams, Director
Crystal R. Starr		Rod Avila, Community Engagement

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 (Deal, Rose) to adopt the agenda.*
Motion carried unanimously.

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Deal, Starr) to approve the March 18, 2024 minutes.* **Motion carried unanimously.**

Public Comments: Josh Mica asked the committee to consider an extra agenda item on the Council's monthly agenda, possibly before *Announcements*, that would be used as a "parking lot". Members could use the time to state any unanswered questions that came up during the meeting. In addition, the Committee should think about the impact this could have if it caused Council meetings to go longer.

How To Best Meet the Need Workgroup Meeting

Williams explained that the first part of the day's meeting would be a How to Best Meet the Need Workgroup designed to develop recommendations regarding the 2025-2026 Blue Book. Then, the Operations Committee will review and vote on any recommendations from the workgroup and also take action on the FY 2025 Council Support Budget.

2025 Mini Blue Book Budget

Proposed FY 2025 Mini Blue Book Budget: Williams explained that the 2021-2022 Blue Book included essential information on COVID-19 throughout the book. Staff discussed revising the 2024-2025 Blue Book but it was unclear if the COVID information should stay or be deleted from the next edition. After some discussion among Committee members, it was decided by consensus to keep 1 – 2 pages dedicated to COVID resources, and add detailed information on Rapid Start Clinics in the upcoming edition.

Williams then provided an overview of the tasks necessary to publish a new Blue Book and reminded Committee members that the Office of Support is still waiting for the FY 2024 budget to be loaded into the County accounting system. HRSA has only awarded 40 percent of the FY24 budget and the cost of printing the Blue Book is a big portion of the total budget. Therefore, in an effort to be prudent, staff suggested that the creation of the 2025-2026 Blue Book be postponed until later in the year when it is clear what the total grant award will be. Also, staff suggested ordering fewer copies of the next Blue Book since more and more people are accessing the information from the electronic copy on the website. In addition to the standard size book, there is a need to update and reprint the mini Blue Book that is used for those who are incarcerated and recently released.

Motion #3: *it was moved and seconded (Deal, Patterson) to approve an update to the 2025 Mini Blue Book and the attached FY 2025 budget of \$15,000 for printing hard copies. Motion carried. Starr abstained.*

The How to Best Meet the Need Workgroup adjourned.

The Operations Committee meeting resumed.

New Business

Recommendations from the How To Best Meet the Need Workgroup: The committee agreed by consensus that the upcoming edition should highlight new content about things like the Rapid Start Clinics but still keep some room for COVID information and resources. The cost of producing the 2025-2026 Blue Book is included in the FY 2024 budget.

Proposed FY2025 Mini Blue Book Budget: **Motion #4:** *it was moved and seconded (Patterson, Deal) to approve the attached FY 2025 budget for the Mini Blue Book. Motion carried. Starr abstained.*

Council Policy for Approving the Council Support Budget: Williams reviewed the policy for approving the Council Support Budget.

Proposed FY 2025 Council Support Budget: The committee reviewed the attached, FY 2025 Council Support Budget. **Motion #5:** *it was moved and seconded (Deal, Rose) to approve the attached FY 2025 Council Support Budget, which includes moving \$5000 from the Project LEAP Budget and moving the funds to translations in case some of the 2024 graduates are monolingual. Motion carried unanimously.*

Old Business

Read AI: Glen Hollins, a former IT expert at United Way, presented an overview of *Reading AI*. Even with the free version, there are limits on recording time. The committee appreciated the presentation, see attached, and acknowledged that staff is already recording meetings; hence with the staff recording and the minutes, there is no reason to have a third layer of documentation.

Motion #6: *it was moved and seconded (Deal, Patterson) to prohibit the use of artificial intelligence (AI) at Ryan White sponsored meetings and to add this information on all Ryan White meeting agendas. Motion carried unanimously.*

DRAFT

Personnel Sub-Committee: Williams informed the committee that the Judge's Office is still reviewing the job description for the Director of the Office of Support. The Office of Support received seven survey responses from Ryan White volunteers who wanted to be on the Personnel Subcommittee. Members recommended that Office of Support staff invite past and current Council Chairs to write a letter outlining their qualifications if they also wished to be on the Personal Subcommittee. Operations Committee members agreed to review all of the materials and finalize the list of members on the Subcommittee on Friday May 24, 2024. .

Review Current Ryan White Bylaws, Policies and Procedures: Committee members agreed by consensus to table the review of the policies until the next meeting in order to give themselves time to review all policies and the bylaws and identify text that needs to be updated.

Announcements: None

Adjournment: The meeting adjourned at 2:08 p.m.

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Service Category Title: Grant Administration – 2024 Project LEAP

Unit of Service Definition:

1 unit of service = 1 class hour of training to Project L.E.A.P. or Proyecto VIDA participants. No other costs may be billed to the contract issued for Project LEAP/Proyecto VIDA.

GOAL: Agency will increase the number and effectiveness of People Living With HIV (PLWH) and the affected community who can participate in organizations, councils and committees dealing with the allocation of public funds for HIV-related prevention and care services, through an effort known as “Project LEAP” (Learning, Empowerment, Advocacy and Participation) and Proyecto VIDA (**V**ivir, **I**nspirar, **D**efender, **A**prender). Enrollment should include 20 to 30 persons who are living with HIV. No more than 10 individuals are to be enrolled in the training program who are affected by HIV. The race, ethnicity and gender composition of the classes must reflect current local HIV prevalence data to the extent feasible. Agency will prioritize to enroll individuals from groups that are disproportionately affected by HIV disease, including youth and transgender persons living with HIV, in Project LEAP.

Project LEAP will increase the knowledge, participation and efficacy of PLWH and affected participants through a training program specifically developed to provide PLWH and affected persons with the knowledge and skills necessary to become active, informed, and empowered members of HIV planning bodies and other groups responsible for the assessment of HIV-related prevention and service needs in the Houston EMA/HSDA. The primary focus of training is to prepare participants to be productive members of local HIV planning bodies, with an emphasis on planning activities conducted under the auspices of the Houston Ryan White Planning Council (RWPC).

Except under unusual circumstances, such as severe weather or a public health emergency (for example an outbreak of the flu), each class provided during the term of this agreement will include graduation and at least:

- A. 44 contact hours of classroom training;
- B. 6 hours of participation in Ryan White Planning Council and/or Committee related activities; and
- C. 6 hours of participation in HIV-related community activities.

There will be no more than 3 classes at 56 hours per class. The Council-approved minimum outline for the training curriculum includes: HIV funding sources, general and specific operational procedures of HIV-related planning bodies, information regarding assessment of the needs of PLWH in the Houston EMA/HSDA, reviewing and evaluating proposals for HIV-related funding such as serving on an external review panel, presentation skills, knowledge related to accessing services, overview of HIV-related quality assurance (QA) processes and parliamentary procedure/meeting management skills.

Agency will provide reimbursement of eligible expenses to participants during the period of enrollment to reimburse these participants for out of pocket costs related to

their in-person classroom participation, limited to transportation, childcare, and meals. Agency agrees to provide Harris County Public Health (HCPH)/Ryan White Grant Administration (RWGA) and the Houston RWPC with written reports and project summaries as requested by Harris County and in a form acceptable to Harris County, regarding the progress and outcome of the project.

Agency will provide Harris County with a written report summarizing the activities accomplished during the term of the contract within thirty calendar days after the completion of the project. If completed with a noncontract agreement, written report must be submitted at the end, or before the end, of the project calendar year.

Objective 1: Agency will identify and provide training to at least 20 persons who are living with HIV and no more than 10 affected individuals in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA. The following training curriculum shall be provided:

1. Information on PrEP and the sources and purposes of HIV service funds in the Houston EMA/HSDA;
2. The structure, functions, policies and procedures of the Houston HIV Health Services Planning Council (Ryan White Planning Council/RWPC) and the Houston HIV Prevention Community Planning Group (CPG);
3. Specific training and skills building in needs assessments, parliamentary procedures and meeting management procedures, presentation skills, reviewing and evaluating proposals for HIV-related funding such as serving on an external review panel, accessing and utilizing support resources and role models, and competence in organizational participation and conduct; and
4. Specific training on HIV-related Standards of Care, quality assurance methods and HRSA service category definitions.

Objective 2: Agency will enhance the participation of the people living with HIV and affected persons in the decision-making process by the following documented activities:

1. Establishing realistic training schedule(s) which accommodate varying health situations of those selected participants;
2. Conducting a pre-training evaluation of participants to determine their knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area. Agency must incorporate responses from this pre-training evaluation in the final design of the course curriculum to ensure that, to the extent reasonably possible, the specific training needs of the selected participants are addressed in the curriculum;
3. Conducting a post-training evaluation to measure the change in participants knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area;

4. Providing reimbursement of allowable expenses to help defray costs of the individual's in-person participation, limited to transportation, child care, and meals; and
5. Providing both lecture and hands-on experiential class activities to enable participants to maximize opportunities for learning, except under unusual circumstances, such as severe weather or a public health emergency when hands-on activities are not feasible.

Objective 3: Agency will encourage cooperation and coordination among entities responsible for administering public funds for HIV-related services by:

1. Involving HCPH/RWGA, The Houston Regional HIV/AIDS Resource Group (TRG) and other administrative agencies for public HIV care and prevention funds in training activities;
2. Ensuring representatives from the RWPC, the Houston Community Planning Group (CPG) and Project LEAP alumni are members of the Project LEAP External Advisory Panel. The responsibility of the Project LEAP External Advisory Panel is to:
 - Assist in curriculum development;
 - Provide input into criteria for selecting Project LEAP participants;
 - Assist with the development of a recruitment strategy;
 - If the agency finds it difficult to find individuals that meet the criteria for participation in the Project, assist with student recruitment; and
 - Review the final report for the Project in order to highlight the successes and brainstorm/problem solve around issues identified in the report. The results of the review will be sent to the Ryan White Operations Committee and the next Advisory Panel.
3. Collaborating with the Project LEAP External Advisory Panel during the initial 60 days of the Contract term. The criteria developed and utilized will, to the maximum extent possible, ensure participants selected represent the groups most affected by HIV disease, consistent with current HIV epidemiological data in the Houston EMA/HSDA, including youth (ages 18-24) and transgender persons living with HIV.

Agency will provide RWGA with the attached matrix and chart 21 and 14 days before the first class and again the day after the first class demonstrating that the criteria established by the Project LEAP External Advisory Panel was met. The matrix must be approved by RWGA 14 days before the first class.

EXAMPLES

Recommended Project LEAP Class of 2024

Candidate	M	F	T	HIV+		Non-Aligned HIV+	W	B	H	Youth Age 18 - 19	Youth Age 20 - 24
1	X			X		X	X				
2		X		X				X		X	
3		X						X			X
4		X		X		X			X		X
5	X						X				
6	X			X		X		X			
7	X			X		X	X				
Totals	4	3		5		4	3	3	1	1	2

	EMA HIV/AIDS prevalence as of 12/31/25*		PC Members as of 09/01/25		Non-Aligned Consumers on PC	
Race/Ethnicity	No.	%	No.	%	No.	%
White, not Hispanic	5,605	26.85%	7	19.44%	4	25.00%
Black, not Hispanic	10,225	48.98%	19	52.78%	8	50.00%
Hispanic	4,712	22.57%	10	27.78%	4	25.00%
Other	333	01.60%	0	00.00%	0	0.00%
Total*	20,875	100%	36	100%	16	100%
Gender	Number	Percentage	No.	%	No.	%
Male	15,413	73.83%	21	58.33%	11	68.75%
Female	5,462	26.17%	15	41.67%	5	31.25%
Total*	20,875	100%	36	100%	16	100%

*Data are estimated cases adjusted for reporting delay. The sum total of estimates for each category may not match the EMA totals due to rounding.

DRAFT

2024 Project LEAP Student Selection Guidelines

The following guidelines will be used by the Office of Support to select students for the 2024 Project LEAP/Proyecto VIDA cohort. They are presented in order of priority:

1. As outlined in the 2024 Service Definition for Project LEAP/Proyecto VIDA:
 - a. The Office of Support shall enroll 20 to 30 persons who are living with HIV prior to the commencement of the training program. No more than 10 affected individuals are to be included in the training program. Preference will be given to non-aligned (non-conflicted) consumers of Ryan White HIV Program services in the Houston EMA and high risk applicants.
 - b. Selected students shall be representative of the demographics of current HIV prevalence in the Houston EMA, with particular attention to sex, race/ethnicity, and the special populations of young adults (age 18 - 24) and people who are transgender and/or gender non-conforming.
2. If the applicant is a prior LEAP/VIDA graduate, they may be selected for the 2024 cohort if they have not been appointed to the Planning Council following LEAP/VIDA participation and if space in the class is available.
3. Be available for the 2024 Project LEAP/Proyecto VIDA class schedules.
4. Have the ability to commit to Project LEAP/Proyecto VIDA expectations in regards to class participation, activities, and homework assignments.
5. Demonstrate an interest in planning HIV services in the Houston EMA. Students should have an understanding of the expected roles of Project LEAP/Proyecto VIDA graduates in local HIV prevention and care services planning.
6. Demonstrate an interest in volunteerism, advocacy, and other types of community involvement. If possible, have a history of past volunteerism, advocacy, and/or community involvement.
7. Demonstrated interpersonal skills consistent with successful participation in Project LEAP/Proyecto VIDA, such as ability/willingness to work in a team, effective communication skills, etc.

2024 RWPC Attendance Records
(as of 08-06-24)

a-absent, p-present, e-excused, nm- no meeting, resigned-shaded-do not include in count, Ssh-came but unable to stay												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Kevin Aloysius		p	p	p	p	e	p					
Quality Improvement		p	a	nm	a	nm	p					
Laura Avarez				p	p	a	e					
Priority & Allocations					nm	e	e					
Servando Arellano		a	a	a	a	a	a					
Affected Community		a	a	nm	a	a	a					
Yvonne Arizpe		p	p	p	p	e	e					
Quality Improvement		p	p	nm	p	nm	p					
Jay Bhowmick		p	p	p	p	p	e					
Comp HIV Plan		p	p	nm	nm	nm	e					
Priority & Allocations		p	nm	p	nm	p	p					
Ardry "Skeet" Boyle		p	p	a	a	p	p					
Steering		p	p	p	e	p	p					
Affected Community		p	p	nm	p	p	p					
Operations		p	p	nm	e	nm	nm					
Caleb Brown		p	a	e	p	e	p					
Affected Community		p	p	nm	p	e						
Quality Improvement		p	p	nm	p	nm	p					
Titan Capri		p	p	p	p	p	p					
Comp HIV Plan		a	p	nm	nm	nm	p					
Johanna Castillo		p	a	p	p	e	e					
Comp HIV Plan		p	e	nm	nm	nm	e					
Tony Crawford		a	a	a	a	a	e					
Affected Community		a	p	nm	a	p	a					
Johnny Deal		p	p	p	p	p	p					
Steering		p	p	p	p	p	p					
Affected Community		p	p	nm	p	p	a					
Operations		e	p	p	p	nm	nm					
Michael Elizabeth		p	a	a	p	a	a					
Quality Improvement		p	a	nm	a	nm	p					
Kathryn Fergus		p	p	p	p	p	p					
Affected Community		p	p	nm	p	p	p					
Comp HIV Plan		p	p	nm	nm	p	p					
Kenia Gallardo		a	a	p	p	p	p					
Steering		a	p	p	p	a	a					
Comp HIV Plan		a	a	nm	nm	nm	p					
Glen Hollis		p	p	p	p	p	p					
Comp HIV Plan		p	p	nm	nm	nm	a					
Quality Improvement		p	p	nm	p	nm	p					
Kenneth Jones		p	p	e	p	p	p					
Comp HIV Plan		p	p	nm	nm	p	p					
Denis Kelly		p	p	p	p	p	p					
Quality Improvement		p	p	nm	p	nm	p					
Peta-Gay Ledbetter		p	p	p	p	p	p					
Steering		p	p	p	p	p	p					
Priority & Allocations		p	nm	p	nm	p	p					
Cecilia Ligons		p	p	p	p	p	p					
Steering		p	p	p	p	p	p					
Affected Community		p	p	nm	a	p	p					
Operations		p	p	p	p	nm	nm					
Roxane May		p	p	p	p	p	e					
Priority & Allocations		e	nm	p	nm	e	e					
Josh Mica		p	p	p	p	p	p					
Steering		p	p	p	p	p	p					
Rodney Mills		p	p	p	a	p	e					
Steering		p	p	p	p	p	e					
Priority & Allocations		p	nm	e	nm	p	p					
Norman Mitchell		a	a	p	a	a	a					
Quality Improvement				nm	a	nm	a					
Diana Morgan		a	a	a	a	a	e					
Quality Improvement		a	a	nm	a	nm	e					
Shital Patel		p	a	e	e	e	p					
Comp HIV Plan		p	e	nm	nm	nm	e					

2024 RWPC Attendance Records
(as of 08-06-24)

a-absent, p-present, e-excused, nm- no meeting, resigned-shaded-do not include in count, Ssh-came but unable to stay												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Bill Patterson		p	p	p	p	p	p					
Operations		p	p	p	p	nm	nm					
Priority & Allocations		p	nm	p	nm	p	p					
Oscar Perez		a	p	p	a	a	p					
Quality Improvement		a	p	nm	a	nm	a					
Tana Pradia		p	p	p	p	p	p					
Steering		p	p	p	p	p	p					
Affected Community		p	p	nm	p	a	p					
Quality Improvement		p	e	nm	p	nm	p					
Paul Richards		p	p	p								
Priority & Allocations		e	nm	p								
Beatriz E.X. Rivera		p	p	p	p	p	p					
Comp HIV Plan		p	p	nm	nm	nm	p					
Quality Improvement		p	a	nm	p	nm	p					
Pete Rodriguez		p	a	e	p	e	p					
Steering		p	p	e	e	e	p					
Quality Improvement		p	p	nm	p	nm	p					
Ryan Rose		p	p	p	p	p	p					
Steering		p	p	p	p	p	p					
Affected Community		p	p	nm	p	p	p					
Operations		p	p	p	p	nm	nm					
Yolanda Ross		p	a	p	p	p	p					
Operations		p	p	p	p	nm	nm					
Megan Rowe		p	p	p	p	p	p					
Priority & Allocations		p	nm	e	nm	p	p					
Evelio S. Escamilla		p	p	p	e	p	e					
Comp HIV Plan		p	p	nm	nm	nm	p					
Quality Improvement		p	p	nm	p	nm	p					
Jose Serpa-Alvarez		p	a	p	p	p	p					
Comp HIV Plan		p	e	nm	nm	nm	p					
Imran Shaikh		p	a	e	e	p	e					
Comp HIV Plan		p	e	nm	nm	nm	e					
Robert Sliepka		p	p	p	p	p	p					
Steering		p	p	p	p	p	p					
Comp HIV Plan		e	p	nm	nm	nm	p					
Crystal Starr		p	p	p	p	p	p					
Steering		p	p	p	p	p	p					
Operations		e	p	p	e	nm	nm					
Carol Suazo		p	p	e	e	a	a					
Steering		p	p	p	p	a	a					
Affected Community		a	a	nm	a	a	a					
Steven Vargas		p	p	p	p	p	p					
Comp HIV Plan		p	p	nm	nm	nm	p					
Priscilla M. Willridge		a	a	a	a	a	e					
Operations		p	p	p	p	nm	nm					
Priority & Allocations		p	nm	a	nm	a	a					
EXTERNAL MEMBERS												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Rodrigo Arias												
Affected Community						p	a					
Quality Improvement						nm	p					
Rebecca Chapa Garcia												
Priority & Allocations		e	nm	a	nm	a	a					
Bobby Cruz												
Priority & Allocations		p	nm	p		p	a	p				
Diondra "Dee" English												
Affected Community		p		nm	e	p	p					
Lisa Felix												
Quality Improvement		p	a	nm	a	nm	a					
Ronnie Galley												
Affected Community		p	p	nm	e	p	p					
Comp HIV Plan			p	nm	nm	nm	p					
Priority & Allocations		e	nm	e	nm	p	p					

2024 RWPC Attendance Records
(as of 08-06-24)

a-absent, p-present, e-excused, nm- no meeting, resigned-shaded-do not include in count, Ssh-came but unable to stay												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Georgina "Gina" German												
Comp HIV Plan		p	a	nm	nm	nm	p					
Roxana Guzman												
Priority & Allocations		p	nm	p	nm	p	a	p				
Calvin Mills												
Affected Community			p	nm	a	a	a					
LeeAnn Moody												
Affected Community		e	e	nm	e	e	e					
Kakeshia "Kesh" Locks												
Affected Community		p	p	nm	p	p	p					
Ivy Ortega												
Quality Improvement		p	p	nm	e	nm	a					
Gloria Sierra												
Quality Improvement		p	p	nm	p	nm	p					
Mike Smith												
Quality Improvement		p	p	nm	p	nm	a					
Tyronika "Ty" Tate												
Affected Community		p	a	nm	a	a	p					
Reynauld White												
Affected Community		p	p	nm	p	a	p					
C. Bruce Turner												
Priority & Allocations		e	nm	p	nm	p	a	a				
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

POLICY AND PROCEDURES TABLE OF CONTENTS

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

EST. JUL 15, 1998

REV JANUARY 1, 2020

POLICY No. 100.01

PUBLIC COMMENTS

PURPOSE

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

AUTHORITY

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

INTENT

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

PROCESS

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

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

SPECIALLY SCHEDULED PUBLIC COMMENTS

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

HOW DECISIONS ARE MADE

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

- Introduce the business item at a Steering Committee Meeting (unless item has already been assigned to/undertaken by the appropriate committee)
- Steering assigns the task to the appropriate committee
- Chair of the appropriate committee may:
 - Create a sub-committee
 - Create a work group
 - Seek public input
 - Set a time limit as to resolution
- Report the recommended action back to Steering
- Steering includes the Committee's recommended action on the Council Agenda for Council Meeting if Committee's recommended action passes Steering.
- Full Council votes

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

PURPOSE

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

AUTHORITY

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

PLANNING COUNCIL APPLICATION PROCESS

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

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

PLANNING COUNCIL REPRESENTATION:

See HRSA grant instructions.

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

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

PLANNING COUNCIL RECRUITMENT/ADVERTISEMENTS:

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

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

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

PLANNING COUNCIL NOMINEE APPLICATION:

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

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

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

CONSIDERATION OF APPLICANTS:

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

LIST OF CANDIDATES:

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

AFFILIATE COMMITTEE APPLICATION PROCESS

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

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

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

PLANNING COUNCIL AND AFFILIATE COMMITTEE APPLICATION PROCESSES

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

TIME COMMITMENT:

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

CONFLICT OF INTEREST:

As part of the application process, all candidates will be informed in writing that individuals who are members of or who have a financial interest in an organization receiving and/or seeking Ryan White Part A or B or State Services funding are considered to have a conflict of interest.

(OPTIONAL TEXT) If appointed, the individual will be required to complete a Conflict of Interest Disclosure Form annually and/or as needed, describing the relationship of the person to each organization that can benefit from an action by the RWPC. Additionally all Council and Affiliate Committee members will be required to identify conflicts of interest during a discussion and/or vote and abstain from voting on issues pertaining to that conflict.

HIV DISCLOSURE:

Persons who are self-identified as living with HIV or having AIDS may choose whether or not to reveal their HIV/AIDS status. All laws regarding HIV/AIDS confidentiality are adhered to. This 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

PURPOSE

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

AUTHORITY

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

APPOINTMENT OF COUNCIL

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

COMPOSITION OF COUNCIL

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

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

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

TERM

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

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

COMPENSATION/REIMBURSEMENT

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

PURPOSE

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

AUTHORITY

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

INTENT

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

DEFINITIONS

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

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

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

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

FOCUS GROUPS

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

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

ROLE OF THE COMMITTEE CHAIR

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

ROLE OF THE COMMITTEE MEMBERS

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

TELECONFERENCING AT MEETINGS

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

PURPOSE

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

AUTHORITY

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

BUSINESS CARDS

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

LETTERS OF SUPPORT

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

PROCESS

EVENT CO-SPONSORSHIP

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

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

At appropriate Ryan White Planning Council approved events, a booth/table will be set up to 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.