

Houston Area HIV Services Ryan White Planning Council

Office of Support

2223 West Loop South, Suite 240, Houston, Texas 77027

832 927-7926 telephone; 713 572-3740 fax

<http://rwpchouston.org>

MEMORANDUM

To: Steering Committee Members:
Allen Murray, Chair
Denis Kelly, Vice Chair
Crystal Starr, Secretary
Rosalind Belcher, Co-Chair, Affected Community Committee
Tony Crawford, Co-Chair, Affected Community Committee
Daphne L. Jones, Co-Chair, Comprehensive HIV Planning Committee
Rodney Mills, Co-Chair, Comprehensive HIV Planning Committee
Ronnie Galley, Co-Chair, Operations Committee
Veronica Ardoin, Co-Chair, Operations Committee
Bobby Cruz, Co-Chair, Priority and Allocations Committee
Peta-gay Ledbetter, Co-Chair, Priority and Allocations Committee
Kevin Aloysius, Co-Chair, Quality Improvement Committee
Steven Vargas, Co-Chair, Quality Improvement Committee

Copy: Carin Martin
Heather Keizman
Yvette Garvin
Sha'Terra Johnson-Fairley

Diane Beck
Ann Robison
David Williams (email only)

From: Tori Williams

Date: Thursday, September 30, 2021

Re: Meeting Announcement

We look forward to seeing you at the:

Ryan White Steering Committee Meeting

12 noon, Thursday, October 7, 2021

Join Zoom Meeting by clicking onto:

<https://us02web.zoom.us/j/85782189192?pwd=YmtrcktWcHY5SIV2RE50ZzYraEErQT09>

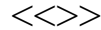
Meeting ID: 857 8218 9192

Passcode: 885832

Or, dial in by calling 346 248-7799

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

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



STEERING COMMITTEE

AGENDA

12 noon, Thursday, October 7, 2021

Join Zoom Meeting by clicking onto:

<https://us02web.zoom.us/j/85782189192?pwd=YmtrcktWcHY5SIV2RE50ZzYraEErQT09>

Meeting ID: 857 8218 9192

Passcode: 885832

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- I. Call to Order
 - A. Welcoming Remarks
 - B. Moment of Reflection
 - C. Select the Committee Co-Chair who will be voting today
 - D. Adoption of the Agenda
 - E. Adoption of the Minutes

Allen Murray, Chair
Ryan White Planning Council

- II. Public Comment 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. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting. All information from the public must be provided in this portion of the meeting.)

- III. Reports from Committees
 - A. Comprehensive HIV Planning Committee

No meeting this month since the Office of Support staff is completing the 2022 Epidemiological Profile in collaboration with Imran Shaikh and others at the Houston Health Department and Carin Martin and her staff at the Harris County Health Department.

Daphne L. Jones and
Rodney Mills, Co-Chairs

 - B. Affected Community Committee

Item: Training: Standards of Care and Performance Measures
Recommended Action: FYI: Mauricia Chatman gave an excellent training on standards of care and performance measures in advance of the consumer only workgroup meeting, which will be held at 12 noon on October 18, 2021 on Zoom.

Rosalind Belcher and
Tony Crawford, Co-Chairs

C. Quality Improvement Committee
No report since there was no meeting in September.

Kevin Aloysius and
Steven Vargas, Co-Chairs

D. Operations Committee
Item: Quorum
Recommended Action: FYI: The Committee recommends extending and making the following change to the Council bylaws, which was approved in June 2021. Because this is a change to the bylaws, it could not be voted on until October 2021.

Veronica Ardoin and
Ronnie Galley, Co-Chairs

Motion: *Pending the Governor rescinding current waivers related to the definition of quorum in the Texas Open Meetings Act, amend the Houston Ryan White Planning Council bylaws so that 30% of the members satisfy in-person requirements at Council meetings. ~~until the end of August 2021. After that, the bylaws will revert back to “a majority of the members of the Council are required to constitute a quorum at Council meetings”.~~ Everyone’s vote will count during the meeting but to hold a meeting, the Council must meet quorum as defined in its bylaws.*

Item: Nominees for election of the 2022 Ryan White Officers
Recommended Action: FYI: See the attached list of individuals eligible to run for Chair of the 2022 Ryan White Planning Council. Please submit nominations for the 2022 Chair, Vice Chair and Secretary to the Director of the Office of Support as the Operations Committee will be developing the slate of nominees at their October 19th meeting.

E. Priority and Allocations Committee
The September meeting was cancelled since there was no business to conduct.

Peta-gay Ledbetter and
Bobby Cruz, Co-Chairs

V. Report from the Office of Support

Tori Williams, Director

VI. Report from Ryan White Grant Administration

Carin Martin, Manager

VII. Report from The Resource Group

Sha’Terra Johnson,
Health Planner

IX. Announcements

X. Adjournment

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL

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STEERING COMMITTEE

MINUTES

12 noon, Thursday, September 2, 2021

Meeting Location: Zoom teleconference

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Allen Murray, Chair	Kevin Aloysius, excused	<i>Ryan White Grant Administration</i>
Denis Kelly, Vice Chair	Rosalind Belcher	Carin Martin
Crystal Starr, Secretary	Daphne L. Jones	Mauricia Chatman
Holly McLean		
Veronica Ardoin		<i>The Resource Group</i>
Tony Crawford		Sha'Terra Johnson
Ronnie Galley		Hailey Malcolm
Bobby Cruz		
Peta-gay Ledbetter		<i>Office of Support</i>
Rodney Mills		Tori Williams
Steven Vargas		Ricardo Mora
		Diane Beck

Call to Order: Allen Murray, Chair, called the meeting to order at 12:12 p.m.

During the opening remarks, Murray said it was good to see everyone today. He thanked the Priority and Allocations Committee for their thoughtful recommendations regarding the reallocation of the FY 2021 unspent funds and the FY 2020 carryover funds. And, he invited everyone to send healing vibes to those members who are sick and in the hospital. Also, David Watson, a former Council member and long-time staff member at the Houston Health Department, passed away recently. Murray then called for a Moment of Reflection.

Murray invited committee co-chairs to select the co-chair who would be voting on behalf of their committee. Those selected to represent their committee at the meeting were: Crawford for Affected Community, Mills for Comprehensive HIV Planning, Ardoin for Operations, Ledbetter for Priority and Allocations and Vargas for Quality Improvement.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Starr, Galley) to approve the July 1, 2021 minutes.* **Motion carried.** Abstentions: Crawford, Mills.

Public Comment and Announcements: None.

Reports from Committees

Comprehensive HIV Planning Committee: Rodney Mills, Co-Chair, reported on the following: FY 2022 EIIHA Populations: The committee was given the authority to have final approval on the FY 2022 EIIHA populations. See the attached list of approved populations and more. Please note that this year the committee added MSM who inject drugs as an additional population.

Affected Community Committee: Tony Crawford, Co-Chair, reported on the following: No report since members were asked to attend the joint training on *Ending the Epidemic for Who?* – Part 2.

Quality Improvement Committee: Steven Vargas, Co-Chair, reported on the following: Assessment of the Administrative Mechanism: **Motion #3:** *Approve the attached FY 2021 Assessment of the Administrative Mechanism with corrective action recommended. Motion Carried.*

Operations Committee: Ronnie Galley, Co-Chair, reported on the following: Incentives: The Committee is in the process of amending the policy for Honorariums to include information about incentives, see attached, proposed changes to the policy. Contact Tori if you wish to make comments or submit input. FYI: Per HRSA regulations, those eligible for an incentive are only people living with HIV. And, Council and Affiliate members are not allowed to receive incentives for things like regularly scheduled meetings.

Quorum: The Committee recommends extending and making the following change to the Council bylaws, which was approved in June 2021. Because this is a change to the bylaws, it cannot be voted on until October 2021. **Proposed Motion:** *Pending the Governor rescinding current waivers related to the definition of quorum in the Texas Open Meetings Act, amend the Houston Ryan White Planning Council bylaws so that 30% of the members satisfy in-person requirements at Council meetings. ~~until the end of August 2021. After that, the bylaws will revert back to “a majority of the members of the Council are required to constitute a quorum at Council meetings”.~~ Everyone’s vote will count during the meeting but to hold a meeting, the Council must meet quorum as defined in its bylaws.*

Priority and Allocations Committee: Bobby Cruz, Co-Chair, reported on the following: Reports from the Administrative Agent – Part A/MAI*: See the attached reports:

- FY21 Part A & MAI Procurement, dated 08/16/21
- FY21 Part A & MAI Service Utilization, dated 08/16/21

Reports from the Administrative Agent – Part B/SS*: See the attached reports:

- FY 2021 Part B Procurement, dated 08/04/21
- 2021-2022 Part B Service Utilization, dated 08/17/21
- FY 2021 DSHS* Procurement, dated 08/04/21
- 2020-2021 Health Insurance Assist, dated 07/26/21

Reallocation of FY 2021 Unspent Funds: **Motion #4:** *Fund request A3 in the amount available. See the attached chart for details. Motion Carried.* Abstention: Kelly.

.Allocation of FY 2020 Carryover Funds – Part A: **Motion #5:** *Approve all requests (Control 1 thru 6) at their full amount, except Control #1, which will receive \$357,200. See attached chart for justification. **Motion Carried.*** Abstentions: Kelly, Starr.

Allocation of FY 2020 Carryover Funds - MAI: **Motion #6:** *Approve request M1 at the full amount and allocate the remaining funds to the State ADAP program for reimbursement of drug expenses for Houston EMA ADAP clients. **Motion Carried.*** Abstention: Starr.

Report from Office of Support: Tori Williams, Director, summarized the attached report.

Report from Ryan White Grant Administration (RWGA): Carin Martin, Manager, summarized the attached report.

Report from The Resource Group: Sha'Terra Johnson, Health Planner, submitted the attached report.

Announcements: None.

Adjournment: **Motion:** *it was moved and seconded (Galley/Kelly) to adjourn the meeting at 1:21 p.m. **Motion Carried.***

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

2021 Steering Committee Voting Record for Meeting Date 09/02/21

C = Chaired the meeting, JA = Just arrived, LM = Left the meeting
 Aff-Affected Community Committee, Comp-Comprehensive HIV Planning Committee,
 Op-Operations Committee, PA-Priority and Allocations Committee, QI-Quality Improvement Committee

MEMBERS	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 Assessment of the Admin Mechanism Carried			
	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain
Allen Murray, Chair				C				C				C
Denis Kelly, Vice Chair		X				X				X		
Crystal Starr, Secretary		X				X				X		
Tony Crawford, Aff		X						X				X
Rodney Mills, Comp		X						X		X		
Veronica Ardoin, Op		X				X				X		
Peta-gay Ledbetter, PA		X				X				X		
Steven Vargas, QI		X				X				X		
Non-voting members at the meeting:												
Ronnie Galley, Op												
Bobby Cruz, PA												
Absent members:												
Rosalind Belcher, Aff												
Daphne L. Jones, Comp												
Kevin Aloysius, QI												

MEMBERS	Motion #4 Reallocation of Part A Unspent funds Carried				Motion #5 Reallocation of Part A funds Carried				Motion #6 Reallocation of MAI funds Carried			
	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain
Allen Murray, Chair				C				C				C
Denis Kelly, Vice Chair				X				X		X		
Crystal Starr, Secretary		X						X				X
Tony Crawford, Aff				X		X						X
Rodney Mills, Comp		X				X				X		
Veronica Ardoin, Op		X				X				X		
Peta-gay Ledbetter, PA		X				X				X		
Steven Vargas, QI		X				X				X		
Non-voting members at the meeting:												
Ronnie Galley, Op												
Bobby Cruz, PA												
Absent members:												
Rosalind Belcher, Aff												
Daphne L. Jones, Comp												
Kevin Aloysius, QI												

Operations Committee Report

Members Eligible to Run for Chair of the 2021 Ryan White Planning Council (as of 09-03-20)

According to Council Policy 500.01 regarding election of officers: “Ryan White Part A, B and State Services funded providers/employees/subcontractors/Board Members and/or employees/subcontractors of the Grantees for these entities shall not be eligible to run for office of Chair of the Ryan White Planning Council. Candidates will have served as an appointed member of the RWPC for the preceding twelve (12) months and, if needed, have been reappointed by the CEO. One of the three officers must be a self-identified HIV positive person. “Nominations for all three positions: Council Chair, Vice Chair and Secretary, must be submitted to the Director of the Office of Support before the end of the November Steering Committee or at the December Council meeting, which is the day of the election.

Eligible To Run for Chair (* must be reappointed):

Not Eligible To Run for Chair

Veronica Ardoin* Rosalind Belcher Enrique Chavez Tony Crawford* Bobby Cruz Johnny Deal* Ronnie Galley Gregory Hamilton* Tom Lindstrom* Holly Renee McLean* Josh Mica Rodney Mills Allen Murray John Poole* Tana Pradia Pete Rodriguez* Gloria Sierra Crystal Starr* Bruce Turner Steven Vargas Andrew Wilson	Mauricia Chatman - employee (Tx. Dept. of State Health Services) Ahmier Gibson-conflicted (Legacy Community Health)* Dawn Jenkins-conflicted (Harris Health System) Daphne Jones-conflicted (City of Houston) J. Hoxi Jones-employee (Tx. Health & Human Serv.)* Denis Kelly-conflicted (Avenue 360)* Deondre Moore-conflicted (AIDS Healthcare Foundation) Niquita Moret-conflicted (City of Houston)* Matilda Padilla-conflicted (AIDS Healthcare Foundation)* Shital Patel-conflicted (Harris Health System) Oscar Perez-conflicted (Avenue 360) Faye Robinson-conflicted (City of Houston) Imran Shaikh-conflicted (City of Houston)*
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