ORANGE COUNTY HIV PREVENTION PLANNING COMMITTEE
APPLICATION INFORMATION & INSTRUCTIONS

Prevention Planning Committee

Individuals who have an interest in stopping the spread of HIV in the community or have knowledge of effective prevention activities should consider participation on the Orange County HIV Prevention Planning Committee (PPC). The PPC identifies ways to decrease the spread of HIV and strategies that can help increase knowledge and awareness about HIV. Through a community planning process recommended by the California Office of AIDS (OA) and the Centers for Disease Control (CDC), the committee also sets priorities for target populations and makes recommendations regarding funding allocations.

Nominees to the committee must meet specific membership requirements established by OA and the CDC. To meet membership requirements, the committee has members who are representatives of health care, social service and mental health providers, HIV/AIDS service organizations, public health and health care planning agencies, persons living with HIV/AIDS (PLWH/A) and populations that are affected by the HIV epidemic.

Applicants are encouraged to attend meetings. Once an application has been submitted, the PPC policies and procedures state that applicants must attend two PPC meetings within three months to demonstrate their commitment in serving on the committee and be considered for membership. The PPC's Membership Subcommittee will review all membership applications to ensure appropriate representation of diverse individuals on the committee. The recommendations for membership will be forwarded to the PPC for final appointment. The membership term for the PPC is two years and concludes on December 31 of the second calendar year. Members are expected to attend regular monthly meetings for an estimated time commitment of four hours minimum per month.

PPC Members' Roles and Responsibilities

Role Summary

- Makes a commitment to the HIV prevention community planning process and its results.
- Participates in all decision-making and problem-solving processes.
- Undertakes special tasks as requested by the PPC.
- Gathers data and information as needed.
- Disseminates information to the community regarding the planning process.

Major Duties and Tasks

- Provides orientation to new members and delineates ongoing technical assistance/capacity building needs for effective committee participation in the planning process.
- Reviews available data on epidemiology, evaluation, behavioral and social sciences, cost effectiveness, and needs assessments, as well as other information required to prioritize HIV prevention needs; collaborates with the Health Care Agency (HCA) on how best to obtain additional data and information.
- Assesses existing community resources to determine the community's capability to respond to the HIV epidemic.
- Identifies unmet HIV prevention needs within populations.
- Prioritizes HIV prevention needs by target populations and recommends priority strategies and interventions.
- Recommends funding allocations for state prevention award.
- Writes a Letter of Concurrence/Non-concurrence regarding the Comprehensive HIV Prevention Plan.
- Identifies the technical assistance needs of community-based providers in the areas of program planning, interventions, and program evaluation.
- Considers how the following needs are addressed within the Comprehensive HIV Prevention Plan:
    - HIV counseling and testing services;

- Partner counseling and referral services;
- Early intervention, primary care, and other HIV care services;
- Sexually transmitted diseases (STD), hepatitis C, tuberculosis, and substance use;
- Mental health services; and
- Other public health needs.

- Evaluates the HIV prevention community planning process and assesses the responsiveness and effectiveness of the HCA's ability to address the priorities identified in the Comprehensive HIV Prevention Plan.
- Recruits and selects members for the PPC on an ongoing basis to ensure parity, inclusion, and representation.
- Reflects the perspective of a specific population depending on their membership seat, when appropriate, to the best of his/her ability.
- Advocates for parity, inclusion, and representation within the PPC.

Please note that members may be removed from the committee for causes pursuant to the policies and procedures adopted by the PPC as noted below:

- Failure to meet the attendance requirements of the PPC as described in the policies and procedures may be cause for removal.
- Conduct that disrupts or interferes with the PPC may also be cause for removal.

TO APPLY FOR MEMBERSHIP – Complete and submit the following:

1) Application for Membership including the Affirmation of Membership Commitment
2) Conflict of Interest Disclosure Report Form
3) Resume, if available

Submit the completed forms and your resumé to:

Orange County Health Care Agency
Office of HIV Planning and Coordination
1725-B W. 17th St.
Santa Ana, CA 92706
(please do not transmit by facsimile).

If you have any questions, please call (714) 834-8399. After your application is submitted, you will be contacted for the next steps. Please keep a completed copy of the application for your records. If you do not have access to a copy machine, please ask HIV Planning and Coordination staff to assist you.

Please be advised that your application will be reviewed during public meetings. Aside from your contact information, confidentiality of information cannot be assured.