Orange County HIV Prevention Planning Committee

Policies and Procedures

Subject: Prevention Planning Committee **Number:** VII
Date Effective: 7-13-93
Revised: 1-1-05; 2-22-05; 5-24-05; 3-25-08; 6-28-11; 7-23-13

A. **PURPOSE:** To set forth the policies and procedures relative to the functions of the HIV Prevention Planning Committee (PPC).

B. **FUNCTIONS:**

1. Update Orange County's *Comprehensive HIV Prevention Plan* periodically. This plan serves to guide the Health Care Agency (HCA) in the allocation of State of California Office of AIDS education and prevention funds to specific target populations in Orange County that are at high risk for HIV infection or transmission.
   a. Assess the community's HIV prevention and education resources available to respond to the HIV epidemic.
   b. Identify unmet HIV prevention needs within defined populations at high risk for HIV infection.
   c. Review the potential impact of emerging educational approaches and interventions.
   d. Prioritize high-risk target populations.
   e. Identify evidence-based educational approaches and interventions to be used.
   f. Make recommendations regarding allocation of funds to each high-risk target population prioritized.
   g. Evaluate the effectiveness of the planning process.
2. Formally approve the Comprehensive Plan as an action item.
3. Provide a forum for the exchange of information through:
   a. The sharing of outreach plans.
   b. Planning strategic activities.
   c. Maximizing community resources.
   d. Engaging in problem-solving activities.
   e. Evaluating ongoing activities and needs for capacity building.
4. Assess and develop community education protocols to ensure the continuity and consistency of information being disseminated in the community.

C. **CHAIRS:**

1. There shall be three co-chairs of this committee:
   a. To the extent possible, the co-chairs should represent the diversity of HIV/AIDS in Orange County, e.g., gender, ethnicity, sexual orientation.

b. The Health Care Agency (HCA) shall appoint a department employee, or a designated representative, as one co-chair as mandated by the State of California Office of AIDS.

c. Except for the co-chair from HCA, community co-chairs shall be elected to serve two (2) year terms. For the purposes of continuity, these terms shall overlap one (1) year. Co-chairs may serve up to two (2) consecutive terms. The co-chair must stand down for one (1) year before being eligible for another term as co-chair.

d. The committee shall, through a nomination process, elect co-chairs annually or on an as-needed basis, to fill one of the two (2) community co-chair positions. Committee members shall make nominations.

e. The committee may hold a special election in order to fill a co-chair vacancy. The elected individual shall complete the term of the person he or she is replacing.

2. The co-chairs' duties and responsibilities shall include:

a. Facilitating each meeting of the committee.

b. Participating in briefings prior to each committee meeting for the purpose of planning the agenda.

c. Managing and resolving committee conflicts and dissent.

d. Reviewing the draft minutes of each meeting and ensuring that an accurate portrayal of the deliberations of the committee is portrayed.

e. Leading the committee in developing policies and procedures.

f. Ensuring that a *Comprehensive HIV Prevention Plan* is developed and periodically updated.

g. Attendance by a community co-chair at the Planning Council's Executive Committee meetings.

D. **RECRUITMENT:**

1. Recruitment and nominations of members:

a. The PPC shall manage membership recruitment. The management of membership recruitment shall reflect an open, candid, and participatory process in which differences in applicants' backgrounds, perspectives, and experiences shall be valued and viewed as essential. The PPC shall strive to follow the fundamental tenets of community planning; Parity, Inclusion and Representation (often referred to as PIR):

- Parity is defined as the ability of members to equally participate and carry-out planning tasks/duties.
- Inclusion is defined as meaningful involvement of members in the process with an active voice in decision making.
- Representation is defined as the act of serving as an official member reflecting the perspective of a specific community.

b. The committee will strive to conduct targeted membership recruitment at least once a year.

c. The PPC shall accept applications for membership throughout the year and make recommendations as needed.

d. Applicants must attend two (2) regular PPC meetings to demonstrate their commitment in serving on the committee within the last three (3) months. Upon the applicant's attendance of the third (3rd) meeting, the PPC shall consider applicants for membership and approve. Applicants pending approval may attend and participate in committee meetings, but may not vote.

e. Applications on file for membership to the committee shall expire 12 months after receipt of the application.

E. **MEMBERSHIP:**

1. Committee membership will include persons who reflect the characteristics of the current and projected epidemic in Orange County in terms of age, gender, race or ethnicity, socioeconomic status, geographic distribution, HIV/AIDS expertise or knowledge and risk of HIV infection.

2. Representation on the committee shall strive to include the following disciplines and backgrounds for membership seats:

1) Epidemiology
2) Mental Health
3) Substance Use
4) Counseling/Testing
5) Prevention with Positives
6) University/Academia
7) Youth
8) School-based Services
9) Family Planning/STD Tx
10) Hospital/Clinic
11) Faith-based Organizations
12) Incarcerated
13) MSM
14) Transgender
15) High-risk Heterosexuals
16) PLWH/A
17) Other Community Leaders
18) City of Santa Ana
19) City of Laguna Beach
20) City of Anaheim
21) Gerontology

3. The membership seats may be amended by the committee based on the current trends and priorities of the epidemic. The PPC will have the final determination in designating which seat an applicant will represent.
4. Members are expected to attend regular monthly meetings and commit to serving on the committee for at least two (2) calendar years.
5. Office of HIV Planning and Coordination staff shall notify members when membership needs to be renewed.
6. Members may serve more than one term. Members' terms terminate on December 31 of the second year of their membership.
7. Members must submit a written communication to one of the community co-chairs or staff of the Office of HIV Planning and Coordination stating a leave of absence of up to three (3) months.
8. A member may resign by submitting a written resignation to one of the committee co-chairs or staff of the Office of HIV Planning and Coordination.

F. **VOTING:**

1. The committee shall always strive for consensus. If consensus cannot be reached after several attempts, the co-chairs shall call for a decision by majority vote. A quorum will be considered fifty percent (50%) plus (+) one (1) of the total votes on the committee excluding those not on a leave of absence.
2. Nineteen (19) of the twenty one (21) membership seats will have one (1) vote. However, the membership seats for PLWH/A and Other Community Leaders will be unlimited.
3. While staff from one (1) agency may occupy numerous membership seats, a maximum of two (2) votes per agency will be allowed. At a meeting where there is a potential vote, staff will communicate with those providers who have more than two (2) members to determine who will vote prior to the meeting.
4. HCA Public Health and HCA Behavioral Health shall each be considered individual providers and will therefore have a maximum of four (4) votes: two (2) from Public Health and two (2) from Behavioral Health.
5. There will be no alternate or proxy voting system.
6. In the event of a conflict of interest, the conflicted member(s) shall disclose the conflict in discussions and abstain from voting. Discussions and abstention(s) shall be recorded in the minutes. (See Section J. Conflict of Interest).
7. When it is time to vote, members are expected to vote on what they believe to be best for the community at large. This means that ***there may be times when a member***

shall cast a vote that is not in the best interest of the particular population or perspective that he or she represents.

G. REMOVAL: Members may be removed from the committee for the following causes:

1. Three absences in a row. This does not apply to members who are on a leave of absence. Members who are one (1) absence from being dropped from membership shall be sent a letter of warning that their membership is in jeopardy. The PPC Co-Chairs shall consider extenuating circumstances of each member prior to terminating membership, and may approve additional absences before recommending termination.
2. Conduct that violates the *Rules of Respectful Engagement*, as stated in the membership application.
3. Conduct, which would have a negative impact on the integrity of the community's confidence in the committee, will be reviewed by the Membership Subcommittee and recommended to the full PPC for determination.
4. Prior to any member being removed based on #2 and #3 above, he or she shall receive written notice of the intent to remove and the reasons for removal. The member shall be given fifteen (15) days in which to respond in writing or in person at the next PPC meeting. Upon receipt of the response or after thirty (30) days after the date of notice, the members of the PPC shall vote or come to consensus on the matter.

H. GUESTS: Participation on the committee shall be as open and inclusive as possible. Guests may participate at any of the committee meetings. However, depending on time constraints, discussion may at any time be limited by the co-chairs to members only.

I. PUBLIC COMMENT: Any guest choosing to speak to an item not on the agenda shall be limited to making his/her comments only during the "Public Comment" section of the agenda and will be subject to a specified time limit set by the co-chairs. An extension of time may be granted at the discretion of the co-chairs or if a majority of the PPC votes to extend the time limit. The co-chairs may also recognize members of the public to comment on agenda items during the discussion of that agenda item.

J. CONFLICT OF INTEREST: The PPC has members who are professionally or personally affiliated with organizations that have or might request or receive funds for HIV/AIDS prevention services. Members who represent organizations that can or may receive funds shall disclose their conflict of interest and abstain from voting. However, disclosure of a conflict of interest shall not disqualify them from discussion. Members of the committee are required to comply with the conflict of interest policy and shall receive a conflict of interest form to sign at the time of application for membership.

NOTE: It is important to avoid not only conflict of interest, but also the *appearance* of conflict of interest. Thus, if there is any possibility of financial benefit to an agency or individual, the conflict should be disclosed.

K. MEETING TIME, DATE, LOCATION: The Committee shall meet at times, on dates, and at locations as determined by the committee co-chairs in consultation with committee members.

L. COMPENSATION: PPC members who are PLWH/A or potential consumers and have incomes under 300% of the Federal Poverty Level (FPL) may request vouchers to assist with the purchase of gas needed to drive from home/work to a meeting and return to home/work. Voucher disbursement will be administered by the Office of HIV Planning and Coordination.