

RANGE COUNTY HIV PLANNING COUNCIL

Policies and Procedures

Subject: HIV Planning Council Support

Number: VIII

Date Effective: October 5, 1992

Revised: 5/9/96, 6/9/99, 1/14/15, 2/8/17
3/13/19, 7/14/21, 4/12/23,
4/9/25

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PURPOSE: This document describes the support provided by the OC Health Care Agency (HCA), HIV Planning and Coordination (HIVPAC) Unit to the Orange County HIV Planning Council (Council) in support of the Council's mandated legislative functions. Council Support (Support) staff provides general logistical, meeting, and administrative support to the Council, its committees, and task forces (when applicable).

1. PLANNING COUNCIL SUPPORT ACTIVITIES:

- 1.1. **Agenda and Minutes.** Support staff drafts, distributes, and posts agendas and minutes for all Council-related meetings, including its committees' meetings:
 - 1.1.1. The draft meeting agenda will be distributed to the committee/task force Chair, for approval, no more than seven (7) business days prior to the meeting with the exception of the Council Agenda. The Executive Committee or Chair of the Council will approve the Council agenda. The agenda is not final until approved by the committee or Council during the approval of the agenda at the respective meeting.
 - 1.1.2. Support staff will post the agenda, in accordance with the Brown Act, no less than 72 hours prior to the meeting.
 - 1.1.2.1. Posting includes distribution of the agenda via email and/or mail to members and guests, and posting of the agenda at 1725 W. 17th Street, Santa Ana, CA.
 - 1.1.3. The draft minutes, from the prior month's meeting, will be prepared and disseminated with the posting of the agenda.
 - 1.1.4. The Council agenda, approved minutes, and Council approved public documents will be posted on the HIVPAC website.
- 1.2. **Meeting Logistics.** Support staff secures, prepares, and procures meeting and training rooms, audio-visual equipment, translation and/or interpretation services, and coordinates the provision of meals/refreshments.
- 1.3. **Meeting Materials.** Support staff will ensure all meeting materials are prepared for meetings.
- 1.4. **Administrative Services.** Support staff tracks, compiles, submits and maintains Council related documents including:
 - 1.4.1. Maintenance of member files including Council and committee applications, resumes, training completion certificates, compensation memo form for mileage or bus pass reimbursement, leave of absence requests, and other correspondences

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- 1.4.2. Tracking attendance
- 1.4.3. Gas card, bus pass, and gift card distribution
- 1.4.4. Coordination and support of the Council member recruitment process including receipt and review of applications to confirm that all required information is provided, and when applicable, convening an interview panel and tracking interview ratings and recommendations
- 1.4.5. Submission of Council applications for appointment to the Board of Supervisor or HCA Director or designee, as appropriate
- 1.4.6. Coordination of swearing in process for new members
- 1.4.7. Coordination of Health Resources Services Administration (HRSA) calls
- 1.4.8. Submission of mandated documents including the form 700, ethics training completion, etc.
- 1.4.9. Updating and maintenance of the Council section of the HIVPAC website
- 1.5. **Communication.** Support staff is the point of contact for Council business. Examples include, but are not limited to:
 - 1.5.1. Communication between Council and HRSA representative(s)
 - 1.5.2. Attendance, including leave of absence requests
 - 1.5.3. Council and committee applications information and forms
 - 1.5.4. General meeting information and member correspondence
 - 1.5.5. Translation and interpretation service needs
 - 1.5.6. Compensation requests for eligible Council members who are living with HIV
 - 1.5.7. Grievance procedures
 - 1.5.8. Member training, conflict of interest filing, code of ethics requirements
- 1.6. **Updating Materials.** Support staff updates and submits documents for review and revision. Materials include, but are not limited to:
 - 1.6.1. Policies and Procedures, Bylaws, Directives to the Grant Recipient, Integrated HIV Prevention and Care Plan, Assessment of the Efficiency of the Administrative Mechanism, etc.

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- 1.6.2. Council and committee forms (e.g., Council and committee instructions and applications, leave of absence, Council member matrix, member interview questions/rating sheet, etc.)
 - 1.6.3. Council and committee meeting calendars
 - 1.6.4. Master calendar of Council and committee activities
 - 1.6.5. Sign in sheets, tracking logs, table tents, meeting folders/binders
 - 1.6.6. Member and guest contact lists
- 1.7. **Training Coordination.** Support staff identifies training needs and coordinates or facilitates trainings in collaboration with the Council and designated committees. Additionally, training coordination also includes procurement of trainers and facilitation of training logistics for members including travel arrangements, if required.

Trainings may include:

- 1.7.1. New member orientation
 - 1.7.2. Future leaders trainings
 - 1.7.3. Training on Council roles and responsibilities to meet HRSA requirements
 - 1.7.4. Mandated Boards, Commission, and Councils (BCC) and ethics trainings
 - 1.7.5. Data evaluation and review (including epidemiological data, needs data, service utilization, service category)
2. **COUNCIL AUTHORITY:** The Council shall have authority to guide functions of Support staff in the following ways:
- 2.1. Designated Council members shall participate in the selection of an entity to provide support services to the Council, when applicable.
 - 2.2. The Council or designated committee shall negotiate the annual Support budget to include funds to: carryout needs assessments, conduct planning activities, assure involvement of people living with HIV (PLWH) , etc. The Council is responsible for managing the budget within the Grant Recipient's grant management structure.
 - 2.2.1. Support staff will facilitate the discussion with the Executive committee to negotiate the annual Support budget with the Grant Recipient. This discussion will occur annually prior to the start of the Ryan White fiscal year.

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- 2.2.2. The Grant Recipient will provide a report of the Support expenditures to the Executive committee on a quarterly basis. Support staff will work with the Grant Recipient to revise the budget, as needed.
 - 2.3. The Council or designated representatives will ensure compliance with approved roles and responsibilities.