

**ORANGE COUNTY HIV PLANNING COUNCIL**  
**Policies and Procedures**

**Subject:** Planning Council Open Nominations Process

**Number:** XVIII

**Date Effective:** 6/23/97

**Revised:** 4-11-07, 11-14-07,  
9/9/09, 8/24/11, 2/11/15,  
1/18/17, 2/13/19, 3/10/21, 3/8/23,  
3/12/25

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1. **PURPOSE:** The purpose of this document is to set forth the policies and procedures to ensure an open nominations and application process for recruitment to the HIV Planning Council (Council).
2. **DEFINITIONS:**
  - 2.1 An open nominations process is defined as one that will result in broad community representation on the Council and a diverse range of perspectives during Council deliberations. To meet these requirements, the Executive Committee will review nominations by considering the following:
    - 2.1.1. Requirements of reflectiveness (having members who have characteristics that reflect the local epidemic), and
    - 2.1.2. Requirements of representation (filling the legislatively mandated membership categories [see Mandated Membership Categories]).
3. **RECRUITMENT AND APPLICATION PROCESS:**
  - 3.1. The Executive Committee will coordinate on-going recruitment for applicants for membership on the Council. On-going solicitation will include, but not be limited to, individual recruitment efforts, public notices, flyers, outreach, and other types of advertisement determined by the committee.
  - 3.2. Applications for Council membership will be accepted at any time and remain active and on file for 12 months from the date of receipt.
  - 3.3. The Executive Committee will ensure that all applicants are informed of the required time commitments, conflict of interest standards, and disclosure requirements at the time of application.
  - 3.4. Application forms will be available upon request from Council Support or the HIV Planning and Coordination Unit.
  - 3.5. The application for membership form will provide applicants with the opportunity to respond to open-ended questions regarding their areas of expertise, linkages to the HIV community at-large, and any specialized skills that they possess which would enhance the overall composition of the Council.
  - 3.6. All applicants for Council membership must complete an application form including the Affirmation of Membership Commitment, Conflict of Interest Disclosure Report Form, and Application for County of Orange Board, Commission, or Committee.

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- 3.7. All applicants that have met the application requirements and deadlines will be considered for membership. Applicants who can fill one (1) of the legislatively mandated perspectives required on the Council will be prioritized for membership.
- 3.8. All applicants who meet the application requirements may be contacted for an interview. Committee members will measure an applicant's qualifications using their application and, if necessary, an interview rating document. Those applicants recommended by the committee to serve on the Council will be forwarded to the Council. Applicants recommended by the Council will be forwarded to the Board of Supervisors.
- 3.9. Those applicants that are not recommended for Council membership will be notified in writing. All applications will be kept on file for 12 months in the event a vacancy occurs.
- 3.10. The Council applicant recommendation and review process will also include any applicants that may be recommended directly by the Board of Supervisors. Such applicants are subject to all conditions of this policy and procedure.

## Ryan White Mandated Membership Categories

The following is a list of mandated categories as defined by Ryan White legislation:

<b>MEMBERSHIP CATEGORY Ryan White Act Section 2602(b)(2)</b>	<b>MEMBERSHIP CATEGORY According to Bylaws</b>
Healthcare Provider (including Federally Qualified Health Centers)	(A) Health care providers, including federally qualified health centers
Community Based Organization or AIDS Services Organization (Serving Affected Populations)	(B) community-based organizations serving affected populations and AIDS service organizations
Social Service Provider (Including providers of housing and homeless services)	(C ) social service providers, including providers of housing and homeless services
Mental Health Provider <sup>1</sup> / Substance Abuse Provider <sup>1</sup>	(D) mental health and substance abuse providers
Local Public Health Agencies - Orange County	(E) local public health agencies
Hospital Planning Agency or Healthcare Planning Agency	(F) hospital planning agencies or health care planning agencies
Affected communities: PLWH/AIDS (A) co-infected with hepatitis B or C	(G) affected communities, including people with HIV/AIDS, members of a Federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C and historically underserved groups and subpopulations
Affected communities: including PLWH/A and historically underserved subpopulations	(G) affected communities, including people with HIV/AIDS, members of a Federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C and historically underserved groups and subpopulations
Non-elected community leader	(H) Non-elected community leaders
State Medicaid Agency (CalOptima)	(I) State government (including the State Medicaid agency and the agency administering the program under part B of this subchapter
State Part B Agency	(I) State government (including the State Medicaid agency and the agency administering the program under part B of this subchapter
Part C Provider	(J) Grantees under Subpart II of Part C of Subchapter XXIV of Part 6A of title 42 of the United States Code
Part D Provider (If none, representative of organization with a history of serving children, youth, women and families living with HIV)	(K) Grantees under Section 300ff-71 of Title 42 of the United States Code, or, if none are operating in the area, representatives of organizations with a history of serving children, youth, women, and families living with HIV and operating in the area
Other Federal HIV Program (HOPWA)	(L) grantees under other Federal HIV programs, including but not limited to providers of HIV prevention services

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<b>MEMBERSHIP CATEGORY</b> <b>Ryan White Act Section 2602(b)(2)</b>	<b>MEMBERSHIP CATEGORY</b> <b>According to Bylaws</b>
Other Federal HIV Program (SPNS, AETC, and Ryan White Dental) <ul style="list-style-type: none"><li>Affected communities: members of a Federally recognized Indian tribe as represented in the population*</li><li>Grantee under other federal programs: Special Programs of National Significance (SPNS)*<sup>2</sup></li><li>Grantee under other federal programs: AIDS Education Training Center (AETC)<sup>2</sup></li><li>Grantee under other federal programs: Dental Reimbursement (Part F)*<sup>2</sup></li></ul>	(L) grantees under other Federal HIV programs, including but not limited to providers of HIV prevention services
Other Federal HIV Program (Prevention Services)	(L) grantees under other Federal HIV programs, including but not limited to providers of HIV prevention services
Representative of/or formerly incarcerated PLWHD	(M) representatives of individuals who formerly were Federal, State, or local prisoners, were released from the custody of the penal system during the preceding 3 years, and had HIV/AIDS as of the date on which the individuals were so released
General Community Member <sup>3</sup>	General Community Member

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\* Categories do not apply to Orange County: SPNS, Part F, and Indian Tribe

<sup>1, 2</sup> Categories can be filled by one member who is qualified to represent both categories

<sup>3</sup> Category can have multiple representatives.

In addition to the mandated membership categories, the Council membership must be reflective of the Orange County epidemic and at least 33% of members on the Council must be unaligned consumers.