

## Orange County Integrated Plan Committee

### Policies and Procedures

**Subject:** Integrated Plan Committee

**Number:** XX

**Date Effective:** 8/8/18

**Revised:** 9/14/22, 10/9/24

**Reviewed:** 9/9/20

**Page:** 1 of 6

**A. PURPOSE:** To set forth the policies and procedures relative to the functions of the Integrated Plan Committee.

**B. FUNCTIONS:**

1. Develop and update Orange County's Integrated HIV Prevention and Care Plan which serves as a guide for reducing the transmission of HIV in Orange County and fostering better health outcomes for persons living with HIV (PLWH). The Integrated HIV Prevention and Care Plan requires the Committee to do the following:
  - a. Assess the community's HIV-related resources available to respond to the HIV epidemic.
  - b. Identify priorities for conducting needs assessments.
  - c. Identify unmet HIV needs with an emphasis on the entire continuum of HIV (from high-risk HIV-negative populations to those disproportionately impacted by HIV).
  - d. Review emerging trends in the epidemic to plan for appropriate prevention and care services.
  - e. Prioritize target populations for prevention and care services.
  - f. Identify evidence-based strategies for addressing Orange County's epidemic, such as PrEP, PEP, syringe services, and Partner Services.
  - g. Evaluate the effectiveness of the planning process.
2. Serve as the designated Ending the HIV Epidemic (EHE) Steering Committee in Orange County and oversee the planning, implementation, monitoring, evaluation, improvement, reporting, and dissemination of the EHE program.
3. Formally approve Orange County's Integrated HIV Prevention and Care Plan, as an action item to be forwarded to the Council for final approval.
3. Provide a forum for the exchange of information for addressing the goals and objectives of the Integrated HIV Prevention and Care Plan and the Orange County EHE Plan through:
  - a. The sharing of strategies to address Orange County's HIV Care Continuum.
  - b. Planning strategic activities.
  - c. Maximizing community resources.
  - d. Engaging in problem-solving activities.

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**Page:** 2 of 6

- e. The sharing of opportunities for stigma reduction activities and campaigns.
- f. Identifying effective strategies to address barriers to access and retention in care.
- g. Evaluating ongoing activities and needs for capacity building.
- h. Reviewing and providing feedback on the HIV Prevention work plan and HIV Care services application.

**C. OFFICERS:**

1. Officers shall consist of a Chair and Vice-Chair elected for a one (1) year term.
  - 1.1. Nominations and elections shall be made by committee members prior to or at the first meeting of each calendar year.
  - 1.2. If necessary, the committee, by majority vote, may change the officer nomination and election dates if provisions are made for interim committee leadership.
  - 1.3. The committee may vote by a two-thirds majority of its members to remove an officer.
2. The Chair of the Committee shall be a member of the Council (member or affiliate). The Vice-Chair of the Committee does not have to be a member of the Council.
3. One (1) of the Officers shall also serve on the Executive Committee.
4. The Chair of the Committee shall have served on the Committee for at least one (1) year.
5. No Officer shall be eligible to serve more than three (3) consecutive terms in the same office, except as indicated below in Item C6.
6. If an Officer vacancy occurs, a special election shall be held to fill a vacancy until the next regularly scheduled election. The elected Officer shall complete the term of the person they are replacing. This partial term does not count toward the three (3) year consecutive term limit.
7. The Officers duties and responsibilities shall include:
  - 7.1. Participation in Leadership Training prior to initiation of duties, as appropriate.
  - 7.2. Facilitating each meeting of the Committee.
  - 7.3. Reviewing and providing feedback on the draft agenda prior to each Committee meeting for planning purposes.
  - 7.4. Managing and resolving Committee conflicts and dissent.

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**Page:** 3 of 6

- 7.5. Reviewing the draft minutes of each meeting and ensuring that an accurate portrayal of the deliberations of the Committee is portrayed.
- 7.6. Leading the Committee in developing policies and procedures.
- 7.7. Ensuring that Orange County's Integrated HIV Prevention and Care Plan is developed and periodically updated.
- 7.8. Being prepared to report Committee activities and action items to Executive Committee and Council.
- 7.9. Inform guests of the role of the Committee and assist in recruitment of new members.

**D. RECRUITMENT:**

1. Recruitment and nominations of members:

- 1.1 The Committee 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 Committee 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.
- 1.2 Because Orange County's Integrated HIV Prevention and Care Plan planning cycle requires continuity of participation, there will be a period of no less than two (2) months, determined by the Council in conjunction with the Committee, when applications for new membership will be accepted (generally between the period of August to October).
- 1.3 Applications on file for membership to the Committee shall expire 12 months after receipt of the application.

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**Page:** 4 of 6

#### **E. MEMBERSHIP:**

1. Membership will consist of individuals interested in the development, monitoring, and revision of the Integrated HIV Prevention and Care Plan. There will be a maximum of 25 members on the Committee. Membership will be appointed by the Executive Committee. The Committee will seek membership participation from the following:
  - 1.1. Representatives from HIV Prevention Services (limited to four (4) members)
  - 1.2. Representatives from HIV Support Services (limited to four (4) members)
  - 1.3. Representatives from HIV Care Services (limited to four (4) members)
  - 1.4. Representatives from affected communities (limited to five (5) members)
  - 1.5. Persons living with HIV (unlimited members)
2. Members are expected to attend all scheduled meetings and commit to serving on the Committee for at least one (1) year.
3. A member may resign by submitting a written resignation to the Committee Officers or Council Support.

#### **F. VOTING:**

1. The Committee will utilize consensus voting for approval of the meeting agenda and minutes only. The Committee will use a yay/nay voting system for all other action items. The yay votes must be unanimous for the vote to carry. For non-unanimous yay votes, a roll call vote will be taken. A majority vote in favor of the motion will be required for the motion to carry.
2. A quorum of the Committee must be present at any meeting for formal action to be taken on any matter. A quorum shall consist of a majority of all Committee members not on a leave of absence. All membership seats will have one (1) vote (except as indicated below in Item F.3.).
3. While staff from one (1) agency may occupy numerous membership seats, a maximum of one (1) vote per agency will be allowed. At a meeting where there is a potential vote, staff will communicate with those providers who have more than one (1) member to determine who will vote prior to the meeting.
4. There will be no alternate or proxy voting system.

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**Page:** 5 of 6

5. 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 and Conflict of Interest Policies and Procedures).
6. 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 they represent.

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

1. Absence from three (3) regularly scheduled meetings during the appointed year. If, for some reason, the member is unable to attend a meeting, they may notify the Council Support or an Officer requesting a leave of absence for up to three (3) meetings.
2. Conduct that violates the Rules of Respectful Engagement or Council Bylaws.
3. Conduct, which would have a negative impact on the integrity of the community's confidence in the Committee, will be reviewed by Committee for determination.
4. Prior to any member being removed based on Items G.2 and G.3 above, they shall receive written notice of the intent to remove and the reasons for removal. The member shall be given 15 business days in which to respond in writing to Council Support or in person at the next meeting, whichever comes first. Upon receipt of the response or after 30 business days after the date of notice, the members of the Committee 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 Officers to members only. The Officers may ask guests to leave the Committee meeting for conduct that disrupts the Committee and interferes with Committee business.

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

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**Page:** 6 of 6

- J. **CONFLICT OF INTEREST:** Members of the Committee are required to comply with the Council's Conflict of Interest Policy and Bylaws.
- K. **MEETING TIME, DATE, and LOCATION:** The Committee shall meet at times, on dates, and at locations as determined by the Committee Officers in consultation with Committee members.
- L. **COMPENSATION:** Committee members who are PLWH may receive mileage reimbursement or bus pass in accordance with the Compensation Policies and Procedures.