



**Los Angeles County
HIV Prevention Planning Committee
Policies and Procedures**

**Revised
03/03/2011**

TABLE OF CONTENTS

Mission Statement	3
Comprehensive HIV Prevention Planning	3
HIV Prevention Plan.....	3
Statement of Organization	4
Membership	6
Accountability.....	11
Subcommittees	14
Meetings.....	20
Roles	21
Conferences	27
Department of Public Health	28
Revisions to the Policies and Procedures Manual	30

MISSION STATEMENT

The mission of the HIV Prevention Planning Committee (PPC) is to engage in an ongoing process to develop and update a comprehensive HIV prevention plan for the diverse population of Los Angeles County. In doing so, the PPC will identify and support methods and programs which are effective in preventing transmission of HIV, thus reducing the incidence of HIV infection in Los Angeles County.

COMPREHENSIVE HIV PREVENTION PLANNING

The process toward achieving the HIV Prevention Planning Committee's mission includes **the integration of the following primary activities:**

- Analyzing current epidemiological data and data from other sources.
- Accessing the diverse views and opinions of the community and being accessible to members of the public for their input by organizing focus groups, public comment, and other identified methods.
- Assessing needs and setting priorities for Los Angeles County, with special attention paid to underserved, disenfranchised, and disempowered populations.
- Identifying and promoting effective and innovative public health interventions, which are culturally and linguistically appropriate to emerging and known populations at risk for HIV transmission and infection.
- Establishing funding and planning priorities based on the PPC's findings.
- Evaluating the planning process on an ongoing basis to refine and improve the PPC's work.
- Developing a comprehensive HIV prevention plan.

HIV PREVENTION PLAN

The PPC is responsible for the development of a comprehensive HIV prevention plan that at minimum includes:

- **An Epidemiologic Profile** that outlines the HIV/AIDS epidemic in Los Angeles County;

- A **needs assessment** that describes met and unmet HIV prevention needs of Behavioral Risk Groups (BRGs) and other high-risk populations as identified in the Epidemiologic Profile;
- A **resource inventory** that describes existing resources for HIV prevention;
- A **gap analysis** that describes the unmet HIV prevention needs within BRGs and other high-risk populations identified in the Epidemiologic Profile;
- Potential **strategies and interventions** that can be used to prevent new HIV infections;
- **Prioritization** of populations at high risk for HIV infection and the strategies and interventions that can best reach these populations;
- A description of the **linkage between primary prevention and secondary prevention** activities;
- A short- and long-term **goals** for HIV prevention in defined populations;
- A description of ongoing HIV **surveillance and research** activities;
- A description of **coordination between governmental and non-governmental agencies**;
- A **Technical Assistance Needs Assessment plan**; and
- An **evaluation plan for the HIV prevention planning process**.

STATEMENT OF ORGANIZATION

A. HIV Prevention Planning Committee

The PPC is mandated by the Centers for Disease Control and Prevention (CDC) to make ongoing recommendations regarding the full range of HIV prevention activities in Los Angeles County. Members of the PPC are chosen for their unique knowledge, understanding, and experience regarding prevention issues in Los Angeles County.

B. PPC Membership Composition

The PPC should be one that fosters the openness and participatory nature of the community planning process. The PPC should ensure that its membership reflects the diversity of the epidemic in Los Angeles County, and that expertise in epidemiology, behavioral/social science, health planning, and evaluation are at minimum included in the process. Therefore, the PPC membership should include:

1. Persons who reflect the characteristics of the HIV/AIDS epidemic in that jurisdiction in terms of age, gender, race/ethnicity, socioeconomic status, geographic distribution, and identification with specific priority populations;
2. Local health department and other municipal government staff, including the State of California Department of Public Health- Office of AIDS (OA), City of Pasadena, City of Long Beach, City of West Hollywood, City of Los Angeles AIDS Coordinator's Office, and the Los Angeles County Office of AIDS Programs and Policy (OAPP), TB Control, Sexually Transmitted Disease Program (STDP), and Substance Abuse Prevention & Control; including representatives from key non-governmental and governmental organizations providing HIV prevention and related services to persons with or at risk for HIV infection, including STD, TB, substance abuse prevention and treatment, mental health services, homeless shelters, HIV care, and social services;
3. Staff of local education agencies, such as the Los Angeles Unified School District and other school districts in Los Angeles County;
4. Experts in epidemiology, behavioral and social sciences, program evaluation, and health planning;
5. Representatives of key non-governmental organizations relevant to, but who may not necessarily provide, HIV prevention services including communities of faith and representatives of business and labor.

C. Los Angeles County Department of Public Health

The Los Angeles County Department of Public Health, specifically the Office of AIDS Programs and Policy (OAPP) is responsible for maintaining and implementing the HIV prevention community-planning group. OAPP provides staff support and technical assistance to the committee, ensures collaboration and coordination, and performs other committee-related activities. The OAPP representative(s) shall serve as Governmental Chair(s) of the PPC.

MEMBERSHIP

The PPC will have a maximum membership of 30 individuals. The membership will reflect the HIV epidemic in terms of age, gender, race/ethnicity, geographic distribution by service planning area, and priority populations.

A. Application Process

Applications for membership will be accepted on an ongoing basis and will be available at PPC meetings and on the Department of Public Health website: www.lapublichealth.lacounty.gov.

B. Selection of New Members

The Internal Operations Subcommittee will review applications for membership and nominate applicants based on gaps in relation to criteria identified below and any other criteria specified in the most current application for membership. The PPC will retain applications for one year and review all applications as necessary. The nominee recommendations will be submitted to the Steering Subcommittee, which will review and approve nominations. The Internal Operations Subcommittee is responsible for presenting the recommended applicant to the full PPC for a vote. Upon approval, the PPC will forward the applicant for recommendation to the OAPP Director for final appointment. New members will be selected to ensure balance among the County's geographical areas of services, priority populations and other high-risk populations identified in epidemiological trends, gender, ethnicity, and HIV sero-status. Other factors to be considered when selecting new members include:

- Candidates should demonstrate a minimum of one year of experience in the field of HIV Education and Risk Reduction Prevention Services;
- Ability to work with others in the planning process;
- Understanding of the salient HIV prevention issues;
- Ability to be a planner, not an advocate;
- No more than two people from any one agency, unless there are extenuating circumstances or special PPC needs;
- At least two members from any one race or ethnic group;
- At least two youth members 24 years old or younger. A PPC member who qualifies as youth at the time of his/her appointment but who matures past age 24 during his/her term

will still be considered youth for the purposes on this demographic representation until the end of that calendar year. At the end of that calendar year, that member will be considered a general PPC member and will no longer be considered a “youth,” possibly leaving a youth gap in the membership;

- At least two members from the transgender community;
- A minimum of six HIV-positive members;
- At least two members with evaluation or research expertise;
- Representation from each of the eight SPAs;
- One representative from each of the following County agencies: HIV Epidemiology Program, TB Control, Sexually Transmitted Disease Program, Hepatitis, Mental Health and Substance Abuse Prevention and Control.
- City of Long Beach,
- City of West Hollywood,
- City of Los Angeles,
- City of Pasadena,
- Experts in epidemiology, behavioral and social sciences, program evaluation, and health planning
- Representatives from organizations providing HIV prevention and related services (HIV/STD testing, housing services, HIV care and social services) to persons with or at risk of HIV infection.

The PPC strives to ensure representation among the various populations impacted by HIV – PPC members are responsible for ensuring that they are knowledgeable of communities/populations that are impacted by HIV.

Membership should reflect the diversity of the HIV epidemic in Los Angeles County as well as include members with expertise in behavioral and social research, capacity building/technical assistance, community organizing, curriculum development, economic development, education and training, epidemiology, HIV/AIDS prevention, mental health services, needs assessment/resource inventory/gaps analysis, perinatal, planning, policy analysis, program development, program evaluation, public health, rape/sexual abuse/domestic violence, social marketing, STD and TB prevention, substance abuse prevention, treatment, teen pregnancy prevention and youth services.

C. Term of Membership

Term of membership on the PPC is two years, with members serving no more than three (3) consecutive two-year terms. If a new member starts his/her first term between January 1 and June 30, this time counts against the first year of the member's first term. If a new member starts his/her first time after July 1, then this time does not count toward the member's first term; rather, the first year of his/her first two-year term is considered to begin on January 1 of the following year.

New PPC members are considered on a probationary status for the first 90 days after their appointment. During this probationary period, the Steering Subcommittee may, on the recommendation of the Internal Operations Subcommittee, rescind or revoke a new member's appointment by a simple majority vote of the Steering subcommittee if the new member has been unreachable or has given cause for dismissal, such as missing meetings (including the New Member Orientation) or not participating in their assigned subcommittee. After this probationary period, however, a PPC member can only be removed by a majority vote of the full body, as described in Section II. K., Removal from Membership.

The Internal Operations Subcommittee will make recommendations to the Steering Subcommittee regarding the approval or removal of members following the conclusion of each term. The selection, re-election, and dismissal of members will then be voted on at the December PPC meeting for the terms starting in January. Although members may serve no more than three (3) consecutive two-year terms, members are not guaranteed continued membership following the conclusion of each term.

Former members may remain active with the PPC by participating at the subcommittee level and at the monthly PPC meetings as a non-voting participant. After a year, a former member can re-apply for PPC membership.

An outgoing or termed out member may re-apply for membership prior to the one year lapse if they:

1. are currently in an Executive level planning group representative seat (i.e. UCHAPS, Commission on HIV)
2. Obtain consent from the Steering sub-committee.

C. Participation Requirements

Members must commit a minimum of eight (8) hours per month to PPC-related activities throughout their term. Members are required to attend all regularly scheduled PPC meetings, as well as participate in at least one PPC standing subcommittee, attend the Annual Planning Meeting, and attend the PPC New Member Orientation, which will be presented by OAPP and the PPC Co-Chairs within six months of a member's appointment. PPC members are required to participate in the development of the Los Angeles County HIV Prevention Plan by attending all related meetings and completing assigned tasks. PPC Co-Chairs satisfy this requirement through consistent participation at and co-chairing of the Steering Subcommittee. PPC Members will be assigned to a minimum of one standing subcommittee. Members assigned to a standing subcommittee, may also be assigned to ad-hoc subcommittees. PPC Members may need to increase their participation hours depending on planning activities throughout the year.

D. Voting

1. Only PPC members are eligible to vote.
2. The PPC will strive for a consensus; however, in the event that a consensus is not possible, voting will be used to make decisions.
3. One half (50%) of the voting membership plus one constitutes a quorum. A quorum must be established before opening PPC meetings, and before each vote. PPC support staff will keep official record of the quorums of meetings and will notify the Co-Chairs that a quorum is or is not present.
4. Absentee or proxy voting is not allowed.
5. A motion will pass only if a majority, excluding abstentions, of those present votes affirmatively; otherwise, the motion fails.
6. It is the role of the Co-Chairs to request those voting members who are in possible conflict of interest to identify themselves prior to discussion and/or vote.

7. Those voting members who identify themselves as having a conflict of interest on a given item will be counted towards the quorum; however, they must abstain from voting on the conflicted issue.
8. Abstentions do not count in tallying the vote negatively or positively; when members abstain, they are in effect attending only to contribute to a quorum.
9. In the event that a time sensitive issue needs a decision or there is a lack of quorum the Steering subcommittee has the authority to vote on that issue on behalf of the PPC. Any actions will be reported to the full body at the next scheduled meeting.

E. Member Tasks & Responsibilities

1. Tasks assigned to members will be given and completed in a timely manner.
2. Members are responsible for submitting documents to an assigned OAPP Staff and PPC Subcommittee Chair at least five (5) working days prior to meeting if the deliverables are to be distributed to other PPC members prior to the next meeting. In the event the 5 day deadline is missed, members are responsible for providing copies of the materials they want to distribute. Members are responsible for submitting deliverables to an assigned OAPP Staff and PPC Subcommittee Chair at least three (3) working days prior to meeting if the deliverables are to be distributed at the next meeting.
3. Members are responsible for disseminating information from meetings to the community in addition to bringing substantive information and feedback to the PPC.

F. Member Conduct & Behavior

1. Members will behave in a professional manner towards other members, the audience, and the facilitators, refraining from the use of profane and abusive language.
2. Members shall be expected to demonstrate the importance of public participation to the process by listening courteously during testimony and proceedings and not leaving the table to conduct other business.

3. Members shall refrain from arguing with each other and acting upon personal grudges during PPC meetings.

G. Grievance Procedure

Any dispute which may arise from a PPC member with respect to PPC business or another PPC member(s) shall be subject to the following Grievance Procedure. All grievances shall be initiated at Step 1. Time limits set forth herein may be extended upon mutual agreement of the parties.

- Step 1: In the event a PPC member has a grievance towards another party, that member should initiate a one-on-one meeting or discussion to resolve the issue. If after such an encounter has taken place and the issue is not resolved satisfactorily the members should proceed with step 2.
- Step 2: The PPC member shall present the grievance to the Community Co-chairs who have the authority to make recommendations in the matter within 14 days of the alleged grievance or knowledge thereof.
- Step 3: If a satisfactory settlement is not reached in Step 1 or 2, the PPC member may present the grievance to the entire Steering Subcommittee; the grievance shall be in writing and shall state the grievant(s) names(s).
- Step 4: If a resolution is not reached in Steps 1, 2 or 3 the PPC member may present the grievance to the Director of OAPP. The Director or his/her designee shall schedule a meeting to be held within fourteen days of the receipt of the grievance by the Director of OAPP and/or a Governmental Co-chair for the purpose of attempting to resolve the grievance. The Director of OAPP or his/her designee shall respond in writing within seven days of the date of the meeting. Time frames may be extended in writing by mutual agreement of the parties.

PPC members shall not be discriminated against, harassed, intimidated, or suffer any reprisal as a result of filing a grievance or participating in the investigation of the grievance.

ACCOUNTABILITY

1. PPC Members will endeavor to establish a group culture of openness, trust, and candor. In being accountable, members should consistently reaffirm the duty to address and not hide from problems. The group should strive to maintain a climate in which problems will be aired, differences expressed, and solutions sought within the context of moving toward achieving the group's goals.

2. Unless expressly appointed by the PPC Co-Chairs, members may not represent and/or speak on behalf of the PPC at other meetings, press conferences or to persons of the media, or at any other situation requiring official Committee representation.
3. Members are individually accountable for their actions, and are expected to be responsible to their respective communities.

A. Conflict of Interest

1. The Fair Political Practices Commission has determined that a committee such as the PPC is subject to Conflict of Interest laws. Members must adhere to the provisions outlined in the Guide to the Political Reform Act of 1974.
2. Members in conflict should remove themselves from discussion and abstain from voting when appropriate. This applies to both PPC meetings and subcommittee meetings.

B. Changing Agency Affiliation

When a PPC member changes his/her agency affiliation, it is the sole responsibility of that member to secure from his/her new agency the permission and accommodation to continue serving on the PPC. However, if this change in agency results in the PPC having more than two members from the same agency, then the member who changed agencies will be required to step down at the end of that calendar year. The member may keep his/her seat if one of the other PPC members from that agency steps down instead, either voluntarily or due to term limits, or if the Internal Operations Subcommittee recommends, and the PPC approves, an exception to this policy based on extenuating circumstances or special PPC needs.

C. Removal from Membership

Probationary Status: PPC Members who fail to comply with membership requirements may be subject to disciplinary action, including and up to termination of membership. Members may be put on a 90-day probationary status in which they will be provided with an opportunity to demonstrate their commitment to the PPC.

Following the probationary period, the Steering Subcommittee as recommended by the Internal Operations Subcommittee may submit for voting to the full PPC the removal of any PPC member who commits one or more of the following infractions:

1. Three unexcused absences within a 12-month period.
2. Excessive tardiness and/or leaving early from regularly scheduled meetings.
3. Non-participation and lack of attendance at standing subcommittee meetings or, for appointed Commission Representatives, at monthly Commission meetings.
4. Knowingly voting on a matter that is directly or indirectly in violation of a conflict of interest.
5. Non-attendance at the Annual Planning Meeting.
6. Non-attendance at the New Member Orientation.
7. Changing agency affiliation if it results in more than two PPC members from the same agency.

Prior to a vote for removal, a member in jeopardy of being removed due to poor attendance (2 missed meetings), non-participation, or other problems will be contacted either by a PPC Co-Chair or a subcommittee Chair, followed by a formal warning letter describing and outlining concerns.

D. Attendance

PPC members are required to attend all PPC and assigned subcommittee meetings. PPC members are allowed three absences in one calendar year to the PPC meetings. Three absences are also

allowed to an assigned subcommittee during a calendar year. Failing to fulfill the attendance requirements shall result in disciplinary action, including and up to membership termination.

Absences are either recorded as excused or unexcused.

In order for an absence to be considered excused PPC members must contact a PPC Co-chair or subcommittee chair within 24 hours of the absence. The following will be considered as an excused absence: attending a conference, a meeting related to the PPC, PPC related activities, family leave, vacation, military duty, sick leave, jury duty, bereavement and work related activities/meetings.

All other absences are considered **unexcused**.

The following codes will be used on the attendance roster to identify the absence:

- P – Present
- E- Excused
- U- Unexcused

Two absences at roll calls will be considered as one unexcused absence and be treated as such.

SUBCOMMITTEES

Standing Subcommittees

The PPC may create standing and ad hoc subcommittees as necessary. The subcommittees will report to the PPC at the regular meetings. Standing subcommittees are formed to conduct the work of the PPC on a regular basis. Standing subcommittees shall have the duties and powers as determined in these policies and/or by the PPC at the time the subcommittee is formed. They following are the standing subcommittees:

- A. Steering:** The goal of this subcommittee is to provide oversight and guidance to the overall functioning of the PPC. The Steering Subcommittee will include the PPC Co-Chairs (both community

and governmental Co-Chairs) and the Chairs of the Internal Operations and External Activities subcommittees. This subcommittee meets monthly for two hours and is responsible for the following activities:

1. Setting the agenda for PPC meetings
2. Ensuring the PPC accomplishes its goals and objectives as indicated in the overall PPC strategic plan and the subcommittee work plans
3. Responding to time sensitive issues
4. Enforcing PPC members' attendance and participation
5. Ensuring collaborations are successful (e.g. UCHAPS, Commission on HIV)
6. Prioritizing ad hoc groups, if necessary

B. Internal Operations

The goal of this subcommittee is to ensure and promote the efficient operations of the PPC. This subcommittee meets monthly for two hours and is responsible for the following activities:

1. Ensuring the development of work plans (accountability)
2. Reviewing the CDC applications and voting on concurrence
3. Coordinating PPC annual planning meeting
4. Reviewing and updating PPC policies and procedures
5. Reviewing PPC members' attendance and participation
6. Overseeing nominations of new members, co-chairs, and UCHAPS representatives
7. Coordinating and conducting new member orientation
8. Recruiting and retaining members
9. Reviewing gaps in membership
10. Ensuring capacity building of members
11. Evaluating the PPC process as laid out by CDC (e.g. PPC member annual survey)
12. Conducting process evaluation and outcome monitoring of PPC related activities (e.g. trainings, meetings, colloquia)

C. External Activities

The goal of this subcommittee is to ensure broad-based community participation, address policy issues, and provide oversight of ad hoc groups. This group will meet monthly for two hours, or as their work plan dictates. For example, depending on the work plan, they may hold town hall meetings, attend Joint Public Policy meetings, or conduct other work in the community, in lieu of having a regularly scheduled meeting. This subcommittee will be responsible for the following activities:

1. Ensuring development of work plan (accountability)
2. Coordinating and overseeing ad-hoc meetings as needed and reporting on progress
3. Promoting HIV prevention in other disciplines
4. Identifying emergent prevention issues
5. Engaging community and expert support
6. Supporting broad-based community participation
7. Educating and informing PPC on the legislative process and relevant issues. Conduct advocacy efforts.

D. Policy Work

The voting membership of the Joint Public Policy Committee shall comprise members of the Commission assigned by the Commission co-chairs, an OAPP representative, members assigned by the Prevention Planning Committee (PPC), and/or additional members appointed by the Board of Supervisors, as appropriate.

The Joint Public Policy Committee is charged with the following responsibilities:

- Advocating public policy issues at every level of government that impact Commission and PPC efforts to implement an HIV service delivery plan for Los Angeles County, in accordance with the annual comprehensive care and prevention plans;
- Initiating policy initiatives in accordance with HIV service and prevention interests;
- Providing education and access to public policy arenas for the Commission and PPC members, consumers, providers, and the public;
- Facilitating communication between government and legislative officials and the Commission and PPC;
- Recommending policy positions on governmental, administrative and legislative action to the Commission, PPC and the Board of Supervisors;

- Advocating specific public policy matters to the appropriate County departments, interests and bodies;
- Researching and implementing public policy activities in accordance with the County's adopted legislative agendas;
- Advancing specific Commission and PPC initiatives related to each body's work into the public policy arena; and
- Other duties as assigned by the Commission or the Board of Supervisors and other PPC related duties as assigned by the PPC or OAPP.

E. Los Angeles County HIV Prevention Planning Committee

The goal of this committee is to develop, update and monitor the comprehensive Los Angeles County HIV Prevention Plan. This group will consist of all PPC members. This committee will be responsible for the following activities:

1. Reviewing epidemiologic profile
2. Reviewing data for resource prioritization and allocation
3. Reviewing needs assessment and gap analysis
4. Prioritizing target populations
5. Prioritizing prevention activities
6. Assisting in coordinating data summit to inform the HIV prevention plan
7. Learning about different algorithms, different testing models, different research, new rapid technologies, and testing linkage to care
8. Developing HIV testing recommendations
9. Keeping an inventory or making certain PPC has access to inventories that already exist of interventions, strategies, etc
10. Incorporating co-morbidity into HIV prevention planning co-factors
11. Reviewing and/or developing staffing competencies
12. Developing, reviewing, and revising standards for particular interventions to ensure they are appropriate for Los Angeles County
13. Developing an addendum, as needed
14. Monitoring the real-life application of the plan

The meeting frequency will vary depending on the cycle of HIV prevention planning. For example, relative to the development and dissemination of the 2014 HIV Prevention Plan update, the meeting schedule may increase due to the work load.

The general meeting format for the Prevention Planning Committee will be as follows, with the majority of time dedicated to working on the prevention plan:

- Colloquia presentation (remains research focused)
- Specific topic presentation (e.g. “the aging of the HIV epidemic”)
- Roundtable discussion related to topic among all PPC members and community members present
- Conduct work related to the prevention plan
- Updates and discussion
- Announcements

Motions and voting procedures will occur according to Roberts Rules of Order. The meetings will be open to community members (non-PPC members).

F. Ad Hoc Groups

Ad hoc groups will be formed as needed in order to address key tasks (e.g. PPC restructuring), identify specific population needs (e.g. Latinos); and/or address emerging HIV prevention issues (e.g. CA budget cuts). Ad hoc groups will be comprised of PPC members as well as other key stakeholders in the community who have an interest in the specific work at hand. These groups will exist and operate within a specific timeframe (e.g. 3-18 months) to accomplish a particular task. Anyone can recommend the formation of an ad hoc group, but the coordination of these groups will be managed by the External Activities Subcommittee. There will be no more than three ad-hoc groups at any given time. In the case that there are multiple requests for various ad hoc groups, the Steering Subcommittee will review and determine which ad hoc group(s) will be prioritized.

G. Collaborative Groups

The PPC recognizes the existence, capacity, value, and efforts of collaborative groups throughout the County. The PPC shall make all the necessary efforts to assist these groups to be an integral part of the PPC, collaborating in the effort to achieve the HIV prevention goals.

Urban Coalition for HIV/AIDS Prevention Services

The Urban Coalition for HIV/AIDS Prevention Services (UCHAPS) is a coalition of community members and health departments from the eight local jurisdictions (Chicago, Houston, Los Angeles, New York, Philadelphia, San Francisco, Washington D.C., and Miami-Dade County) that are directly funded by the Centers for Disease Control and Prevention (CDC) and one highly impacted jurisdiction (Miami-Dade County) to conduct HIV Prevention programs.

Los Angeles County is represented at UCHAPS by two Governmental Representatives, two Community Representatives, one Governmental Alternate, and one Community Alternate. The Community Co-Chairs for the Los Angeles County HIV Prevention Planning Committee are the Community Representatives at UCHAPS meetings. Then the PPC nominates and elects one other PPC member to serve as an alternate to UCHAPS.

H. Letters of Support

The Los Angeles County HIV Prevention Planning Committee (PPC) will receive requests for letters of support.

Process

1. Submit a request to the PPC co-chairs at least 14 **days** prior to the next PPC Steering Subcommittee meeting. The submission of a request does not imply an automatic approval by the PPC.
 - a. The request must be submitted in writing and must include the following:
 - i. Requester Contact Information
 - ii. Sample letter
 - iii. A brief outline of the proposed project and how it links and complements the current HIV Prevention Plan
 - iv. Information about who the letter should be addressed to
 - v. Due date of the letter
 - vi. A letter outlining their participation or commitment to participate on the PPC
2. The request is processed by staff and sent to the PPC Steering Subcommittee for review.
3. The Steering Subcommittee reviews and discusses the request and makes a recommendation on whether to forward the request to the PPC for a vote.
4. The PPC votes to approve or deny request.

The following criteria are used in determining whether or not an agency will receive a letter:

- A grant requires a letter from the community planning groupThe agency has been participating in PPC related activities
 - There is a direct link between what is being proposed and the Los Angeles County HIV Prevention Plan.
5. The requestor is notified if they will be receiving a letter of support from the PPC or if the request has been denied.

MEETINGS

All meetings will be open to the public.

A. Scheduling of Meetings

1. **Regular meetings** of the PPC will be scheduled on the first Thursday of the designated month and are currently being held at St. Anne's Maternity Home located at 155 N. Occidental Blvd, Los Angeles, CA 90026. The PPC will host a Colloquia Presentation the first hour of the meeting. Immediately following the Colloquia Presentation, the PPC will conduct a meeting of the full body.
2. **Subcommittee meetings** will be held at least once per month with additional meetings as necessary to fulfill subcommittee obligations as determined by each subcommittee.
3. The Steering subcommittee meeting will be held on the last Thursday of every month.
4. **Special or emergency meetings** of the PPC and/or subcommittees may be called as necessary. For PPC meetings a minimum of two PPC co-chairs must call the special or emergency meeting. For subcommittee or adhoc meetings the chair must call the special or emergency meeting. All JPP committee chairs must agree to call a special or adhoc meeting. An emergency meeting can be called when there is a pending deadline and business cannot be completed during a regular meeting. A notice of the time, place and purpose must be sent to PPC members by email a minimum of 24 hours prior to the meeting. During an emergency or special meeting, members can discuss only the business that was stated in the notification. For special or emergency meeting a quorum will constitute half of the membership. Due to its members being appointed by the Los Angeles County Board of Supervisors, the JPP is subject to the Ralph M. Brown Act rules and regulations which may pre-empt stipulations and requirements of the Policies and Procedures here-in.

5. The PPC will host an Annual Planning Meeting to discuss and recommit to the roles and responsibilities of PPC members, review prevention planning guidelines, and to develop annual subcommittee work plans.

B. Meeting Notices

1. **Committee Meetings:** All meeting notices and agendas will be posted at least 72 hours in advance of any meeting, with the exception of special or emergency meetings, in those cases a notice of the time, place and purpose must be sent to PPC members by email a minimum of 24 hours prior to the meeting. Members will be given 72 hours advance notice of the cancellation of any meeting, with the exception that members will be notified by email or by telephone if it is necessary to cancel a meeting due to an emergency. The Co-Chairs will determine if a meeting should be cancelled for any reason, including emergencies.
 2. **Subcommittee Meetings:** Members will be given three days' notice for subcommittee meetings.
- C. Agendas:** To abide by the Brown Act, the agenda of all subcommittee meetings must be submitted to a designated facilitator at least 96 hours before the date of the meeting.
- D. Structure & Process:** Meetings will follow Robert's Rules of Order and the Brown Act. In some instances, the PPC may agree to deviate from Robert's Rules of Order. All ad hoc and standing subcommittee meetings should be conducted in an open democratic process or follow Roberts Rules of Order.
- E. Motions:** Members will submit to support staff written versions of any motion they make in a meeting.

ROLES

A. Members

1. Full participation is required. Participants must make every effort to attend each of the meetings from convening to adjournment.
2. To ensure the PPC's success in meeting its mission, members will sign a Statement of Commitment, which outlines their responsibilities as PPC members.
3. Members are to become familiar with the Policies & Procedures.
4. Members of subcommittees are usually PPC members but should include individuals from the community at large.

B. PPC Co-Chairs: There will be a minimum of three PPC Co-Chairs and a maximum of four.

- 1 **Composition:** Co-Chair membership will consist of two Community Co-Chairs and up to two Governmental Co-Chairs. Community Co-Chairs will be nominated at the general meeting in August and elected by the members of the PPC at its general meeting in September. The Governmental Co-Chair(s) will consist of the Director of OAPP or his/her designee(s); the Director has the option of designating as Governmental Co-Chairs representatives of OAPP's Prevention Services Division and Planning and Research Division (one seat each).
- 2 **Election:** The Internal Operations Subcommittee is responsible for overseeing the nominations and election process for the PPC. Nominations for the Community Co-Chair seats will be opened at the August PPC meeting. The nomination process will remain open for 30 days. The election of the Co-Chairs will be made by a majority of a quorum at the September meeting. In the event that a Community Co-Chair seat is vacated prior to the expiration of the term, a special election will take place consistent with the process identified above.
- 3 **Election of Co-Chair Elect:** To ensure a smooth transition of leadership, five (5) months before the end of a Community Co-Chair's term (August), nominations will be held to elect the next Community Co-Chair. The Nominations will be open for 30 days and be voted at the following month (September) PPC meeting. The transitioning period is the remaining four (4) months of the Co-Chair Elect with the out-going Community Co-Chair. The term of the Co-Chair Elect begins after the transitioning period.

Before transfer of leadership the newly elected Co-Chair will begin attending each subcommittee meeting, meet regularly with the out-going co-chair, and become responsible for chairing ad-hoc subcommittees if needed.

- 4 **Term of Office:** The term of office of the Community Co-Chairs is two years. The terms shall be staggered, with Co-Chair "A" expiring on an even year and Co-Chair "B" expiring on the odd year. A community co-chair may serve for more than one two-year term, should he or she be elected by the members of the PPC to serve an additional term.

- 5 **Duties and Responsibilities:** The duties of the Co-Chairs are to:
 - a. Convene all PPC meetings, ensuring that members are focused on the issues and items for the development and updating of the comprehensive HIV prevention plan.
 - b. Share responsibilities in chairing PPC meetings, ensuring that the meetings are held in an orderly manner in accordance with Robert's Rules of Order.
 - c. Chair the Steering Subcommittee. Chairing the Steering Subcommittee satisfies the PPC membership requirement that each member attend a subcommittee.
 - d. Represent the PPC at local, state, and national HIV/AIDS prevention-related meetings and report back to the members of the PPC.
 - e. Make presentations at the general PPC meetings and public meetings for the continued promotion of goals of the Los Angeles County comprehensive HIV prevention plan.
 - f. Work with members and facilitators to develop meeting agendas.
 - g. Represent PPC members (or designate representatives) at meetings of the Commission on HIV and other relevant planning and advocacy groups.
 - h. Provide clarification and information on issues to be voted on by the PPC and summarize decisions made during the PPC meetings.
 - i. Assist in identifying issues and problems that arise during PPC meetings and recommend solutions or mediation to those issues.
 - j. Assist in identifying resources that are needed for the PPC meetings.
 - k. Work with the Steering Subcommittee to ensure the PPC achieves the objectives established for the meetings.
 - l. Serve as ex-officio members of each PPC subcommittee.
 - m. Counsel PPC voting members with attendance problems.

- n. Be familiar with, respect, and uphold all sections of the Policies & Procedures and be strong advocates of its implementation at all times.
- o. Ensure that the PPC reviews the Department of Public Health's application for HIV prevention funds/cooperative agreement with the CDC.
- p. Provide the Office of AIDS Programs and Policy with a letter of concurrence/non-concurrence regarding the application for HIV prevention funds/cooperative agreement with the CDC.
- q. Participate in UCHAPS.

C. Subcommittee Chairs

- 1 **Composition:** All subcommittees will be facilitated by a designated Chairperson and/or Deputy Chairperson. In the absence of Chairperson, the Deputy Chairperson assumes all duties and responsibilities.

Selection: Subcommittee chairs will be elected by the respective subcommittee. If unable to elect a chair, one will be appointed by co-chairs (except for JPP). According to COH rules, one of JPP co-chairs must be a Commission on HIV member.

- 2 **Term of Office:** The Subcommittee Chair will serve for one year; the year of service will coincide with the year of membership.

- 3 **Duties and Responsibilities:** The duties of a Subcommittee Chair are to:

- a. Convene all subcommittees meetings, ensuring that all members are focused on the goals and objectives of the subcommittee.
- b. Ensure that meetings are held in an orderly manner in accordance with Robert's Rules of Order.
- c. Attend and participate in all Steering Subcommittee meetings.
- d. Prepare and report on a monthly basis to the Steering Subcommittee and to the full PPC the activities, issues, and concerns of the subcommittee.
- e. Work with members and OAPP staff to develop meeting agendas.
- f. Counsel with members who have had attendance problems.
- g. Be familiar with, respect, and uphold all sections of the Policies & Procedures and be a strong advocate for its implementation at all times.

D. Commission Representatives

1. **Composition:** The PPC may vote to appoint one member to serve as a Commission Representative, charged with attending the monthly meetings of the Commission on HIV Health Services and reporting back to the PPC.
2. **Election:** Commission Representatives will be elected from the PPC membership. Any PPC member may volunteer or be nominated from the PPC for a Commission Representative vacancy.
3. **Term of Office:** The Commission Representative will serve in that capacity for the remainder of his/her current PPC term.
4. **Duties and Responsibilities:** The duties of a Commission Representative are to:
 - a. Attend and participate in all monthly meetings of the Commission, which are generally held on the second Thursday of each month. Attendance at the Commission meetings exempts the Commission Representative from the PPC membership requirement that he/she participate in a monthly PPC subcommittee – although all members are encouraged to participate in at least one subcommittee.
 - b. Report on prevention issues and represent PPC interests at Commission meetings. The PPC Commission Representative’s responsibility will be to ensure PPC representation at each and every Commission meeting.
 - c. Report back at each monthly PPC meeting on the most recent Commission meetings. The PPC Commission Representative’s responsibility will be to ensure that a comprehensive report is presented at each and every PPC meeting.

E. OAPP Staff

1. OAPP staff member’s role is to guide and assist the PPC in the fulfillment of its goals and objectives toward the development and updating of a comprehensive HIV prevention plan.
2. OAPP staff will handle the organizational requirements of the PPC, including arranging regular and special meetings, preparing agendas, organizing mailings, and preparing

summary reports. The facilitators will assist the Co-Chairs in conducting PPC and subcommittee meetings.

3. OAPP staff will assist the PPC in collecting data and other research materials, preparing reports, conducting needs assessments, and developing and updating a prevention plan.
4. OAPP staff will provide the PPC with neutral facilitation to ensure that meeting objectives, agendas, tasks, and time frames are met.
5. OAPP staff will record the proceedings of all PPC and subcommittee meetings and provide hard copy reports of all meetings proceeding to the PPC.
6. OAPP staff will address any special needs of PPC members or other participants and make arrangements to meet those needs.
7. OAPP staff will work with the Co-Chairs to identify meeting logistical needs and arrange to meet those needs prior to and during meetings.
8. OAPP staff will ensure that logistics are not barriers to full member participation.

F. Members of the Public & Community

1. Community members shall be allowed to provide public testimony at PPC meetings.
2. Community members may review and comment on the Comprehensive HIV Prevention Plan at public hearings or otherwise to PPC members.
3. Community members may attend and observe PPC meeting activities as desired. Community members may also attend and participate in subcommittee meetings and workgroups.

A. Attendance at Conferences & Meetings

1. PPC members who would like to submit a PPC-related abstract for a conference and plan to present themselves as a representative of the PPC must receive approval from the PPC Co-Chairs, and provide a copy of the abstract before it is submitted. Approval by the PPC Co-Chairs for members to submit an abstract does not mean that the PPC will provide financial support for conference attendance and travel expenses.
2. When appropriate and when funding is available, the PPC may send PPC members to relevant conferences and trainings. To request support for attendance at conferences, PPC members should provide a written justification to the PPC Co-Chairs for their review and approval.
3. If funds are available, the PPC Co-Chairs will forward recommendations for conference attendance support to OAPP for final review and approval. In reviewing requests, the Co-Chairs will consider the member's commitment to the PPC, attendance at PPC and subcommittee meetings and demonstration of leadership.
4. After attending a conference on behalf of the PPC, members must report back to the full body at the subsequent PPC meeting.
5. PPC Members who attend conferences on behalf of the PPC need to return travel reimbursement documentation within 14 days of completed travel. OAPP will provide members with expense reimbursement instructions prior to travel.

B. Participation in the Urban Coalition for HIV/AIDS Prevention Services (UCHAPS)

1. The PPC Community Co-Chairs will represent the PPC at meetings of UCHAPS.
2. The PPC will nominate and elect one PPC member to serve as an alternate to UCHAPS at the general meeting in November.

3. Los Angeles County will be represented at UCHAPS by (2) Governmental representatives, (2) Community Representatives, (1) Governmental Alternate, and (1) Community Alternate.

DEPARTMENT OF PUBLIC HEALTH

Establishment of Community Planning Group: The Los Angeles County Office of AIDS Programs and Policy (OAPP) is responsible for establishing and maintaining Los Angeles County's HIV prevention community planning group (the PPC) and ensuring that it meets the Centers for Disease Control and Prevention's Principles of HIV Prevention Community Planning, as well as providing the activities listed below.

A. Committee Support

1. **Distribution of HIV Prevention Plan:** OAPP will distribute the comprehensive HIV prevention plan throughout Los Angeles County.
2. **Staffing of Committees and Subcommittees:** OAPP is responsible for ensuring that the PPC and its subcommittees have staffing support to facilitate their work, as detailed in Section V. E, OAPP staff. Support to the PPC and subcommittees includes distributing meeting notices, posting agendas developed by the PPC and subcommittee chairs, ensuring the development of PPC meeting summaries, coordinating logistics of the meetings (i.e., meeting location, time, recordings, etc.), conducting roll call, and facilitating the meetings to ensure they comply with the Brown Act and Robert's Rules of Order.

B. Governmental Co-Chair: An OAPP representative(s) shall serve as Governmental Co-Chair(s) of the PPC, as detailed in Section V.B., PPC Co-Chairs.

C. Ensuring Collaboration & Coordination: OAPP must:

1. Determine how to best achieve and integrate statewide, regional, and local community planning efforts within Los Angeles County.

2. Assure collaboration between the PPC and the Commission on HIV and other relevant planning efforts, particularly the process for allocating HIV Prevention and CARE.
3. Utilize existing and develop new networks to promote linkages and coordination among local HIV prevention service providers, public health agencies, STD treatment clinics, community planning groups, and behavioral and social scientists who are either in the local area or who are familiar with local prevention needs, issues, and at-risk populations.

D. Epidemiological Profile

1. The HIV Epidemiology Program is responsible for the development of an epidemiologic profile of Los Angeles County to assist the PPC in establishing program priorities based on the extent, distribution, and impact of the HIV/AIDS epidemic.
2. The HIV Epidemiology Program shall inform the PPC when there are changes in the utility or availability of certain data sources, and describe potential impact on planning efforts.

E. Technical Assistance

OAPP will ensure that technical assistance is provided to assist the PPC, other Department of Public Health program offices, and community-based providers in the areas of HIV/AIDS program planning, implementation, and evaluation.

F. HIV Prevention Grant Application

1. OAPP will ensure the development and timely submission of the CDC application for HIV prevention cooperative agreement funds, based on the comprehensive HIV prevention plan(s) developed through the HIV prevention community planning process.
2. OAPP will seek PPC members to review the application.
3. OAPP will obtain letter(s) of concurrence/non-concurrence from the community planning group(s) and allocate resources based on the plan's priorities.

G. Operationalize HIV Prevention Services & Activities

1. OAPP will ensure for the competitive solicitation (Request for Proposals) process of cooperative agreement application prevention funds awarded to Los Angeles County.
2. OAPP is responsible for monitoring HIV prevention contractor activities and documenting contractor compliance.
3. OAPP will ensure program effectiveness through specific program monitoring and evaluation activities. This may include conducting or contracting for process and outcome evaluation studies, providing technical assistance in evaluation, or ensuring the provision of evaluation technical assistance to funding recipients.

REVISIONS TO THE POLICIES & PROCEDURES MANUAL

This manual may be revised from time to time to reflect new or changed policies and procedures. The Internal Operations Subcommittee is responsible for implementing these changes as follows: Policies & Procedures changes will be recommended to the subcommittee by the Steering Subcommittee. Once mandated, the Internal Operations Subcommittee will write the new language to reflect the recommended changes. The changed language will be submitted to the Steering Subcommittee for review, approval, and submittal to the full body of the PPC. The PPC will vote on all proposed changes to the manual. Once the changes are approved through this process, the Internal Operations Subcommittee will issue a formal change notice to each member which shall be a revision to this document.