

ORANGE COUNTY HIV PLANNING COUNCIL

Policies and Procedures

Subject: Priority Setting, Allocations,
and Planning Committee

Number: VI

Date Effective: 4-12-06

Revised: 5-22-06, 6-29-11, 8-08-12,
11-13-13, 2-11-15, 2-10-16

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A. PURPOSE: The purpose of this document is to set forth the policies and procedures for the Priority Setting, Allocations, and Planning (PSAP) Committee.

B. COMMITTEE FUNCTION:

1. To recommend to the HIV Planning Council (Council) the priorities for funds, allocations, and reallocations of funds to those priorities for Ryan White Act funding under the Council's review.
2. To be the year-round planning body responsible for in-depth review of epidemiological data, needs assessment data, service utilization trends, and community resources for service priority and allocation recommendations to the Council.

C. OFFICERS:

1. Officers shall consist of a chair and vice-chair elected for one-year terms.
 - 1.1 Nominations shall be made by Committee members prior to or at the first meeting of each calendar year.
 - 1.2 Elections shall be held at the first Committee meeting of the calendar year.
 - 1.3 If necessary, the Committee, by majority vote, may change the officer nomination and election dates if provisions are made for interim Committee leadership.
 - 1.4 The Committee may vote by a two-thirds majority of its members to remove an officer.
2. The Chair of the Committee must 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. The Chair of the Committee must have served on the Committee for at least one (1) year.
4. The officers of the Committee cannot represent (be an employee or board member) of a funded agency.
5. No officer shall be eligible to serve more than three (3) consecutive terms in the same office.
6. If an officer vacancy occurs, a special election shall be held to fill a vacancy until the next regularly scheduled election.

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D. VOTING:

1. A quorum of the Committee must be present at any meeting in order for a 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.
2. The Committee will utilize consensus voting for approval of the meeting agenda and minutes. 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.
3. Only Committee members may vote.
4. There may be more than one committee member from the same agency. However, each agency with representation on the committee will have only one (1) vote. An agency with more than one member will be responsible for designating one voting member.
 - 4.1 Any member that is either paid staff or serves on the Board of Directors of an agency will be considered a representative of that agency. Any member serving either as staff or on the Board of two or more agencies will have no more than one vote. That member must choose which agency he/she wishes to represent.
 - 4.2 Due to the diverse focus of departments within the Orange County Health Care Agency the following departments will be viewed as separate agencies for voting purposes: 1) Orange County Health Care Agency Behavioral Health; and 2) Orange County Health Care Agency Public Health.
5. New members must attend two (2) previous meetings before voting.

E. MEMBERSHIP:

1. Membership will consist of individuals interested in the development and provision of services to persons living with HIV disease in Orange County. There will be a maximum of twenty (20) members on the Committee. All new members will apply to the Council Chair for membership and be appointed by the Council chair with the consent of the Executive Committee. The Committee will seek membership participation from the following:
 - 1.1 Interested members of the Council representative of the community; a majority of the Committee shall be Council members at the beginning of the planning cycle

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- 1.2 Persons living with HIV disease, including consumers of services.
 - 1.3 HIV service providers.
 - 1.4 Other interested community members.
 2. Because the planning cycle requires continuity of participation, there will be a period of not less than two months, determined by the Council in conjunction with the Committee, when applications for new membership will be accepted (generally between the period of December to March).
 3. Members are expected to attend all scheduled meetings and commit to serving on the Committee for at least one (1) year. The committee reserves the right to change the schedule of meetings as it sees fit during the planning process. Adequate notice will be provided to members.
 4. A member may resign by submitting a written resignation to the Committee Officers or Council Support.
 5. Members may be removed from the Committee for the following causes:
 - 5.1 Absence from three (3) regularly scheduled meetings during the appointed year. If, for some reason, the member is unable to attend a meeting, he or she may notify the Council Support requesting a leave of absence for up to three meetings.
 - 5.2 Violations of conduct pursuant to the Council Bylaws.
 6. Prior to any member being removed, he/she shall receive written notice of the intent to remove and the reasons for removal. The member shall be given the opportunity to respond in writing or in person to the Committee.
- F. MENTORING:** The following mentoring guidelines are intended to: 1) provide incoming members assistance during orientation to the Priority Setting, Allocations, and Planning Committee; 2) to shorten the learning curve of incoming members; 3) to provide guidance with respect to the meeting protocols and planning processes.
1. Selection:
 - 1.1 Any member interested in being mentored or willing to be a mentor shall notify the Priority Setting, Allocations, and Planning Committee Officers or Council Support.
 - 1.2 The mentor should be sensitive to the unique needs of the new member and offer appropriate help as needed.

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2. Mentor Responsibilities:

- 2.1 Offer to meet with the new member between meetings to help with any questions or concerns.
- 2.2 Sit next to the new member during meetings to assist with process questions and guidelines.
- 2.3 Be available for ongoing consultation.

G. CONFLICT OF INTEREST: Members of the Committee are required to comply with the Council's Conflict of Interest Policy. Members will be required to complete a Conflict of Interest Form or Form 700 each year.

H. GUESTS:

1. Participation on the Committee will be as open and inclusive as possible. Non-members can participate at any of the Committee meetings. However, depending on the time and process constraints, discussion may, at any time, be limited by the Committee Chair to members only.
2. The Committee Chair may ask guests to leave the Committee meeting for conduct that disrupts the Committee and interferes with the conduct of committee business.

I. PUBLIC COMMENT:

1. Non-members wishing to speak to an agenda item can do so during the "Public Comment" section of the agenda. The Committee Chair may recognize members of the public to comment on agenda items during the discussion of the agenda item. An extension of time may be granted at the discretion of the Committee Chair or if a majority of the members present votes to extend the time limit. Any non-member choosing to speak to a non-agenda item 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 Committee Chair.

J. AMENDMENTS:

1. These policies and procedures may be amended at any time by a majority vote of the Priority Setting, Allocations, and Planning Committee and submitted to the Council for approval by consensus or a majority vote.
2. Every attempt has been made to keep these Policies and Procedures in compliance with and consistent with the Council Bylaws; however in the event they are found to be in conflict with the Bylaws, the Bylaws will be the higher authority. Also, in the event that the current Bylaws are amended by the Council and/or Board of

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Supervisors, these Policies and Procedures will be amended to be in compliance with the revised Bylaws.

- K. **MEETING DATE, TIME, PLACE:** The Committee shall meet regularly; the Committee shall determine the dates, times, and locations.