

NAME: HIV PREVENTION GROUP, SAN DIEGO COUNTY

LEGAL AUTHORITY:

The HIV Prevention Community Planning Board was established by the County of San Diego Board of Supervisors Resolution No. 95-182, 05/09/95 (2); amended by Resolution 99-335, adopted on 11/16/99 (14); amended by Resolution 03-162, adopted on 08/05/03(3); amended by Resolution 05-234, adopted on 12/13/05 (9); amended by Resolution 07-219, adopted on 10/24/07 (4); amended by Resolution 10-164, adopted on 9/14/10, including changing the name to the San Diego HIV Prevention Community Planning Group; and amended by Resolution No. 14-025 adopted on 03/11/14 (9) including changing the name to the San Diego County HIV Prevention Group.

The HIV Prevention Group is responsible for developing an engagement process that results in identifying specific strategies to ensure a coordinated and seamless approach to accessing, care and treatment services for high-risk populations.

The HIV Prevention Group is a non-partisan, non-sectarian, non-profit making organization. It does not take part officially in, nor does it lend its influence to any political issue.

The HIV Prevention Group is an advisory group to the Health and Human Services Agency, the Chief Administrative Officer and the County of San Diego Board of Supervisors. The HIV Prevention Group is not empowered by ordinance, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials.

MEMBERS APPOINTED BY:

Board of Supervisors
Director of (H.H.S.A.) Health and Human Services Agency

MEMBERSHIP COMPOSITION:

The membership of the HIV Prevention Group consist of up to twenty-two (22) voting members and up to three (3) members-elect for a total of not more than twenty-five (25) individuals to include:

1. Three (3) to five (5) members representing various County of San Diego Health and Human Services Agency (HHS) programs appointed by the Director of HHS. There shall be no term limit for these seats.
2. A representative of a public health program at a major university and appointed by the Board of Supervisors. There shall be no term limit for this seat.
3. A representative nominated by the HIV Health Services Planning Council and appointed by the Board of Supervisors. The term of office for this seat shall be at the discretion of the nominating organization.
4. Fifteen (15) community members, and up to three (3) members-elect, appointed by the Board of Supervisors.

The HIV Prevention Group shall recruit and approve applicants and forward the recommendations to the Board of Supervisors, through the Director of the HHSA. These members shall have a broad community perspective, and there shall be a balance between HIV education and prevention service providers, members or advocates of priority populations to be targeted for HIV services, and knowledgeable individuals not directly involved as HIV education and prevention providers or service recipients. The appointments shall reflect the population characteristics of current and projected HIV/AIDS cases in San Diego, in terms of age, gender, race/ethnicity, socioeconomic status, geographical distribution, sexual orientation and risk for acquiring or transmitting HIV. These members shall include at least one representative from all California Department of Public Health, Office of AIDS funded HIV education and prevention providers in San Diego County. Nominations and applications shall be accepted from the following categories. While appointments may not be made for each of these categories, recommendations shall attempt to reflect a balance of these interests.

- a. Social Services
- b. People Living with HIV/AIDS
- c. Behavioral or Social Scientists
- d. Epidemiologists
- e. HIV Clinical Care Providers
- f. Faith Community
- g. Business/Labor
- h. Community Health Care Centers
- i. Substance Abuse
- j. Public Health Services
- k. Intervention Specialists
- l. Local Education Agencies/Academic Institutions
- m. Mental Health
- n. Homeless Services
- o. Corrections
- p. Housing Opportunities for Persons with AIDS
- q. HHSA regions of San Diego County, including Central, East, North Central, North Coastal, North Inland, and South.

TERM OF OFFICE:

Community Members Appointed by the Board of Supervisors

1. Each community member appointed by the Board of Supervisors shall serve a term of three years.
2. In the event that a community member completes three years of service, that community member may serve on the HIV Prevention Group until a successor has been appointed.

3. A community member shall be appointed for no more than two consecutive three-year terms. The terms of all community members shall begin on the day of appointment by the Board of Supervisors and end in three years.
4. After the completion of two consecutive three-year terms, an individual may reapply for a community member seat after one year.

Members-Elect Appointments

1. The HIV Prevention Group may choose to nominate up to three members-elect.
2. Members-elect may be appointed by the Board of
3. The member-elect positions, ranked sequentially by the membership committee, shall have no voting authority unless and until a vacancy or vacancies occur(s).
4. In the event of a vacancy on the HIV Prevention Group, the first member elect, as ranked by the membership committee shall assume voting privileges. Subsequent vacancies shall be filled by the next member-elect in sequential order.
5. The term of office for a member-elect shall begin at the time of appointment and expires after one year or until a successor has been appointed.
6. Member(s)-elect filling vacant voting member seat(s) shall begin their first full three-year term of office when they become voting member(s).

VACANCIES:

With respect to those members appointed, a vacancy shall occur as a result of any one of the following events before expiration of a term:

1. The death of the incumbent;
2. The resignation of the incumbent;
3. Absences for more than fifty percent (50%) of full HIV Prevention Group meetings in the current year;
4. Absences for more than fifty percent (50%) of standing committee meetings of the HIV Prevention Group in the current year;
5. Or for any reason specified in Government Code Section 1770.

When a vacancy occurs as a result of absences, both the member and the Clerk of the Board of Supervisors shall be notified by the HIV Prevention Group Community and County Co-Chairs. In the event of a vacancy, the appropriate member-elect shall become a full voting member of the HIV Prevention Group.

DUTIES:

The HIV Prevention Group's charge is to reduce new HIV infections in San Diego County by working collaboratively with the HIV Health Services Planning Council, the County's Health and Human Services Agency, and other stakeholders to inform the development and monitoring of plans for HIV services; fulfill all duties and/or mandates of the California Department of Public Health, Office of AIDS in program guidance or regulations; Centers for Disease Control HIV Planning Guidance, and National HIV/AIDS Strategy.

Officers

Each year the HIV Prevention Group is led by a County Co-Chair, Community Co-Chair and a Community Vice-Chair.

- A. The election of the Community Vice-Chair is the responsibility of the membership of the HIV Prevention Group. The HIV Prevention Group annually elects a Community Vice-Chair who will serve one year as Community Vice-Chair, a second consecutive year as Community Co-Chair.
- B. If the Community Co-Chair position is vacated, the Community Vice-Chair will fill the vacancy, and a new Community Vice-Chair will be elected at the next full HIV Prevention Group meeting.
- C. The Director of the HHSA shall designate one of the members appointed to serve as the County Co-Chair for the HIV Prevention Group.
- D. The Community and County Co-Chairs provide general supervisory guidance to the HIV Prevention Group and preside over its meetings. The Community and County Co-Chairs are the sole official spokespersons of the HIV Prevention Community unless this responsibility is delegated in writing.
- E. In absence of either Community or County Co-Chair, the Vice-Chair assumes the duties and responsibilities of that office.
- F. Community Vice-Chair Term of Office
 1. The person elected to the position of Community Vice-Chair will serve a two-year term in two tiers: year one as Community Vice-Chair; and year two as Community Co-Chair.
 2. HIV Prevention Group members with less than two years remaining in their second term are not eligible to be nominated for election to Community Vice-Chair.
 3. In the event that both Community Vice-Chair and Community Co-Chair positions are vacated at the same time, a special election will be held. HIV Prevention Group members with at least one year remaining on their second three year term of membership are eligible to be nominated for election to Community Co-Chair. HIV Prevention Group members with at least two years remaining in their second three year term of membership are eligible to be nominated for election to Community Vice-Chair.
- G. Prevention Group Support staff member(s) shall record the minutes of all HIV Prevention Group meetings, handle committee correspondence, keep the roll, certify the presence of a quorum, maintain a list of all active representatives and their attendance at full HIV Prevention Group and committee meetings, and keeps records of actions as they occur at each meeting. It is the responsibility of Group support to assure that posting of meeting notices in a publicly accessible place for 72 hours prior to the committee meeting occurs, to keep a record of such posting, and to

reproduce and distribute the HIV Prevention Group notices and minutes of all meetings via email and website (www.sdhivprevention.org).

Committees

- A. **Standing Committees.** The HIV Prevention Group may appoint committees for the purpose of carrying out the functions and duties of the HIV Prevention Group. Any committee established shall consist of not fewer than three members, including at least one HIV Prevention Group member. The actions and recommendations of committees shall not be deemed the action of the HIV Prevention Group or its members. A standing committee may bring an action item to the full HIV Prevention Group for approval. Each committee shall select a Chairperson. The Chairperson must be a member of the HIV Prevention Group. A Co-Chairperson who is not a member of the HIV Prevention Group may also be selected.

- B. **Ad Hoc Committees.** The HIV Prevention Group may appoint ad hoc committees for the purpose of carrying out the functions and duties of the HIV Prevention Group. Any ad hoc committee established shall consist of not fewer than three members, including at least one HIV Prevention Group member. The actions and recommendations of ad hoc committees shall not be deemed the action of the HIV Prevention Group or its members. An ad hoc committee may bring an action item to the full HIV Prevention Group for approval. Each ad hoc committee shall select a chairperson. The chairperson must be a member of the HIV Prevention Group. A co-chairperson who is not a member of the HIV Prevention Group may also be selected.

- C. **Priority Population Community Liaison.** The HIV Prevention Group aims to engage HIV coalitions that address HIV prevention with specific high-risk priority populations and designates such groups as Priority Population Community Liaisons. A group or committee may request such designation to the Steering Committee and by a vote of the full HIV Prevention Group they shall be designated as a Priority Population Community Liaison. The meetings of the group or committee must be open to the public to be a Priority Population Community Liaison. The actions and recommendations of any group designated as a Priority Population Community Liaison shall not be deemed the action of the HIV Prevention Group or its members. Priority Population Community Liaison functions includes:
 - 1. Advise the HIV Prevention Group as appropriate in HIV planning for population(s) for which they represent and have expertise.
 - 2. Maintain at least a minimum of one designated member on the HIV Prevention Group and in the absence of this member send a representative to HIV Prevention group meetings.

- D. **Volunteer and Consultant Services.** The HIV Prevention Group shall engage the services of volunteer workers and consultants without salary as it may find necessary from time to time. Service of an individual as a volunteer worker or as a consultant shall not be considered as service for or employment for the County.

- E. Prevention Group support staff shall be responsible for the keeping of records of all actions and reports of the committee and shall submit these actions and reports to the HIV Prevention Group on a regular basis. A subcommittee chairperson shall not act as a spokesperson for the HIV Prevention Group.
- F. A Steering Committee may be formed to assemble information from each committee for presentation to the HIV Prevention Group. The Community and County Co-Chairs shall act as the Chairperson(s) of the Steering Committee

Organizational Procedures

- A. Regular meetings of the HIV Prevention Group shall be held a minimum of two times each year, at times and places designated by the Co-Chairs and voted on by the full HIV Prevention Group.
- B. Robert's Rules of Order govern the operation of the HIV Prevention Group in all cases not covered by these by-laws. The HIV Prevention Group may formulate specific procedural rules of order to govern the conduct of its meetings.
- C. Any group voting is on the basis of one vote per person and no proxy, telephone or absentee voting is permitted.
- D. All meetings of the HIV Prevention Group and its committees are open to the public to the extent required by the Ralph M. Brown Act. Meetings are to be held in accessible, public places. Notice of all HIV Prevention Group meetings shall be posted in a publicly accessible place for a period of 72 hours prior to the meeting. Special meetings require 24-hour notice. In addition, such notice will be emailed and posted on the HIV Prevention Group website (www.sdhivprevention.com).
- E. A majority of the members currently appointed shall constitute a quorum. No vote of the HIV Prevention Group shall be considered as reflecting an official position of the HIV Prevention Group unless passed by a majority of its quorum present at the specific meeting where the vote was taken.
- F. HIV Prevention Group members are expected to attend at least fifty percent (50%) of all full HIV Prevention Group meetings and at least fifty percent (50%) of all standing committee meetings in the current year. Attendance at all HIV Prevention Group and committee meetings will be tracked and made public.

Staff Assistance

The HIV Prevention Community Planning Group shall make available to the Board of Supervisors its findings and recommendations on major issues and submit an annual report of the activities to the Prevention Group.

The HIV, STD and Hepatitis Branch shall ensure the provision of the necessary staff assistance to the HIV Prevention Group, subject to the limitations of funding made available for this purpose.

COMPENSATION:

Members of the HIV Prevention Group shall serve without compensation and shall not be reimbursed for expenses incurred in performing their duties under this Article.

MEETING LOCATION:

Rosecrans Complex
3851 Rosecrans, San Diego, CA
San Diego Room

CONTACT PERSON:

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Mail Stop: P – 501 – C
619-293-4755

REVISED:

March 18, 2014