

NAME: HIV PLANNING GROUP, COUNTY OF SAN DIEGO

LEGAL AUTHORITY: Resolution No. 15-153 adopted 12/15/15 (8); Amended 11/13/18 (16)

MEMBERS

APPOINTED BY: Members shall be appointed by the San Diego County Board of Supervisors

MEMBERSHIP

COMPOSITION:

The membership of the HIV Planning Group consists of forty-four (44) members. The HIV Planning Group will limit the number of individuals from HIV, STD and Hepatitis Branch of Public Health Services (HSHB) or a single agency/entity to two (2); however the Membership Committee will take into account the needs of the HIV Planning Group, including subject matter expertise, and recommend a waiver to consider more than two (2) individuals from HSHB or a single agency/entity. The waiver must provide justification for why having an additional member from HSHB or single agency/entity outweighs the membership requirement. The waiver will be reviewed and voted on by the HIV Planning Group.

Members who presently are on the HIV Planning Group in which there are more than two (2) members from HSHB or a single agency may fulfill their current term. The Membership Committee will consider appointments when seats are being renewed and/or filled.

HIV Planning Group members shall be appointed by the Board of Supervisors as follows:

1. Unaffiliated consumer (# 1)*
2. Unaffiliated consumer (# 2)*
3. Unaffiliated consumer (# 3)*
4. Unaffiliated consumer (# 4)*
5. Unaffiliated consumer (# 5)*
6. Unaffiliated consumer (# 6)*
7. Unaffiliated consumer (# 7)*
8. Unaffiliated consumer (# 8)*
9. Unaffiliated consumer (# 9)*
10. Unaffiliated consumer (# 10)*
11. Unaffiliated consumer (# 11)*
12. Un affiliated consumer (# 12)*
13. Unaffiliated consumer (# 13)*
14. Unaffiliated consumer (# 14)*
15. Unaffiliated consumer (#15)*
16. Chairperson
17. Health care provider, including Federally Qualified Health Center (FQHC)
18. Community-based organizations serving affected populations and/or AIDS service organizations (one seat)
19. Social service provider, including providers of housing and homeless services
20. Mental health provider

21. Substance abuse treatment provider
22. Local public health agency – Health and Human Services
Director or designee
23. Local public health agency – Public Health Officer or designee
24. Hospital planning agency or health care planning agency
25. Non-elected community leader
26. Prevention services consumer/advocate
27. Prevention services consumer
28. State government—State Medicaid
29. State government— California Department of Public Health (CDPH) Office
of AIDS (OA) Part B
30. Recipient of Ryan White Part C
31. Recipient of Ryan White Part D
32. Representative of individuals who formerly were federal, state or local
prisoners, were released from custody of the penal system during the
preceding 3 years, and had HIV/AIDS as of the date of release
33. Board of Supervisors – District 1 representative
34. Board of Supervisors – District 2 representative
35. Board of Supervisors – District 3 representative
36. Board of Supervisors – District 4 representative
37. Board of Supervisors – District 5 representative
38. Recipient of other federal HIV programs – prevention provider
39. Recipient of other federal HIV programs – Part F, AIDS
Education and Training Center and/or Ryan White dental provider
40. Recipient of other federal HIV programs – Housing
Opportunities for Persons with AIDS (HOPWA)/Housing and Urban
Development (HUD)
41. Recipient of other federal HIV programs – Veterans Administration
42. HIV testing representative
43. Prevention intervention representative
44. Affected community, including people with HIV/AIDS, member of a
federally recognized Indian tribe as represented in the population, individual
co-infected with hepatitis B or C, and historically underserved group and/or
subpopulation

- * Section 2602 (b)(5)(C) of the Public Health Services Act defines unaffiliated consumers as consumers who
- “are receiving HIV-related services” from Ryan White Part A funded providers;
 - “are not officers, employees, or consultants” to any providers receiving Ryan White Part A funds, and “do not represent and such entity;” and
 - “reflect the demographics of the population of individuals with HIV/AIDS” in the Eligible Metropolitan Area.

**CONSUMER
MEMBERS-ELECT:**

The Board of Supervisors may appoint three consumer members-elect, recommended by the HIV Planning Group Steering Committee, who shall substitute, with voting authority, for any consumer member appointed under Article 2, Section A, seats 1-14. Each consumer member-elect shall be able to participate in the HIV Planning Group discussions, and may substitute, with

voting authority, in the absence of one of the designated consumer members. Term limit shall be four-years from the date of appointment. Persons appointed under this subsection shall not be officers, employees, or consultants to, and may not represent, any entity that receives Ryan White Part A funding.

OFFICERS:

The chairperson of the HIV Planning Group shall be appointed by the chairperson of the Board of Supervisors and cannot be an employee of HSHB or the County of San Diego, for a length of term decided upon by the Board of Supervisors. The chairperson acts as the sole spokesperson for the HIV Planning Group.

HIV Planning Group members will elect two vice-chairpersons, one of whom shall be a consumer member. An employee of HSHB cannot be a vice-chair. The vice-chairpersons shall serve a term of two years.

TERM OF OFFICE:

1. Members shall serve a term of four years.
2. A member shall be appointed to no more than two consecutive four- year terms. The terms shall begin on the day of appointment by the Board of Supervisors and end in four years.
3. In the event that a member with a four-year term completes eight years of service, that member may serve on the HIV Planning Group without voting rights until a successor has been appointed.
4. After the completion of two consecutive four-year terms, an individual may reapply after one year.

VACANCIES:

1. A vacancy shall occur as a result of any one of the following events before expiration of a term:
 - a. The death of the incumbent.
 - b. The resignation of the incumbent.
 - c. Termination of membership.
 - d. Members who have not filed a Statement of Economic Interest within 30 days of appointment or by March 31 of each year shall be recorded in meeting minutes as absent and shall not be permitted to vote on matters before the HIV Planning Group starting April 1. For members who are more than 90 days delinquent in filing a statement of economic interest, a recommendation will be forwarded to the Board of Supervisors for termination from the HIV Planning Group.
 - e. Members who do not complete periodic ethics training as required by the Fair Political Practices Commission and California Law AB 1234 by the due date shall not be permitted to vote on matters before the HIV Planning Group. For members who are more than 90 days delinquent in completing the ethics training, or for any reasons specified in Government Code Section 1770, a recommendation will be forwarded to the Board of Supervisors for termination from the HPG.
2. When a vacancy occurs, both the member and the Clerk of the Board of Supervisors shall be notified by the HIV Planning Group Chair or designee. In the event of a vacancy of a consumer, a member-elect shall become a full voting member of the HIV Planning Group.

DUTIES:

Section A: Duties and responsibilities of the HIV Planning Group shall be as set forth in the Ryan White HIV/AIDS Treatment Extension Act legislation and the Centers for Disease Control and Prevention planning guidance.

Section B: Needs Assessment, with particular attention to:

1. Individuals who are at high-risk for acquiring HIV
2. Individuals who are unaware of their HIV status
3. Individuals living with HIV disease who know their HIV status and are not receiving HIV-related services
4. Individuals at risk of falling out of care
5. Communities that experience disparities in access and services
6. Establishing methods for obtaining input on community needs and priorities, which may include surveys, public meetings, focus groups, and ad hoc panels

Section C: Establish priorities for the allocation of Ryan White HIV/AIDS Treatment Extension Act funds. The HIV Planning Group should consider the following:

1. Size and demographics of the population of individuals with HIV disease and needs of such population;
2. Demonstrated (or probable) cost effectiveness and outcome effectiveness of proposed strategies and interventions, to the extent that data are reasonably available;
3. Priorities of the communities with HIV disease for whom the services are intended;
4. Coordination of services with HIV prevention and substance abuse treatment, mental health services and housing;
5. Availability of other governmental and non-governmental resources to cover health care costs, and
6. Capacity development needs resulting from disparities in the availability of HIV-related services in historically underserved communities.

Section D: Develop a comprehensive plan for individuals living with or at risk of acquiring HIV for the delivery of health services in accordance with applicable Health Resources and Services Administration (HRSA)/HIV/AIDS Bureau (HAB) Ryan White HIV/AIDS Program legislation and guidance, Centers for Disease Control and Prevention requirements and compatible with the Statewide Coordinated Statement of Need.

Section E: Assess the efficiency of the administrative mechanism in rapid allocation of Ryan White HIV/AIDS Treatment Extension Act funds to the areas of greatest need within San Diego County and assess the effectiveness of the services offered in meeting the identified needs.

Section F: Participate in the development of the Statewide Coordinated Statement of Need initiated by the California Department of Public Health, Office of AIDS.

Section G: Coordinate with other federally funded programs that provide HIV-related services in San Diego County.

Section H: Assist the Board of Supervisors in ensuring San Diego County's full and complete compliance with the Ryan White HIV/AIDS Treatment Extension Act and its subsequent amendments.

Section I: Advise and make recommendations to the San Diego County Board of Supervisors pertaining to the HIV continuum of care.

Section J: Gather information to support/inform health department decisions regarding HIV prevention priorities and interventions.

FILINGS NECESSARY:

- Each newly appointed member shall file a Statement of Economic Interest (Form 700). Annual Statements of Economic Interest shall be filed within 30 days of appointment and no later than March 31 of each year.
- Each member shall complete an annual HIV Planning Group Disclosure Form no later than March 31 of each year.
- Members are required to complete periodic Ethics Training as required by the Fair Political Practices Commission and California Law AB 1234.
- New members are required to attend an orientation session at the beginning of their appointment.

**MEETING DATE
AND LOCATION:**

To Be Determined

The HIV Planning Group shall meet a minimum of six times each year and shall give public notice of the time and place of meetings in compliance with the requirements of the Ralph M. Brown Act and the RWTEA.

COMPENSATION:

Members of the HIV Planning Group shall serve without compensation. HIV Planning Group consumers and members-elect appointed pursuant to Article 2, Section B and D, may be reimbursed for expenses incurred in performing their duties under this Article, including mileage reimbursement in accordance with Administrative Code section 472, provided that the HIV Planning Group allocates Ryan White HIV/AIDS Treatment Extension Act funds for this purpose. Transportation and childcare reimbursements shall be limited to those eligible members.

CONTACT PERSON:

Patrick Loose
Health and Human Services Agency
(619) 293-4709
MS: P-505