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| <b><i>HIV Planning Council Program Policy</i></b>                                   |   |
| <b><i>Title: Policy and Procedures, HIV Planning Council: Office of Support</i></b> | <b><i>Policy Number: HIVPCOeS 1.0</i></b> |
| <b><i>Type: Program Administration</i></b>  |   |
| <b>Approved by:</b>   |   |
| <b>Assistant Director, Laura G. La Fuente:</b> _____                                |   |
| <b>Policy Oversight, Manager, Kodjo Dodo:</b> _____                                 |   |
| <b>Policy Reviewer, Supervisor, Jaseudia Killian:</b> _____                         |   |
| <b>Attachments:</b>   |   |
| <b>Effective Date: 8/1/2018</b>   | <b>Last Reviewed: 05/18/2024</b>          |

***Purpose:*** ~~To provide clarity, offer clear communication, and establish best practices for HIV Planning Council Staff Support~~

**Scope:**  
~~x~~ Health Equity and Community Engagement

***Policy:*** ~~HIV Planning Council: Office of Support Policy and Procedures are required to be followed by Austin Public Health (APH) Staff Support of HIV Planning Council to ensure best practices and processes are occurring. Policies and Procedures are outlined below:~~

- 1.0 Communications***
- 2.0 Records Management***
- 3.0 Staff Responsibilities***
- 4.0 Council Support Procurement Process***
- 5.0 Reimbursement of Council Members***

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- ~~6.0 Conflict of Interest Policy and Procedures~~
- ~~7.0 Reallocation Policy~~
- ~~8.0 Non-Voting Member Policy and Procedures~~
- ~~9.0 Remote Meeting Policy~~
- ~~10.0 Electronic Device Policy~~

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#### **Policy and Procedure 1.0 Communications**

**Purpose:** The purpose of this policy is to set forth the minimum requirements (in accordance with COA guidelines) that must be met with respect to all formal communications between the Planning Council and Office of Support

**Policy:** It is the policy of the HIV Planning Council Support Staff to ensure that both internal and external communication is clear and concise respectful to each parties' role.

#### **Planning Council and Office of Support**

1. Communication of tasks associated directly with the work of the Council should occur primarily between the Executive Committee and the Committee Chairs of the Planning Council and the APH Support Staff. It is expected that the Committee Chairs and Staff will communicate on an as needed basis to accomplish necessary tasks fulfilling the broader mission of the Council.
2. Agenda Content:  
Planning Council and Executive Committee agenda content shall be directed by the Chair of the Planning Council in consultation with the Officers and the staff (or their designee). The Committee Chair in consultation with their committee and the Staff when appropriate shall set agenda content for Committees of the Planning Council at the Executive Committee meeting.
3. Agenda Posting:  
Agendas shall be posted by the designated APH staff support person. In order to fulfill the requirements outlined in the Open Meetings Act, the support staff will post the agenda no later than 72 hours prior to the meeting.
4. No member of the APH support staff for HIV Planning Council shall initiate contact on behalf of the Council without the consent of the Planning Council Chair or Vice Chair.



5. ~~All marketing or public information materials not developed by or for a standing committee of the Planning Council, such as Newsletters, Council recruitment flyer, outreach materials or public service announcements shall be reviewed by either the Planning Council Chair, Vice-Chair, or member(s) of the Executive Committee prior to publication or posting in the community.~~

## **Policy and Procedure 2.0 Records Management**

**Purpose:** ~~To establish guidelines for maintaining and securing records relating to Planning Council business congruent with the Texas Open Records Act and City of Austin's Records Management Ordinance.~~

**Policy:** ~~It is the policy of the HIV Planning Council (hereinafter PC or HIVPC) Support Staff to maintain and secure all records relating to all Planning Council business on file in the PC office.~~

### **2.1 Procedure for Maintenance of Planning Council Members/Applicants Records**

1. ~~All materials will be maintained in a locked filing cabinet in an enclosed and secure office space.~~
2. ~~No materials may be removed from the Planning Council office without the prior consent of the Staff~~
3. ~~All records will be kept on file for five years, in accordance with Texas and the City of Austin records retention policies.~~

~~**Content:** Every Planning Council member, past and present, will have the following information contained in a secured file:~~

- a) ~~Membership application form~~
- b) ~~Interview score sheets~~
- c) ~~Conflict of Interest disclosure form (updated annually in January)~~
- d) ~~Critical correspondence pertaining to that individual and the Planning Council (committee assignment, welcome letter, absences, resignation, etc.)~~
- e) ~~Exit Interview Summary sheet (when applicable)~~
- f) ~~Mileage Reimbursement Forms (when applicable)~~
- g) ~~Child care Reimbursement Forms (when applicable)~~
- h) ~~Forms related to reimbursement for fulfilling Planning Council functions (mileage, child care, etc.) (when applicable)~~
- i) ~~Equipment Loan Forms (when applicable)~~



## 2.2 Procedure for Retention of Records

1. A copy of the following documents will be included in each of the Council/Committee files:
  - a) Agenda
  - b) Minutes
  - c) Attendance sheets
  - d) Any information distributed prior to the meeting
  - e) Any information distributed during the meeting
2. All meetings at which a quorum is present shall have an audio recording device available. Electronic audio file will be kept on file in the Planning Council office for the preceding calendar year with the exception of years prior to 2010. Years prior to 2010 must be maintained for 10 years. (Records management citation to be added).

## 2.3 Procedure for Release and Review of Records

1. All requests for information will be handled in accordance with the Texas Open Records Act. Records that reveal an individual's HIV status and/or any other Protected Health Information is not available for public review.

## Policy and Procedure 3.0 Staff Responsibilities

**Purpose:** — To establish staff responsibilities for the HIV Planning Council Staff Support to assist in its effort to carry out and support the work of the Council and the supporting committees.

**Policy:** — It is the policy of the HIV Planning Council Staff Support to provide clear concise staff responsibilities to ensure HIV Planning Council Meeting Support and deliverables are met in accordance with appropriate and applicable aspects Health Resources and Services Administration's (HRSA), Texas Open Meeting's Act, PC's Bylaws's, and City of Austin's policies and procedures.

**Procedures:** —

### 1.1 Meetings

#### A. HIV Planning Council and Executive Committee and Ad Hoc Committee Meetings



1. ~~The HIV Planning Council Support Staff will bring the following to the Council meetings:~~

- ~~a) Copies of previous Council meeting minutes~~
- ~~b) Copies of Council agenda~~
- ~~c) Copies of the Administrative Agent's (appointed official to facilitate and administer the Ryan White Part A Grant-HRAU) report~~
- ~~d) Name plates for members~~
- ~~e) Sign-in Sheet~~
- ~~f) Copies of any other pertinent documents~~
- ~~g) Recording equipment~~

**Commented [RD6]:** Update for hybrid meetings

2. ~~Minutes~~

~~The APH Support Staff will take minutes at the monthly Council meeting. A sign-in sheet will be distributed for recording meeting attendance. Excused absences will be duly noted. Minutes will:~~

- ~~a) Include all motions and actions taken by the body, and when appropriate include the names of members who vote no and abstain.~~
- ~~a) Include all supporting documents as addendums.~~
- ~~b) Be completed within 14 business days of the Planning Council meeting.~~

3. ~~Email Notices and Contact list~~

- ~~a) Email lists shall be reviewed and updated as members join/leave council. Planning Council members will be emailed the agenda and previous meeting minutes at least 72 hours before scheduled meetings.~~

4. ~~Staff responsibilities for Ad Hoc Meetings:~~

- ~~a) Report attendance to committee Chairs~~
- ~~b) Assist with special events of the committee such as community meetings, hearings, etc.~~
- ~~c) Assist with drafting and review of documentation for the committees.~~

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## **B. Scheduling Meetings**

1. ~~APH Support Staff will schedule meetings for the Executive Committee or individual committees at City Hall upon request of the Committee Chair or Officers. Meetings may be scheduled at other locations other than City Hall if approved by Committee.~~



2. When scheduling a meeting staff will:

- a) Contact the person responsible for scheduling at the location
- b) Find out about parking space available and parking permits, if needed
- c) After scheduling meeting, contact all attendees via telephone or email and inform them of parking, directions, time, and date, etc.

### 3.2 Deliverables

**Resource Guide:** The publication will be reviewed annually Planning Council and maintained by the PC Support Staff

**Review of Administrative Mechanism:** The survey will be reviewed annually by the Allocations Committee and supported and administered by the Program Manager. Staff will ensure the review is in compliance with all grant requirements.

**New Member Orientation Notebook:** The New Member Orientation Guide will be updated on an annual basis and reviewed by the Executive Committee. The Staff will update the document as needed and review on an annual basis.

**Communication Materials:** The Council staff will work with Executive Committee to review at least annually all recruitment materials update and make changes. Council support staff will ensure materials are culturally and linguistically appropriate

**Web and Social Media Support:** The Council web site will be maintained by the HIV Planning Council Support Staff and review any significant changes such as page reformatting or significant content alterations. Council staff will promote Council activities through social media platforms and online newsletter.

**Austin HIV Needs Assessment:** Council Support staff coordinate with Planning Council to conduct a needs assessment of the people living with HIV in the Austin Transitional Grant Area (Austin TGA). The needs assessment will take place on a three-year cycle. The needs assessment helps PC determine how to prioritize Ryan White Part A funds for services. Staff will ensure

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the needs assessment is in compliance with all grant requirements.

**Integrated Prevention and Care Plan:** The Council Support staff coordinate with Planning Council to implement an HIV Prevention and Care Plan for PLWH in the Austin TGA. The plan is implemented over a 5-year period. The plan will outline the goals and objectives to improved quality and access to prevention and care services. Staff will ensure the plan is in compliance with all grant requirements.

**Grant Application:** The Council support staff will develop HRSA grant application components related to HIV Planning Council.

#### **Policy and Procedure 4.0 Council Support Procurement Process**

**Purpose:** To outline a process for procuring professional services to support Council.

**Policy:** It is a policy of the HIV Planning Council Support Staff to procure professional services outside the City of Austin in accordance with their roles and responsibilities, as governed by HRSA, and the City of Austin.

The Council may find it necessary to procure the professional services of a consultant to assist in duties related to the core functions of the Planning Council.

1. A committee may recommend to the full body that services be obtained to assist in the fulfillment of their respectful deliverables to the Council.
2. The appropriate committee of the Council will work with the staff and Administrative Agent to provide guidance (goals and objectives) regarding the specifics of what services are to be performed.
3. The Executive Committee of the Planning Council will review (without authority to approve), all proposed technical assistance and/or consultant procurement requests that go before the full Council.
4. In accordance with HRSA and COA directives, the Planning Council guidance will not identify or suggest potential vendors.



- 5.—In accordance with COA and HRSA policies, the Planning Council may not direct the Administrative Agent in manners by which the services can be procured (i.e. RFP process, Sole Source, etc.).
- 6.—The Administrative Agent will designate or act as the contract monitor.

#### **Policy and Procedure 5.0 Reimbursement of Council Members**

**Purpose:** —To clarify the process for Council Members to receive reimbursement through the Office of Support and provide guidance on what type of expenses are reimbursable, under what conditions, required documentation and expenditure limits.

**Policy:** —It is the policy of the HIV Planning Council Support Staff to reimburse council members for costs incurred due to travel and training related to their role as a Council Member. Additionally, it's HRSA's guidance that actual expenses for People Living with HIV/AIDS (PLWHA), especially those who are consumers serving as chairs, receive reimbursement to cover meeting-related costs.

**What type of expenses are reimbursable and under what conditions?** In alignment with the guidance from Ryan White HIV/AIDS Program Part A manual:

- 1.—Ongoing training should provide technical knowledge and skills needed for full participation in the planning body's activities. Training should provide an understanding of the Ryan White legislation and implementation process, the service delivery system and provider profiles and skills needed for planning (i.e. needs assessment, priority setting, resource allocation, comprehensive planning, evaluation).
- 2.—Financial cost of participation in Planning Council can be one of the greatest obstacles to PLWHA. Cost of attending meeting may involve transportation, child or other dependent care, meals, or access to officer supplies or equipment. Cost of participation can be examined on a case-by-case basis to determine reasonable cost.

**Reimbursement process and documentation:** Council Members may be reimbursed through two methods either as a City Vendor or through gift card. Both reimbursement methods require Council Members to submit documentation for reimbursement. Documentation for transportation should follow the City of Austin's Personal Vehicle Use Policy (See addendum B for portion of the policy which are applicable to Planning Council Members). Receipts for lodging, meals or other expenses incurred during training or meeting will need to be submitted. All reimbursement request should be approved by Support Staff to ensure expenses are allowable and to confirm back up documentation needed before expenditures by Planning Council Members occur. Planning Council members will work with Support Staff to ensure all documentation is submitted and reimbursement is processed. Council Members should



register as a Vendor with the City of Austin. However, in situations where the vendor registration places an undue burden on a Council Member then gift card reimbursement is allowable. Examples of undue burden that will be considered are situations where Vendor Registration affects eligibility for Medicaid Services, Supplemental Security Income or other entitlements that may have income caps. These areas of undue burden are in accordance with the barriers identified through HRSA guidance.

**Expenditure limits:** All reimbursement for training and meeting related expenses will be paid out of the Administrative Budget for the Ryan White Part A. To maintain expenditures that align with the HRSA approved budget submitted in each year's grant application, limits may be set, and reimbursements not allowed due to financial constraints. In instances where budget for trainings and meeting related expenses is being limited preference will be shown to PLWHA, Consumers of Ryan White Services and Chairs.

## Policy and Procedure 6.0 Conflict of Interest Policy and Procedures

**Purpose:** To elaborate further upon the ~~Conflict of Interest~~~~Conflict-of-Interest~~ guidelines established within the HIV Planning Council's (Planning Council) Bylaws and set for these policies and procedures listed below. To minimize and manage conflict of interests relating to activities of the Planning Council. A conflict of interest may arise in various aspects throughout the Planning Council's duties and responsibilities; therefore, these steps may be applied to various scenarios.

**Policy:** It is the policy of the HIV Planning Council Support Staff to maintain and secure all records relating to all Planning Council business on file in the PC office, including but not limited to, conflict of interest statements.

### **Conflict of Interest Defined**

- Per the Planning Council's Bylaws, a conflict of interest shall be defined as is within the Ryan White Part A Primer which includes an actual or perceived conflict of interest.

### **Affiliated Planning Council Members**

- Members who meet this definition as defined by the Planning Council's Bylaws and Ryan White Part A Primer, shall declare have their "Conflicted" membership status ~~indicated on their name placards which are to be prominently displayed~~ at each Planning Council meeting in which the member is in attendance. (Declarations of Conflict of Interest shall be a designated Agenda Item). Also referred to as "unaligned" or "conflicted" in reference to their affiliation with sub recipients of the Ryan White Part A grant funds.
- The Planning Council will bear in mind that a Conflicted Planning Council membership designation does not limit those within this designation to be the only ones who may have a conflict of interest.



#### Committee Meetings, Discussions, and Voting

- All Planning Council members shall dissociate from actual or perceived special interests during Planning Council meetings and when conducting business related to the Planning Council. Each member shall only act within the best interest of people living with or affected by HIV/AIDS within the Austin TGA in totality.
- Prior to each Planning Council meeting, each member shall indicate whether they have a conflict of interest with an agenda item (specifying the agenda item number) in an email sent to the Office of Support by noon the day of the meeting on the meeting "Sign in sheet".
- ~~The Chair or presiding member of each Planning Council meeting shall verbally declare which members indicated a conflict of interest and to which agenda item during the meeting (Declarations of Conflict of Interest shall be a designated Agenda Item).~~
- The Secretary or Office of Support Staff shall maintain a record of all ~~Conflict of Interest~~ Conflict-of-Interest declarations for each Planning Council meeting included with minutes for each meeting.
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- If at the onset of the Planning Council meeting or during the discussion, any member feels that a Planning Council member is not acting within the best interest of people living with or affected by HIV/AIDS within the Austin TGA in totality, that person may express this issue. The issues shall be noted in the minutes for said meeting.
- Members with a conflict of interest shall ~~refrain~~ refrain from participating in discussions related to the item creating the conflict unless asked a direct question about the item by a member or attendee of the meeting
- Members with conflict of interest shall ~~refrain~~ refrain from voting on items in which they have a conflict of interest
- The Planning Council and members shall ~~refrain~~ refrain from asking, discussing, and/or commenting on specific agencies. The Planning Council and members may only discuss service categories not specific agencies by name. It is understood that in some instances, one agency may be the only sub-recipient within a service category; however, this agency may not be mentioned by name.

#### Priority Setting and Resource Allocation (PSRA)

- During the discussion of the service categories during the PSRA process, members with a conflict of interest shall not vote on a service category that creates a conflict for them.
- The member with the conflict of interest shall ~~refrain~~ refrain from discussing the service category creating the conflict and any information related to it unless asked a specific question by another member or attendee of the meeting.

#### Grievance Procedures

- In the case where a conflict of interest evolves into a dispute or repeated offense by a Planning Council member, the Planning Council may turn to the grievance procedures to resolve the situation.



- Grievances or a complaint filed against a Planning Council member shall be filed via the submission of the complaint form found on the HIV Planning Council's Board and Commission webpage. Additionally, The Planning Council's Office of Support will also accept complaints that aren't filed via the website, ensuring to keep a record of the complaint following the format of the complaint form found on the aforementioned webpage.
- In the event that a grievance is filed against a Planning Council member for a conflict of interest, the grievance shall be reviewed for legitimacy by the designated Planning Council Committee, identified by the Chair. If it is found that the complaint is legitimate it shall stand against said member. Once a member receives three (3) legitimate complaints, they are no longer eligible for Planning Council membership effective immediately.

**Policy and Procedure 7.0**  
**AUSTIN TRANSITIONAL GRANT AREA (TGA) HIV**  
**PLANNING COUNCIL REALLOCATIONS POLICY**  
**Adopted August 24, 2020**

**Reallocation Policy Overview**

Making decisions on what service categories are to be funded by Part A/MAI funds is a core responsibility of the HIV Planning Council during its annual Priority Setting & Resource Allocation (PSRA) process. This process is completed in advance of the submission of the annual grant application, eight to nine months before a Notice of Award (NoA) is issued by HRSA. When the actual NoA is received by the Grantee, the Administrative Agent allocates funds in proportion to the Service Category Allocation Plan approved by the Planning Council. (In other words, if 8.2% of the Part A direct services funding request was allocated to mental health services, 8.2% of actual awarded Part A direct services funds are allocated to Mental Health Services.) Reallocation recommendations do not affect or preempt the PSRA process; reallocation only occurs after a grant award based on the results of the PSRA process has been made and the grant period has started. It is imperative that as much as possible of the Part A/MAI grant award be spent during the grant year. This has the dual effect of providing as many services as possible during the grant year as well as reducing the possibility that unspent funding will create a mistaken impression that the full amount of the grant award is not needed by the TGA. Reallocation is defined as an adjustment of the Planning Council's current Service Category Allocation Plan. Ongoing evaluation of subrecipient performance and other factors determine areas in which expenditures and/or service utilization is likely to exceed or fall below awards and service goals, as well as identified areas of unmet need not known or realized at the time the current Service Category Allocation Plan was adopted. The City of Austin's contracting process is long and complex, which makes timely shifts in funding between service categories and/or subrecipient contracts challenging. The purpose of this policy is to define the



Planning Council's reallocations process and, when necessary and possible, reduce the amount of time between a conclusion by the Administrative Agent that a funding reallocation recommendation is advisable/necessary and the redeployment of funds to service categories and subrecipient contracts in which the funding can be spent within the grant year. By adopting this Reallocations Policy, the Planning Council specifies procedures to be followed and certain authorizations that are granted to the Finance/Allocations Committee and the Administrative Agent.

#### **Reallocation Factors**

The Planning Council holds the authority to approve reallocations policies and procedures, as well as reallocations themselves. The following factors guide all reallocations:

1. Consideration of service category and other prioritization by the HIV Planning Council (MAI or EIIHA populations or other priorities addressed through Directives or Letters of Support) or other factors within the application for the grant year
2. Determination of needs that did not exist or that have increased/decreased since the Service Category Allocation Plan was adopted
3. Cost-effectiveness of service categories (for example, the cost benefit of paying for Health Insurance and Cost Sharing Assistance where payment of premiums provides a third-party payor for medical services rather than such services being funded directly by Ryan White funds)
4. The ability of subrecipients to spend funds in their contract or in a service category relative to the portion of the grant year remaining when an anticipated contract amendment can be completed
5. Effect on Care Continuum outcomes

The reallocation process is based on the date a recommendation is first proposed by the Administrative Agent. Regardless of the process followed, the HIV Planning Council will be informed of all reallocations that occur, even when notifications of last-minute Rapid Reallocation must come after the end of the grant year.

#### **Reallocation Processes**

| <b>Period 1</b>   | <b>Period 2</b>  | <b>Period 3</b>   |
|---|--|---|
| <b>March 1–August 31<br/>Full Reallocation Process</b>  | <b>September 1–October 31<br/>Expedited Reallocation Process</b>   | <b>November 1–February 28/29<br/>Rapid Reallocation Process</b>   |
| The Administrative Agent recommends reallocations between service categories to the Finance/Allocations Committee using a standard Reallocation Recommendation Form. Recommendations are placed on the next Finance/Allocations Committee and Business Meeting agendas for consideration and approval. The Administrative Agent moves funds from/to the | The Administrative Agent recommends reallocations between service categories to the Finance/Allocations Committee Chair using a standard Reallocation Recommendation Form. The committee Chair request that PC Staff facilitate consultation, due to walking quorum, with the PC Chair and members of the Finance & Allocations Committee to seek consensus on the recommendation. A response is | The Administrative Agent determines that reallocations are needed between service categories in order to expend grant funds more fully or meet an unanticipated need. Without preapproval, the Administrative Agent may reallocate up to 10% of the total direct services grant award between service categories without advance approval. Rapid Reallocations made by the Administrative Agent |



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| new service categories and executes contract amendments as necessary after approval.   | provided to the Administrative Agent within ten business days. If consensus cannot be achieved, the Finance/Allocations Chair requests that the Administrative Agent submit a substitute recommendation that addresses any identified concerns. If/when approved, the Finance/Allocations and PC Chairs sign the recommendation form. The Administrative Agent moves funds from/to the new service categories and executes contract amendments as necessary. The reallocation is reported to the full Council at the next regularly scheduled Business Meeting. | are reported to the Finance/Allocations Committee Chair at the time the reallocation is made and to the full Council at the next regularly scheduled Business Meeting using an Administrative/Rapid Reallocation Report Form. |
| <p>The Administrative Agent is authorized to reallocate Administration or Quality Management funding to currently funded service categories without Planning Council approval at any time during the year based upon reallocation factors. Administration or Quality Management reallocations made by the Administrative Agent are reported to the Finance/Allocations Committee Chair at the time the reallocation is made and to the full Council at the next scheduled Business Meeting using an Administrative/Rapid Reallocation Report Form.</p> <p>Only the Planning Council may approve a move of funding to a Service Category that was not funded as part of the Service Category Allocation Plan in the grant application. Funding a previously unfunded Service Category is not within the prerogative of the Administrative Agent at any time without prior Planning Council approval.</p> <p>Per HRSA regulations, no more than a cumulative 25% of direct service funds may be reallocated between service categories at any point during the grant year.</p> |   |   |

### Policy and Procedure 8.0 HIV Planning Council Non-Voting Member Policy and Procedures

**Purpose:** To elaborate further upon the Non-Voting Member guidelines established within the HIV Planning Council's (Planning Council) Bylaws and set for these policies and procedures listed below. To outline the membership application process, interview, terms, and approval process for those interested in this membership status.



**Policy:** It is the policy of the HIV Planning Council Support Staff to maintain and secure all records relating to all Planning Council business on file in the PC office, including by not limited to, conflict of interest statements.

#### **Non-voting membership defined Per (Article 3.2 of the Planning Council's Bylaws)**

There shall be non-voting members representing the applicable partnerships of the local, state, federal, national, and/or international agreements during the duration of such initiatives, present and future. Additional non-voting members shall consist of ad hoc community members who are convened for a determined amount of time or as needed. Non-voting members shall not have to follow the same attendance requirements of voting members as determined by policy and procedures.

#### **Membership Approval Process**

Non-voting members shall complete the Planning Council application, not the BC application, and submit a recommendation letter. Applicants will be interviewed and approved by the Chair and appropriate committee. Non-voting members will express the duration of time in which they would wish to participate as non-voting members, a term will not exceed two full calendar years (unless there is Chair and appropriate committee approval). If at any point a nonvoting member is interested in becoming a voting member, they will only need to complete the BC application, then be subject to full Business Committee vote at the recommendation of the appropriate committee. (another interview is not necessary).

**Commented [KJ11]:** Gov/Membership Committee recommended the following edits to document: one term is 2 years, Gov/membership vote and member approved immediately, announce new member at next Business meeting, update PC application and bring to next Gov/membership meeting to include non voting member section

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#### **Non-voting Membership Responsibilities**

Each nonvoting member of the HIV Planning Council may participate as members within any PC committee except being allowed to participate in Business Committee voting. Additionally, each nonvoting member may participate in the following voting members activities except for final votes within the Business Committee:

- Establish operations that facilitate planning task functions.
- Assess the HIV service needs in the TGA.
- Establish priorities for the allocation of funds.
- Allocate resources.
- Develop a comprehensive plan for the organization and delivery of HIV services that is compatible with existing state and local plans.
- Assess the efficiency of the administrative mechanism in rapidly allocating funds to areas of greatest need.
- Represent provide community and consumer input on PC activities
- Follow the same rules applied to voting members regarding Conflict of Interest as defined by the Bylaws and Conflict of Interest Policy

#### **Attendance, Grievances, and Membership Status Removal**



~~Non-voting members may count towards quorum for committee meetings if in attendance; however, they are not subject to the Attendance policy as it applies to voting members. Grievances and removals are to be handled via the Planning Council Chair and appropriate committee.~~

## Policy and Procedure 9.0 HIV Planning Council Remote Meeting Policy and Procedures

**Purpose:** To elaborate further upon the Remote Meeting guidelines established within the HIV Planning Council's (Planning Council) Bylaws and set for these policies and procedures listed below.

**Policy:** It is the policy of the HIV Planning Council Support Staff to maintain and secure all records relating to all Planning Council business on file in the PC office, including by not limited to, conflict of interest statements.

### **Remote Meeting Defined**

Also known as a virtual meeting that occurs when members are dispersed across different locations and/or not on site at the designated physical location of meetings. References the usage video and audio or a hybrid approach to connect.

### **Remote Meeting Operations**

**Remote meeting operations are subject to the same as defined in the Bylaws for non-remote meeting except in the following instances:**

- Remote meetings must be accessible via virtual links and phone lines (when possible)
- Remote meetings quorum shall ~~be consisting of a quorum of most~~ members present for said committee despite the location or method of meeting access
- **Quorum must be maintained the entire duration of the meeting despite meeting location and method**
- Except in instances of emergencies or other scenarios as defined by the Chair and/or appropriate committee, all meetings must have a physical location to ensure equitable access
- **Certificate of Quorum will be signed virtually by appropriate committee Chair**
- All meetings must be recorded. Meetings links, video recordings, and/or audio must be available to the public



#### Meeting Platform

- Remote meeting platforms shall be ~~one~~ decided on by the entire Planning Council based upon a majority vote. Platforms must have a teleconferencing line, private recording and downloading, and **must have password access.**

#### Committee Meetings, Discussions, and Voting

- Declarations of Conflict of Interest may be recorded verbally by the Office of Support Staff and/or PC Secretary**
- Votes may be tallied verbally, pre-meeting submission in writing, and/or via an electronic platform
- Discussions and meeting parliamentary will still follow Robert's Rule of Order
- Members will avoid walking quorum violations virtually

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### Policy and Procedure 10.0 Electronic Device Policy and Procedures

**Purpose:** To make HIV Planning Council (Planning Council) meetings more accessible and increase membership participation as set forth by these policies and procedures listed below. This Policy applies to devices provided by the HIV Planning Council to access Planning Council meetings and/or conduct Planning Council activities.

**Policy:** It is the policy of the HIV Planning Council Support Staff to maintain and secure all records relating to all Planning Council business on file in the PC office, including but not limited to, conflict of interest statements.

#### Electronic Device Defined

The electronic device policy applies, but is not limited to, all devices and accompanying media that fit the following classifications:

- Smartphones
- Other mobile/cellular phones
- Tablets
- Laptop/notebook/Ultrabook computers
- Electronic device accessories
- Hot Spots for internet access

All devices will have designated device numbers for tracking and logging. As well as being equipped for internet access with relevant apps pre-downloaded to include but not limited to



#### **Device Usage**

Devices may be used for accessing Planning Council meetings and/or conducting activities related to Planning Council business. Devices are subject to Open Meetings Acts which makes its usage history subject to review by a government entity. Any violations will default current and future electronic device usage for user.

#### **Device Access**

Any Planning Council member who expresses a need to the Office of Support and/or appropriate committee may apply for device access or usage. Upon approval, said member must complete a training on the device usage, complete a user agreement form, and conduct the Office of Support with any issues related to the device.