ORANGE COUNTY HIV PLANNING COUNCIL
APPLICATION INFORMATION & INSTRUCTIONS

HIV PLANNING COUNCIL

Established in 1987, the HIV Planning Council (Council) assesses the HIV/AIDS service needs for Orange County. It establishes priorities for the allocation of funds to HIV services. It also evaluates the Orange County Health Care Agency's (Grantee) ability to get service providers who can meet the identified needs of the community.

The Council is composed of up to 35 persons who are dedicated individuals from a variety of backgrounds. To meet membership requirements and be reflective of the local HIV/AIDS epidemic, the Council has members who provide HIV services in the community, members who oversee funding for HIV-related services, consumers of HIV services who have first-hand knowledge of the needs of people living with HIV and AIDS, and other individuals who have knowledge about the HIV needs of the community.

All membership applications are reviewed and carefully considered to ensure appropriate representation of diverse individuals on the Council. New members approved by the Council are forwarded to the Orange County Board of Supervisors for appointment. In addition, the Public Health Officer appoints Affiliate members recommended by the Council. The Affiliate Program is designed to mentor interested persons living with HIV/AIDS (PLWH/A) in becoming a Council member. Affiliates act as alternate members and vote on Council issues when PLWH/A members are absent from meetings. The program helps ensure that PLWH/A have a voice in addressing the needs of the community.

COUNCIL MEMBERS' ROLES

The Council is a mandated decision making body for the Ryan White Act. Council member's decide what services are most needed in Orange County **(set priorities)**, determine how funds should be allocated for each of these services **(allocate resources)**, and develop a plan to provide these services **(comprehensive plan)**. These decisions must be made based on the evaluation of the needs of people living with HIV **(needs assessment)**. The Council also evaluates how efficiently the providers are selected and paid **(assess the efficiency of the administrative mechanism)**. Members promote public awareness of the HIV epidemic in Orange County. Members must also adhere to the Rules of Respectful Engagement stated below:

1. **Our common enemy is HIV/AIDS. Homophobic, racist, sexist and other discriminatory statements have no place in our deliberations.**
2. **We value differing interests and opinions.**
3. **We acknowledge that individuals may have special communication needs and make every effort to meet any special needs of Planning Council members and guests.**
4. **We avoid unnecessarily repeating statements previously made by other members.**
5. **We are specific and use examples to define what we mean.**
6. **We provide feedback to each other in a constructive and respectful manner.**
7. **We focus on the issue, not the person raising the issue. No personal attacks.**
8. **We avoid side bar conversations.**
9. **We observe the group's agenda or negotiate a change.**

COUNCIL MEMBERS' DUTIES AND RESPONSIBILITIES

1. Attend a new member orientation session.
2. Develop a working knowledge of the Ryan White Act, Housing Opportunities for Persons with AIDS (HOPWA), the Brown Act, and the community planning process.
3. Learn and use the HIV Planning Council's Bylaws, Policies, and Procedures.
4. Follow the Rules of Respectful Engagement (see page one)
5. Attend all scheduled Council meetings and meetings of selected committees. Estimated time commitment for Council members is approximately four to six hours minimum per month.
6. Participate in the mentoring of new Council members.
7. Take the *Oath of Office* and file Form 700 *Statement of Economic Interest for Designated Parties* upon appointment, annually and at conclusion/resignation.

Please note that members may be removed from the Council for cause pursuant to standards adopted by the Board of Supervisors. Failure to meet the attendance requirements of the Council as described in the Council bylaws may be cause for removal. Conduct that disrupts or interferes with the Council or its committees' business may also be cause for removal.

HIV PLANNING COUNCIL COMMITTEES

Besides the Council, there are six committees that work to address the needs of PLWH/A in Orange County. Council Members are expected to serve on at least one of the Council's committees. In addition, individuals may apply for committee membership only. Applying for committee membership allows a great opportunity for input as well as the chance to learn more about the Council's planning process.

Executive Committee: (Membership is limited to Council officers)
The purpose of the Executive Committee is to advise the Planning Council officers of the monthly activities of the committees. The Executive Committee is also responsible for evaluating the Grantee's successes or challenges in distributing funds to the community to provide HIV services.

HIV Client Advocacy Committee: (Open to persons living with HIV/AIDS in Orange County)
The Client Advocacy Committee is an important committee of the Planning Council. Members of this committee act as the voice of the community. It is made up of individuals living with HIV and AIDS and identifies the needs of clients in Orange County. They help develop surveys to get information about needs of the community and client's satisfaction with current services. Becoming part of the Client Advocacy Committee is a great way to identify ways to improve services for persons living with HIV and AIDS.

Membership Committee: (Membership is limited to Council members)
The Membership Committee works to recruit, train, and maintain a diverse group of members on the Council. The committee reviews Planning Council applications and recommends individuals for Council membership. The committee also identifies ways to keep individuals involved in Planning Council and committee activities.

Prevention Planning Committee: (Any community member can apply for membership)
The Prevention Planning Committee identifies ways to decrease the spread of HIV. Members identify strategies that can help increase knowledge and awareness about HIV. The committee also recommends prevention service priorities and funding allocations. Individuals who have an interest in stopping the spread of HIV in the community or have knowledge of effective prevention activities should consider participation on the Prevention Planning Committee.

Priority Setting, Allocations, and Planning Committee: (Any community member can apply for membership)
The Priority Setting, Allocations, and Planning Committee is responsible for the review of information about the needs of PLWH/A to:

- Develop service priorities for HIV care services
- Recommend allocations for services
- Review and recommend reallocation of funds for services

Individuals with an interest or who have experience in reviewing data, setting priorities, and advocating for the service needs of PLWH/A should consider participation on the Priority Setting, Allocations, and Planning Committee.

TO APPLY FOR MEMBERSHIP – Complete and submit the following:

1) Application for Membership including the Affirmation of Membership Commitment
2) Conflict of Interest Disclosure Report Form
3) Resume

Submit the completed forms and your resume to the HIV Planning and Coordination office, 1725-B W. 17th St., Santa Ana, CA 92706 or fax to (714) 834-8270. If you have any questions, please call (714) 834-8399. After your application is submitted, you will be contacted for the next steps. Please keep a completed copy of the application for your records. If you do not have access to a copy machine, please ask HIV Planning and Coordination staff to assist you.

Please be advised that your application will be reviewed during public meetings. Aside from your contact information, confidentiality of information cannot be assured.