

# Metropolitan Washington Regional HIV Health Services Planning Council -- Standing Committees

(Prepared October 2008 based on Revised Bylaws Approved by DC EOM OBC)

Planning Committees			
Committee Name	Day, Time & Location	Key Responsibilities Legislatively Mandated and Others	Membership Composition & Minimum Number
<b>1</b> <b>Consumer Access</b>	<b>2<sup>nd</sup> Thursday</b> <b>Monthly</b> <b>4:30 pm - 6:30 pm</b> <i>64 NY Avenue, NE</i>  <b>Meetings OPEN</b> <b>to ONLY</b> <b>PWA &amp; PLWH</b>	<ul style="list-style-type: none"> <li>▪ Leader and coordinator of links between the Planning Council and the PLWH community, especially Ryan White consumers</li> <li>▪ Coordination of PLWH involvement in all PC activities and committees</li> <li>▪ Community outreach</li> <li>▪ Education of all PC members about issues affecting PLWH</li> <li>▪ Communications with the community about the work of the Planning Council</li> <li>▪ Community education</li> <li>▪ Training ground for PLWH who may be interested in joining the Planning Council</li> <li>▪ Linkages with jurisdiction-specific PLWH groups, including leadership on arranging joint training and other joint activities</li> </ul>	<p><b><i>ONLY PWA &amp; PLWH May Attend</i></b>  <b><i>No Limit on Number of Members</i></b></p> <ul style="list-style-type: none"> <li>▪ Both PC and non PC members</li> <li>▪ Chair should be a PC member; Co-Chair should not</li> <li>▪ Encourage membership by PLWH throughout the EMA</li> <li>▪ Coordinating group might also be established that includes Chair/Co-Chair of each jurisdictional PLWH committee and perhaps an at-large member from each jurisdiction</li> </ul>
<b>2</b> <b>Needs Assessment</b> <b>&amp; Comprehensive</b> <b>Planning</b>	<b>2nd Tuesday</b> <b>Monthly</b> <b>10:30 am</b> <b>-12:30 pm</b> <i>64 NY Avenue, NE</i>  <b>Meetings OPEN</b> <b>to Community</b>	<ul style="list-style-type: none"> <li>▪ Primary responsibility for coordinating needs assessment and review of data from a wide range of sources, and for ensuring all data are made available in user-friendly formats for decision making</li> <li>▪ Design and oversight of multi-year, comprehensive needs assessment</li> <li>▪ Coordinate with other committees – e.g., with PLWH Committee on Town Hall meetings</li> <li>▪ Review of data from grantee and other committees, such as cost and utilization, unmet need, quality management, and clinical outcomes data</li> <li>▪ Coordination of comprehensive plan development</li> <li>▪ Monitoring of progress on comprehensive plan</li> <li>▪ Lead role in Statewide Coordinated Statement of Need (SCSN) participation by Part A</li> </ul>	<p><b>At least 7 members</b></p> <ul style="list-style-type: none"> <li>▪ Both PC and non PC members</li> <li>▪ Chair should be a PC member; Co-Chair need not be</li> <li>▪ Engage academic and other data and needs assessment specialists as feasible</li> <li>▪ Need strong PLWH participation</li> </ul>

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<b>3</b>  <b>Care Strategy, Coordination &amp; Standards</b>	<b>2nd Tuesday Monthly</b> <b>1:00 pm - 3:00 pm</b> <i>64 NY Avenue, NE</i>  <b>Meetings OPEN To Community</b>	<ul style="list-style-type: none"> <li>▪ Lead role on behalf of PC in supporting the development of a comprehensive system of care for Ryan White-eligible PLWH throughout the EMA</li> <li>▪ Development of a desired improved continuum of care for the EMA as input to the Comprehensive Plan</li> <li>▪ Development of Standards of Care for funded service categories (used by grantee in Quality Management and program monitoring)</li> <li>▪ Review of Quality Management findings by service category and other QM input as requested by grantee</li> <li>▪ If desired, evaluation of the effectiveness of service strategies (in cooperation with grantee's evaluation of clinical measures)</li> <li>▪ Coordination of services</li> <li>▪ Establishes task forces as needed to carry out defined tasks related to specific service categories and/or to address improvement and coordination of groups of services, such as (1) core medical services and (2) support services</li> </ul>	<b>At least 7 Members</b> <ul style="list-style-type: none"> <li>▪ Both Planning Council and Non-PC members, especially individuals who bring skills related to Standards of Care and knowledge of various service categories (including PLWH)</li> <li>▪ Chair and Co-Chair</li> <li>▪ Intent is diversity – providers from various service categories, PLWH, and others expert in services and system of care</li> <li>▪ If task forces are used to oversee Standards of Care development for particular service categories, additional experts, both PC members and non-PC members, with appropriate knowledge and experience should be recruited</li> </ul>
<b>4</b>  <b>Financial Oversight &amp; Allocations</b>	<b>3<sup>rd</sup> Tuesday Monthly</b> <b>10:30 am – 12:30 pm</b> <i>64 NY Avenue, NE</i>  <b>Meetings OPEN to Community</b>	<ul style="list-style-type: none"> <li>▪ Monitoring of service utilization and expenditures by service category</li> <li>▪ Monitoring of PC budget</li> <li>▪ Coordination of Priority Setting and Resource Allocation process, including development of policies and procedures to guide jurisdiction-specific and PC process, and review of results from various jurisdictions</li> <li>▪ Responsibility for allocations, working with grantee to recommend reallocations among service categories as needed during the program year</li> <li>▪ Assessment of the efficiency of the administrative mechanism</li> </ul>	<b>At least 5 Members</b> <ul style="list-style-type: none"> <li>▪ Planning Council members ONLY</li> <li>▪ Chair and Co-Chair</li> <li>▪ Members expertise in financial review</li> <li>▪ Individuals with interest/skills in using data for decision making (re service utilization and PSRA)</li> <li>▪ Representation from each jurisdiction</li> <li>▪ Administrative agents as <i>ex officio</i>, non-voting members</li> </ul>

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Governance Committees			
Committee Name	Day, Time & Location	Key Responsibilities Legislatively Mandated and Others	Membership Requirements & Minimum Number
<b>5 Membership</b>	<b>2<sup>nd</sup> Thursday Monthly 2:00 pm - 4:00 pm 64 NY Avenue, NE  Meetings OPEN to Community</b>	<ul style="list-style-type: none"> <li>▪ Development and implementation of an open nominations process that provides for recruitment m review, and recommendation of nominees for Planning Council membership and candidates for Community Co-Chair position</li> <li>▪ Work with staff on new member orientation and PC training, including ensuring a PC training plan</li> <li>▪ Monitoring of PC and committee meeting attendance</li> <li>▪ Monitoring of representation, vacancies, and reflectiveness</li> </ul>	<p><b>At least 7 members</b></p> <ul style="list-style-type: none"> <li>▪ PC members ONLY</li> <li>▪ Chair and Co-Chair</li> <li>▪ Diverse membership including PLWH and other members from all jurisdictions and varied membership categories</li> </ul>
<b>6 Bylaws, Policies &amp; Procedures</b>	<b>2nd Thursday Monthly. 11:30 am - 1:30 pm 64 NY Avenue, NE  Meetings OPEN to Community</b>	<ul style="list-style-type: none"> <li>▪ Development and periodic review and recommended updating of policies and procedures for the operation of the PC, such as Bylaws, Conflict of Interest policy, and Grievance procedures</li> <li>▪ Review of policies developed by other committees to ensure their consistency with the Bylaws and with HRSA/HAB and DC Boards and Commissions requirements</li> <li>▪ Oversight of grievance process, including establishment of panels to hear grievances</li> </ul>	<p><b>At least 5 members</b></p> <ul style="list-style-type: none"> <li>▪ PC members ONLY</li> <li>▪ Chair and Co-Chair</li> <li>▪ Members with interest/experience in developing policies and procedures, such as legal-related experience</li> </ul>

**ALL MEETING SCHEDULES ARE SUBJECT TO CHANGE FOR HOLIDAYS & OTHER CONFLICTS**

**PLEASE CONSULT PLANNING COUNCIL MONTHLY MEETING CALENDAR ONLINE FOR UPDATED MEETING DATES**