

Restructure Workgroup Guidance and Duties

Purpose. To implement a sustainable Ryan White HIV/AIDS Program (RWHAP) Planning Council (PC) that empowers its members to drive the PC processes from the knowledge and tools afforded to them by the Denver Department of Public Health and Environment (DDPHE) and the Health Resources and Services Administration (HRSA). The duties and responsibilities of the Denver HIV Resources Planning Council (DHRPC) should complement the work of DDPHE, Office of HIV Resources and assure recipient accountability in the coordination of high-quality, culturally responsive service delivery to people living with HIV/AIDS (PLWHA) in the Denver Transitional Grant Area (TGA).

Outcome. To provide PC members with a high-functioning, sustainable program that fosters an unequivocal understanding of PC roles and responsibilities to successfully carry out their duties in making evidence-based, informed decisions that best serve individuals who access Ryan White Part A funding in the Denver TGA.

Logistics. The workgroup will meet once prior to the full Planning Council meeting on Thursday, April 4, 2019. Starting in April 2019, the workgroup will meet two times per month for 1.5 hours. Days and times to meet will be determined by the group on Wednesday, March 27, 2019. The full Denver HIV Resources Planning Council will continue to meet on the first Thursday of each month. The Planning Council co-chairs and vice chair will have a 30-minute monthly conference call with PC support staff to discuss workgroup progress and challenges.

Expectations. Workgroup members are expected to be collaborative, open-minded, and purposeful during the restructuring process. During each stage, workgroup members will be given or directed to pertinent materials at least one week prior to the meeting. Members are encouraged to research on their own as well. Members should spend time prior to each meeting informing themselves about what they believe is the best strategy to revise or restructure the specific operational component (OC) being discussed. Members should be ready to share their insight, ideas, and suggestions with the group.

If sufficient progress is not made during the allotted time for a particular OC, DDPHE will complete the revision process separately. The HIV Planning Council Administrator reserves the right to dissolve the workgroup at any time.

Attendance. Workgroup members are expected to attend or call-in to every meeting. If a workgroup member misses four meetings, an alternate may be selected by PC Support Staff to replace the current workgroup member. Alternate members are highly encouraged to attend every workgroup meeting to be well informed.

Voting. Each Planning Council member on the workgroup has a vote, so there are a total of eight votes. If there is a tie among workgroup members, the subject-matter expert advisory group will vote to break the tie. Each advisory group member will have a vote in all tie-breaking scenarios, so there will be a total of five votes.

Composition. The 2019 restructure workgroup is comprised of eight members of the Denver HIV Resources Planning Council. This group is a combination of existing members who are experienced and have a good understanding of the PC’s roles and responsibilities and new members who provide an innovative and creative point of view without being restricted to prior historical knowledge. The subject-matter expert advisory group is comprised of four representatives of DDPHE Office of HIV Resources and one DHRPC co-chair. The HIV Planning Council Administrator reserves the right to select alternate members to replace primary members during the revision process.

Denver HIV Resources Planning Council Restructure Workgroup Members:

Primary:

Philip Doyle, Senior Member
Lili Carrillo, Senior Member
Rick Proctor, Senior Member
John Williams, Senior Member
Taylor Hirschberg, New Member
Eduardo Gabrieloff, New Member
Maritza Oliva, New Member
Josh Kooman, PC co-chair

Alternates:

Khalil Halim, Senior Member
Mashawn Moore, Senior Member
Russell Muhammad, Senior Member
Mary Grace McGauley, New Member
Sarah Lowenstein, New Member
Martez Johnson, Vice Chair

Subject-matter Expert Advisory Group:

Narue Wright-Jegede, Planning Council Administrator
Beau J. Mitts, DHR Program Manager and Part A Grantee
Terra Haseman-Swazer, DHR Fiscal Officer
Carina Stavish, Administrative Support
Kevin Kamis, PC co-chair

PLANNING COUNCIL OPERATIONAL COMPONENTS

Committee Roles and Responsibilities

The workgroup shall restructure committee roles and responsibilities based on the RWHAP Part A Planning Council legislative requirements. This is an overhaul of committee names, roles, and responsibilities according to legislative mandates from HRSA.

Mtg Logistics	
# of Mtgs	4
Mtg Length	1.5 hrs
Total Time	6 hrs

RWHAP Part A Legislation: “(4) DUTIES — The planning council) shall— (A) determine the size and demographics of the population of individuals with HIV/AIDS; (B) determine the needs of such

population...; (C) establish priorities for the allocation of funds within the eligible area, including how best to meet each such priority and additional factors that a grantee should consider in allocating funds under a grant...; (D) develop a comprehensive plan for the organization and delivery of health and support services...; (E) assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, and at the discretion of the planning council, assess the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs; (F) participate in the development of the statewide coordinated statement of need initiated by the State public health agency responsible for administering grants under part B; (G) establish methods for obtaining input on community needs and priorities which may include public meetings..., conducting focus groups, and convening ad-hoc panels; and (H) coordinate with Federal grantees that provide HIV related services within the eligible area.” [Section 2602(b)(4)] Source: [Legislative Reference for PC Support Staff](#)

Bylaws

The workgroup shall revisit and amend sections of the bylaws that appear to be vague and difficult to follow for PC members, PC support staff, and/or the general public. The workgroup will hone in on various sections of the bylaws to produce more clarity and concise language.

Mtg Logistics	
# of Mtgs	6-8
Mtg Length	1.5 hrs
Total Time	9-12 hrs

Each planning council must have written rules, called bylaws, which explain how the planning council operates. Bylaws must be clear and exact. They should include (at the least) the mission of the planning council, member terms and how members are selected, duties of members, officers and their duties, how meeting are announced and run, including how decisions are made, what committee the planning council has and how they operate, a conflict of interest policy, grievance procedures, code of conduct for members, and how the bylaws can be amended.

Source: [Planning Council Primer, page 18](#)

Grievance Policy

The workgroup shall review and revise the grievance policy that outlines how the Planning Council addresses grievances about how it makes decisions about funding.

Mtg Logistics	
# of Mtgs	2
Mtg Length	1.5 hrs
Total Time	3 hrs

The planning council must develop grievance procedures to handle complaints about how it makes decisions about funding. The grievance procedures must specify who is allowed to file a grievance, types of grievances covered, and how grievances will be handled.

Source: [Planning Council Primer, page 19](#)

Planning Council Workplan

Based on the restructured committee roles and the revised bylaws, the workgroup shall develop a new Planning Council workplan, specifically referencing the sample Planning Council/RWHAP Part A program calendar (Appendix II) in the Planning Council Primer that focuses on the alignment of Planning Council and recipient activities.

Mtg Logistics	
# of Mtgs	4
Mtg Length	1.5 hrs
Total Time	6 hrs

The expectation for an annual Planning Council workplan is to guide the planning process based on the current HRSA/CDC Integration Prevention and Care Plan, the workplan in the annual grant application, legislative and administrative requirements, and local structures and processes. The PC workplan is based on an annual master calendar that integrates Planning Council and recipient events, products, and deadlines, committee workplans that coordinate task completion, and the continued attention to engaging consumers and other diverse community stakeholders in the planning process. Source: [Targethiv.org, Module 3. Overview of the RWHAP Part A Annual Planning Cycle](https://targethiv.org/module-3-overview-of-the-rwhap-part-a-annual-planning-cycle)