

Central Florida HIV Planning Council

Bylaws Reference: Article X: Section 10.1

Program procedure: CFHPC-POLICY-

Title:

[Grievance and Dispute](#)

Effective: 1/25/2023

Revised:

Purpose: To develop and support procedures which shall result in the fair resolution of grievances related to processes of the Planning Council. This process shall provide an opportunity for community members, clients, and providers of HIV services to resolve concerns, complaints and formal grievances against the Council in an expeditious manner.

Policy: It shall be the policy of the Central Florida HIV Planning Council to ensure an open and equitable process of establishing HIV service priorities and the allocation of Ryan White Part A program funds to said priorities, compliance with the nomination process, and resolution of Conflict of Interest processes.

Procedure:

1. To facilitate the prevention of grievance, the Planning Council shall:
 - a. Review and monitor all aspects of the setting of service priorities and the allocation of funds to said service priorities to ensure comprehensive, inclusive participation in all levels of the decision making process.
 - b. Monitor the management of conflict of interest at every level of the decision making process.
 - c. Provide clarity to all participants by providing frequent communication with communities affected by HIV disease, clients and providers of HIV services.
 - d. Provide notification to all interested persons at every aspect of the priority setting and resource allocation processes.
2. The Planning Council shall provide opportunity for public comment prior to finalization of Planning Council priorities and allocations.
 - a. All decisions relating to the priority setting process including:
 - 1) Needs Assessment Process
 - 2) Comprehensive Planning
 - 3) Conflict of Interest procedures
3. The following entities and individuals may bring a grievance against the Planning Council:

- a. Individuals affected by HIV disease
 - b. Clients of HIV related services including client groups/PLWH caucuses and coalitions
 - c. HIV service providers
4. The parties listed above may file a grievance with regard to the following decisions by the Planning Council related to funding:
- a. Deviations from the Planning Council's established procedures in setting priorities (including any language regarding how best to meet the established priorities) and allocating funds to those priorities, and
 - b. Deviations from the Planning Council's established process for any subsequent changes to these funding allocations.
5. A grievance shall be in writing on the Grievance and Dispute Resolution form. The grievant shall:
- a. Specifically identify the decision to be grieved, i.e., the service priorities set, the allocation of funds to priorities.
 - b. Specifically identify the basis for the grievance, that is; the exact manner in which the grieved decision deviated from the established priorities and/or procedures.
 - c. File the grievance with the Planning Council Support Office at the address on the form within ten (10) working days from the date the action occurred.
 - d. Request a review by the Executive Committee. Immediate mediation, if requested, is available only upon prior approval of the Committee. The Committee shall respond to all requests within ten (10) working days.
5. To facilitate the informal resolution of a grievance
- a. The Executive Committee shall:
 - 1) Appoint a Grievance Coordinator/The PCS Office who shall be responsible for coordinating all aspects of the process; obtaining feedback from communities affected by HIV disease, clients and providers of HIV services on the functioning of the priority setting and allocation process and to solicit suggestions on its improvement.
 - 2) The Executive Committee of the Planning Council shall review every grievance, expedite and facilitate early resolution, or recommend informal mediation or arbitration.
 - 3) The Council shall make this grievance procedure available to all communities affected by HIV disease, clients and providers of HIV services as stakeholders in the priority setting and allocation process.
 - b. Action by the Executive Committee
 - 1) The Committee or Planning Council Support shall contact the grievant(s) within two (2) business days upon receipt of the grievance to arrange an informal session to attempt to resolve the

- grievance.
- 2) If the grievant and the Committee are unable to reach a resolution, the Executive Committee shall issue a Notice of Right to Proceed to Mediation.
 - 3) All meetings between the Executive Committee, the grievant and any outside mediator shall be held at a time and place that is readily accessible to the grievant.

6. Mediation

- a. Mediation may be requested if:
 - 1) The Executive Committee so approves and issues a Notice of Right to Proceed to Mediation, which is sent by certified mail to the grievant, or
 - 2) The grievant is not satisfied with the resolution.
- b. Mediation should be requested in writing within five (5) working days of receipt of the Notice of Right to Proceed to Mediation.
- c. The mediator may be mutually decided upon by all parties.
- d. If the parties are unwilling or unable to decide upon a mediator, the Grievance Coordinator shall refer the matter to the professional mediator, previously identified by the recipient. The mediation shall be conducted in accordance with generally accepted principles of professional mediation.
- e. Mediation shall be scheduled within fourteen (14) days of the request in writing.
- f. If the parties are unable to resolve the grievance through mediation within one (1) day and do not agree to an extension, the mediator shall issue a Notice of Right to Proceed to Arbitration which is sent by certified mail to the parties.

7. Arbitration

- a. Upon receipt of the Notice of Right to Proceed to Arbitration, the grievant may request arbitration.
- b. Within five (5) working days after receipt of the written Request for Arbitration, the Grievance Coordinator will request a list of arbitrators from the professional mediator and generate a list from the American Arbitration Association.
- c. The parties shall select an arbitrator acceptable to both within five (5) working days. Formal notice of the hearing shall be sent by the arbitrator to the parties at least seven (7) days in advance of the hearing date.
- d. The decision shall be rendered no later than fourteen (14) days from the date of the closing of the hearing.
- e. The maximum amount of time between the date of issuance of the Notice of Right to Proceed to Binding Arbitration and a final decision is rendered by the arbitrator shall not exceed 60 days.

8. The grievant in requesting mediation and/or arbitration agrees that:

- a. Costs for all non-binding and binding Grievance Processes will be the initial responsibility of the grievant. A non-refundable filing fee Client payable to Orange County, is required to initiate arbitration. The grievant is expected to pay a portion of filing fees and initial costs for both mediation and/or arbitration. If the grievant is a Person with HIV, then the maximum fee that the individual will pay shall be \$25.00. In the event of a decision against the grievant reached at any step in the process, the grievant is expected to pay all incurred costs, with the exception of a Person with HIV. At any time in the process that a decision is made in favor of the grievant, the Planning Council shall assume responsibility and reimburse for all costs incurred during the current Grievance Process as allowable under administrative caps established by the Ryan White HIV/AIDS Program. Planning Council Support shall provide the grievant with the current approved fees for non-binding and binding Grievance Processes.
- b. In most circumstances, the relief shall be prospective rather than retroactive unless the parties agree that a specific grievance requires retroactive application.

Appendix A

CENTRAL FLORIDA HIV PLANNING COUNCIL
GRIEVANCE AND DISPUTE FORM

Date of alleged violation: _____

Brief Description of alleged violation:

Signature of Complainant

Date

Resolution:

Date Presented to Executive Committee for Resolution: _____

Resolution of Complaint:

Signature of Planning Council Chair

Date

Signature of Complainant

Date