

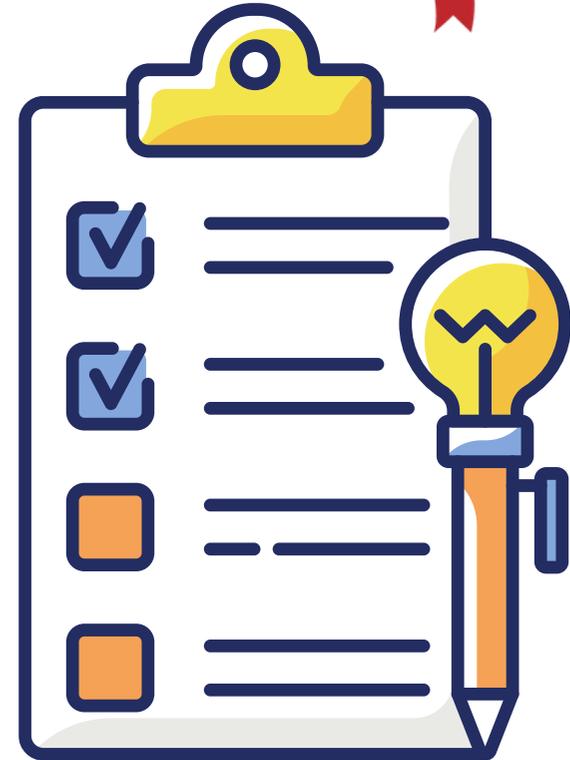
Empowerment, Commitment,
Quality, & Integrity



Welcome Aboard!

Agenda

- What is the Planning Council?
- The Structure of the Planning Council
 - Standing Committees & Ad Hoc Committees
- Executive Committee
- Member Responsibilities
- Planning Council Duties
- Role of the Recipient & Lead Agency





1. The planning Council

What is the Planning Council?

A planning body appointed or established by the Chief Elected Official of an Eligible Metropolitan Area* (EMA) whose basic function is to assess needs, establish a plan for the delivery of HIV care in the EMA, and establish priorities for the use of Ryan White funds.



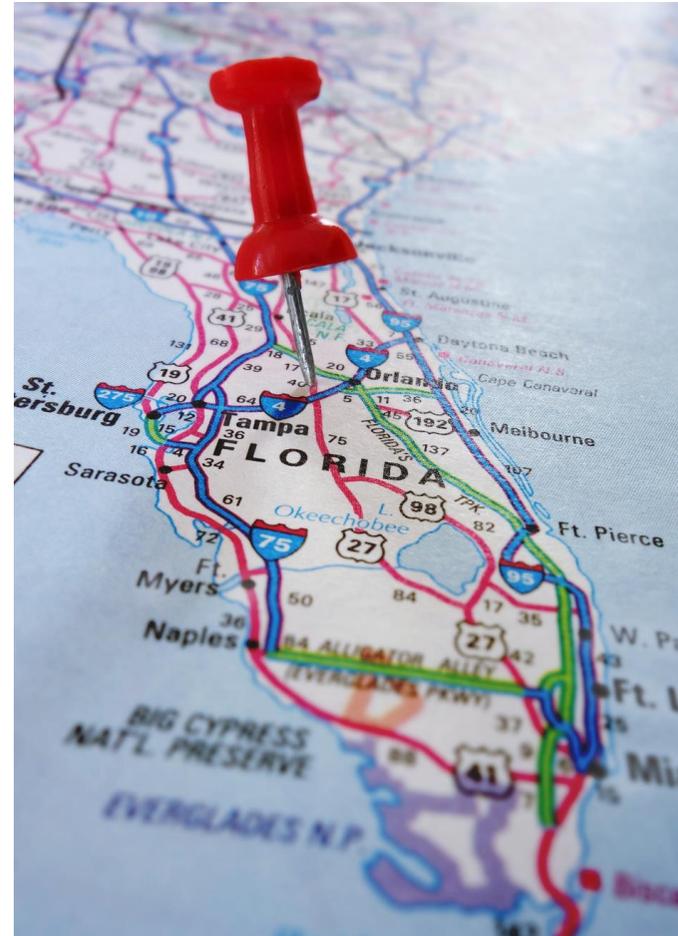
*To qualify for EMA status, an area must have reported at least 2,000 AIDS cases in the most recent five years and have a population of at least 50,000.

Central Florida HIV Planning Council

CFHPC



- Comprised of representation from Brevard, Lake, Orange, Osceola, & Seminole counties*
- Ultimately responsible to the Mayor of Orange County (CEO) & the appointed Recipient Representative
- The Planning Council works in partnership with the recipient but not under the recipient's direction



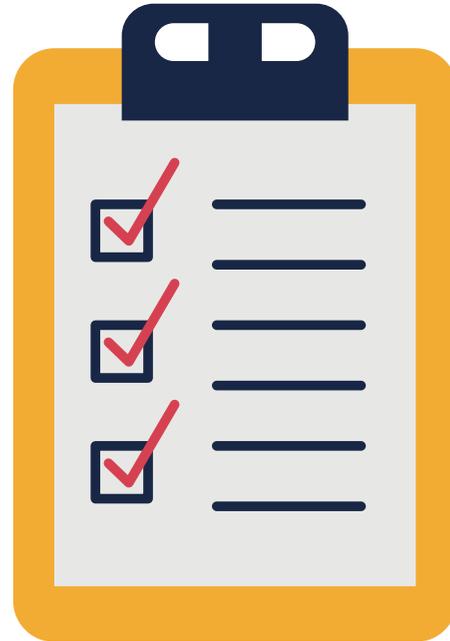
*All 5 counties are known as the "Orlando Service Area".

What is the Planning Council?

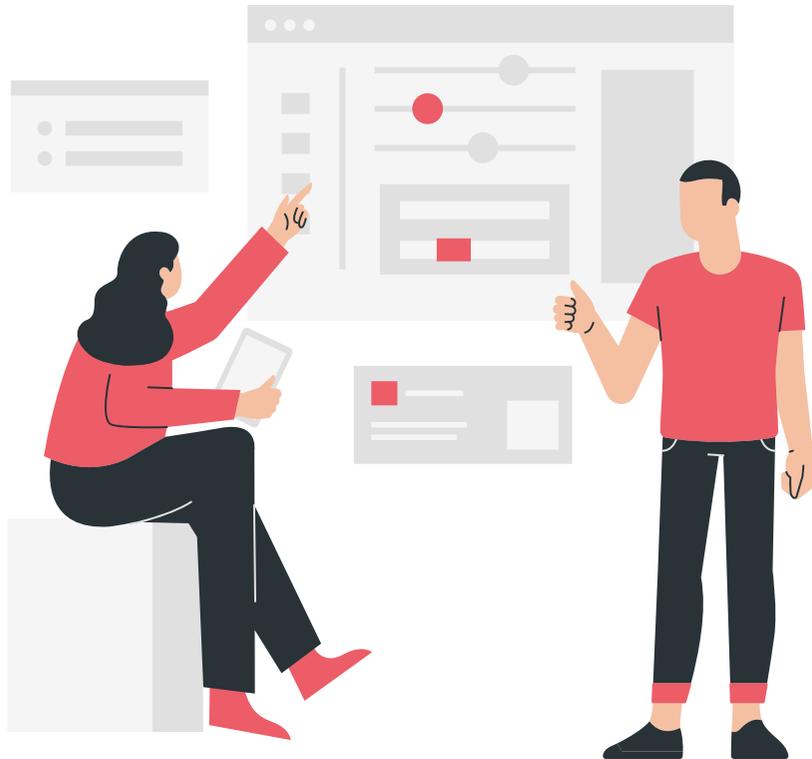
Continued



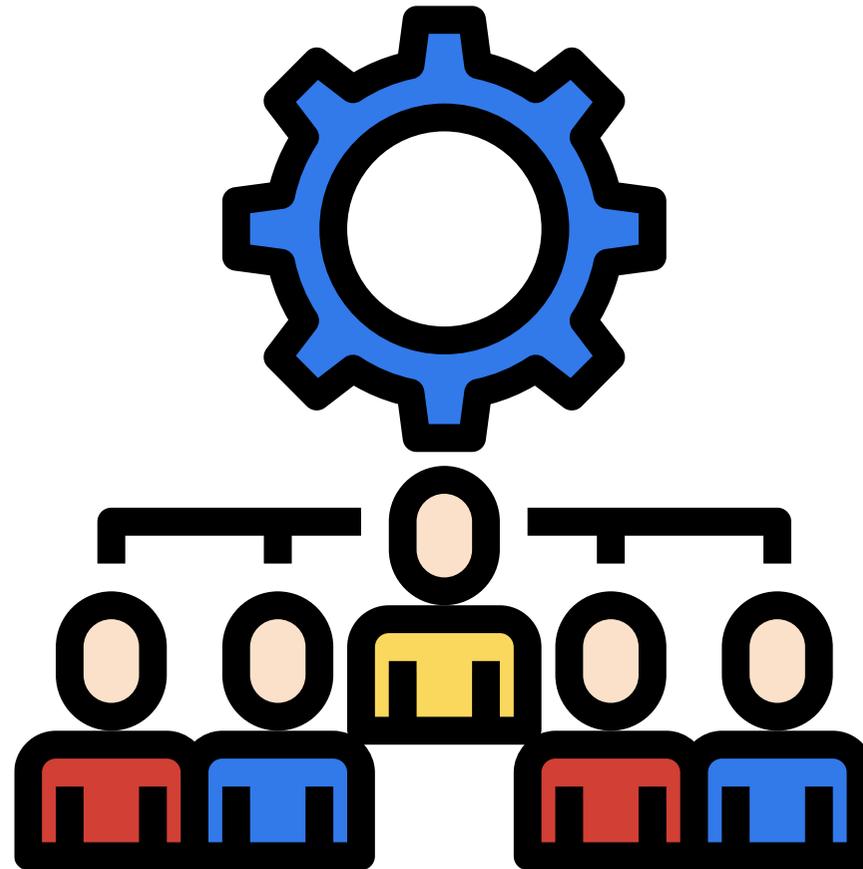
Responsibilities require broad membership involvement in order to bring diverse experience and input into such tasks as needs assessments, developing a comprehensive plan, setting priorities, and allocating funds to service categories.



Basic Functions of the Planning Council



- Assess area needs
- Establish a plan for the delivery of HIV prevention & care in the Orlando Service Area
- Establish priorities & allocate resources for Ryan White Part A & B funds



2. Planning Council Structure

General Structure of the Planning Council

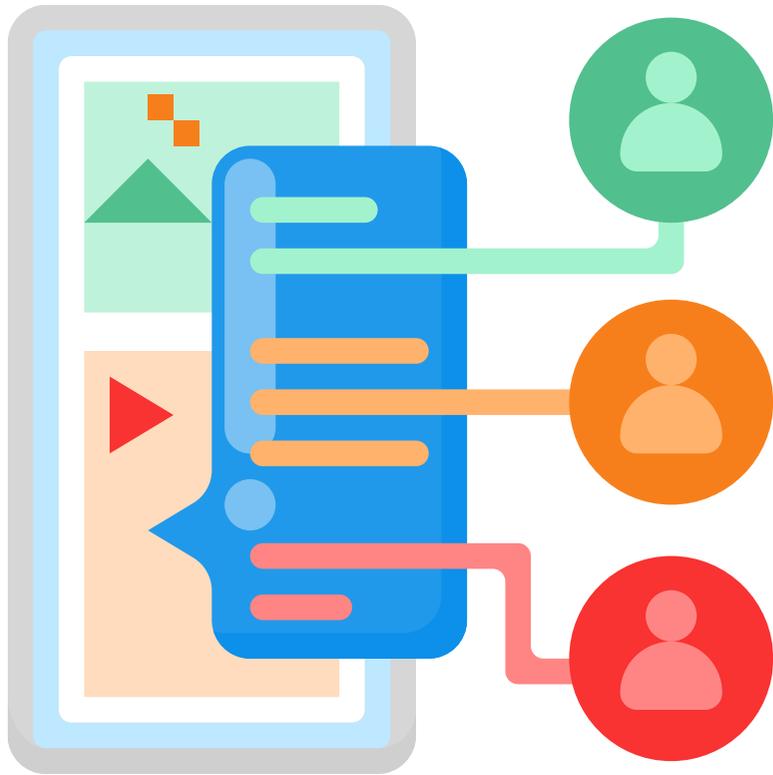


The work of the Planning Council is accomplished through committees. The CFHPC Committees are:

- Membership & Engagement Committee
- Service Systems Planning & Quality Committee



Membership & Engagement Committee



Roles:

- Implementation of open nominations process for Members & Associate Members
- Monitoring of representation and reflectiveness
- Recommendations for Committee assignments
- Development of marketing and recruitment strategies
- Ensuring up-to-date social media and website .

Membership & Engagement Committee



Roles Cont'd:

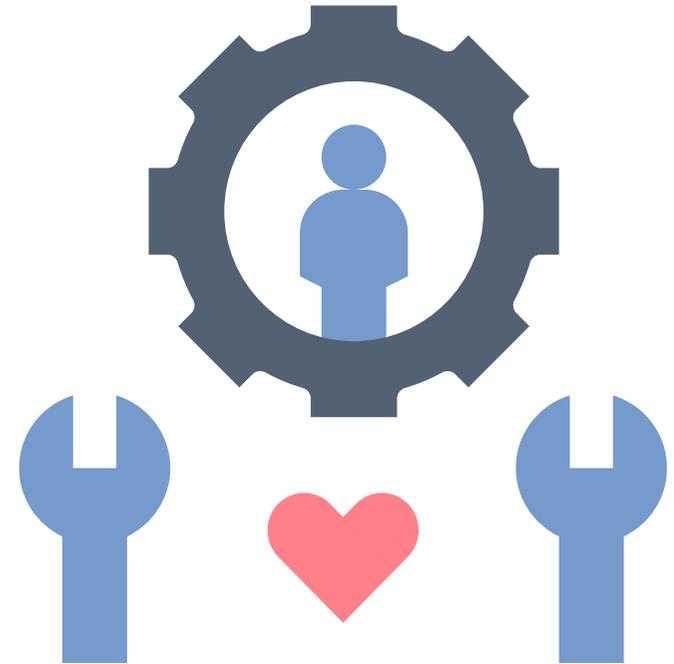
- Outreach
- Public information and education
- Support testing and other community initiatives/events

Service Systems Planning & Quality Committee



Roles:

- Improvement of entire HIV care continuum, from primary prevention through viral suppression
- Review of research - prevention & care
- Monitoring of effectiveness of services & performance standards measurement
- Identification of ways to best meet needs
- Standards of care
- Quality Management
- Assessment of the efficiency of the administrative mechanism (AAM)

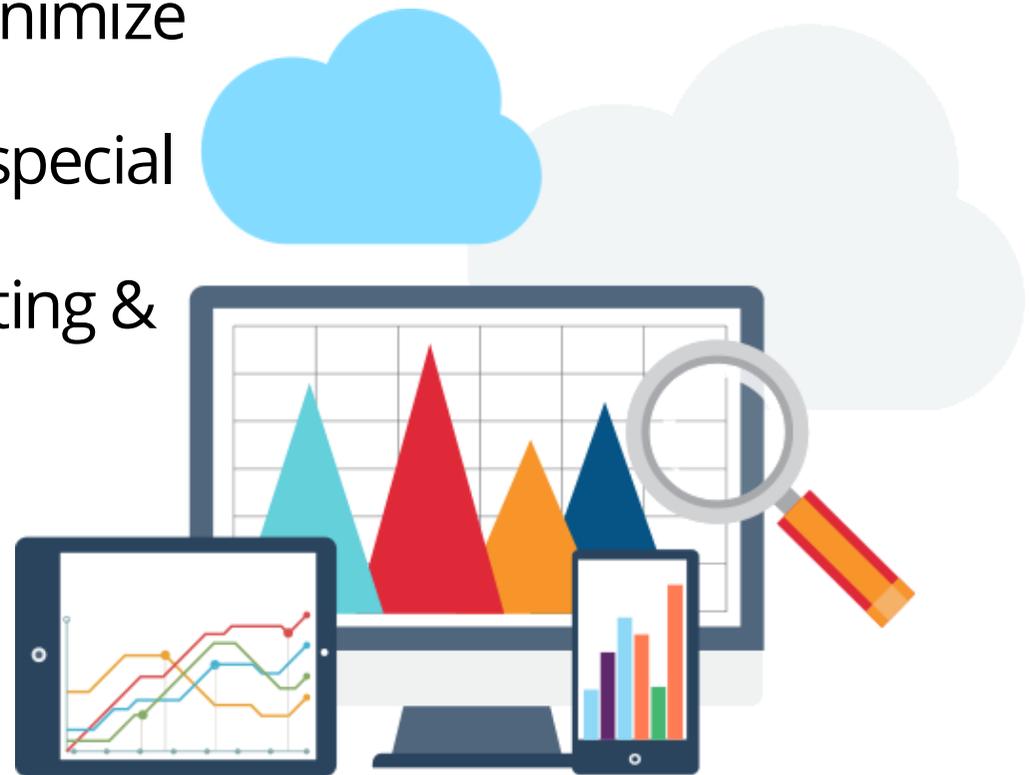


Service Systems Planning & Quality Committee



Roles Cont'd:

- Comprehensive/Integrated Planning
- Identify emerging policy issues and adjust the Comprehensive Plan to minimize disruption of services
- Needs Assessment, including special studies, town Halls
- Data Presentation, Priority Setting & Resource Allocation (PSRA)
- Review of expenditures
- Reallocations



Ryan White Community Meetings

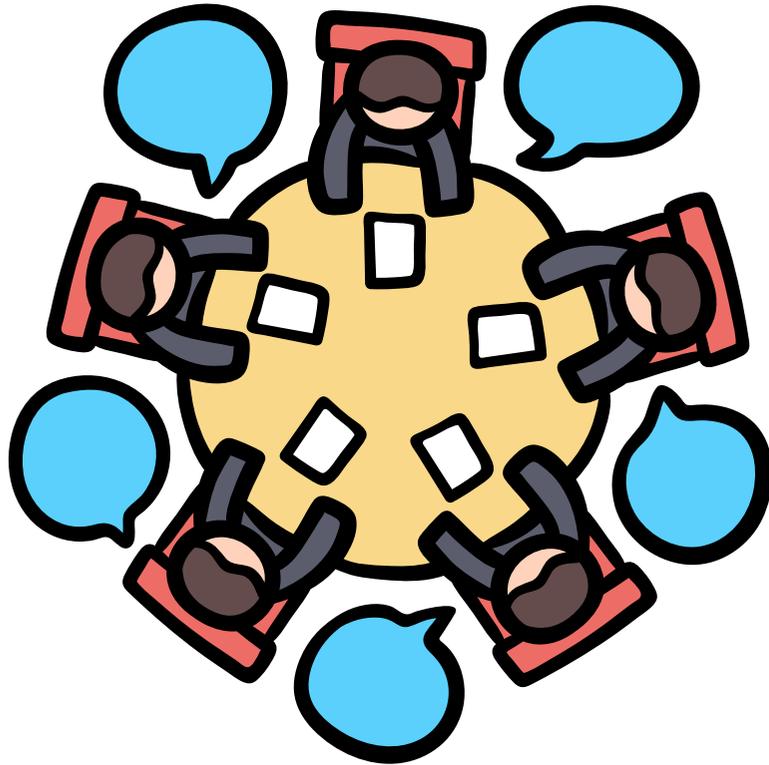


Roles:

- "Community Meetings" are established to engage PWH
- Can engage special target populations as recommended by the Executive Committee
- "Community Meetings" must have a specified purpose
- Membership may be either time-limited or ongoing
- The RW Community meeting is currently ongoing
- Established to have a larger number & more diverse group of PWH providing feedback on actions that go before the Planning Council for decision



Special Committees



- The Executive Committee may establish special or ad hoc committees as needed
- These committees will be time-limited & established to carry out specific defined tasks
- Membership and may be either time-limited or ongoing

3. Planning Council Executive Committee



Executive Committee



Roles:

- The Planning Council is led by the Executive Committee
- Provides coordination of committees and review of recommendations prior to presentation to full Planning Body
- Reviews & updates bylaws and policies & procedures
- Lead role in working with Planning Council Support staff
- Acts on behalf of the Planning Body in special circumstances



Executive Committee

Cont'd



The Executive Committee is comprised of the officers and the committee chairs.

The officers of the Planning Council are:

- Sr. Co-Chair
- Jr. Co-Chair
- Patient Care Client Rep.
- Prevention Client Rep.
- Patient Care Planning Group (PCPG) Rep.
- Prevention Planning Group (PPG) Rep.



The Sr. Co-Chair



Duties:

- Chair PC and Executive Committee meetings
- Represents the body to the CEO, the Recipient Representative, HRSA and other interested
- Direct the affairs of the PC as its administrative Officer
- Preside at all meetings of the PC

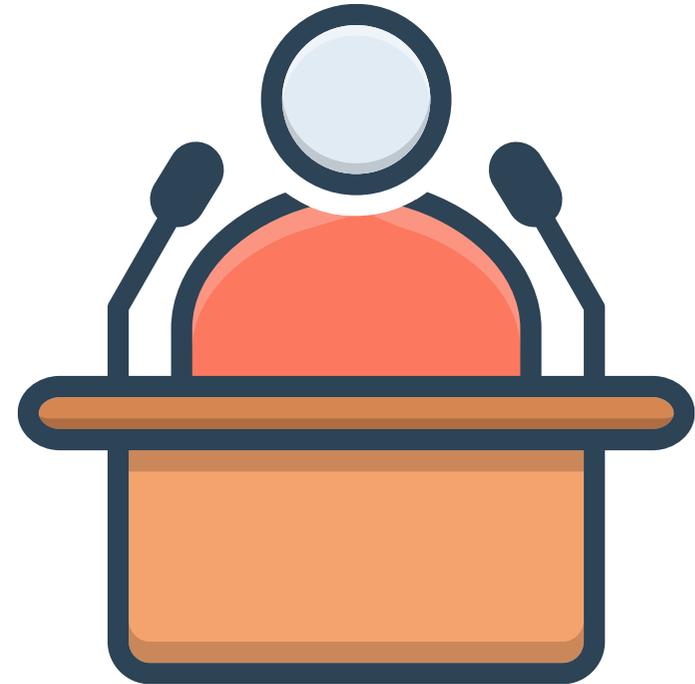


The Sr. Co-Chair

cont'd



- Act as an ex-officio member of half of the standing & special committees
- Propose the agenda for every Executive Committee and Planning Council meeting

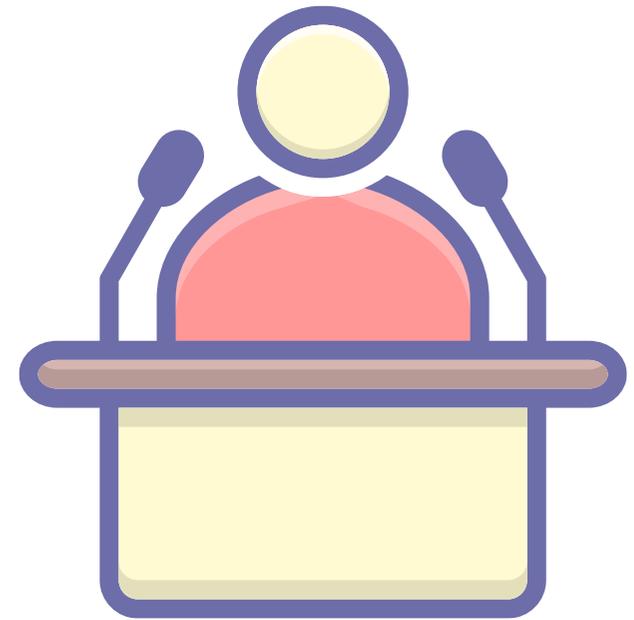


The Jr. Co-Chair



Duties:

- Fulfill the duties of the Sr. Co-Chair at any regularly scheduled meeting in the absence of the Sr. Co-Chair
- Act as ex officio of half standing & special committees as assigned by Sr. Co-Chair
- Provide assistance to the Sr. Co-Chair when requested and assume other duties as assigned by the Executive Committee



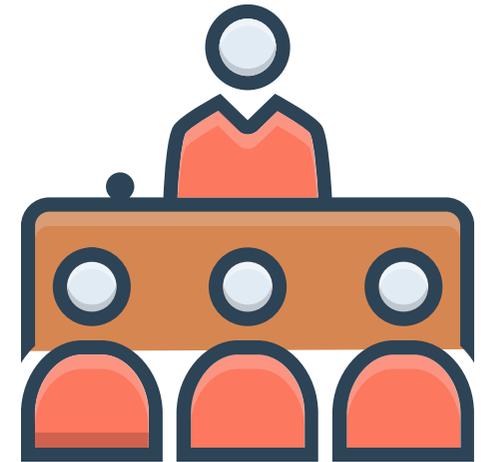
Client Representatives Duties

Prevention & Patient Care



Duties:

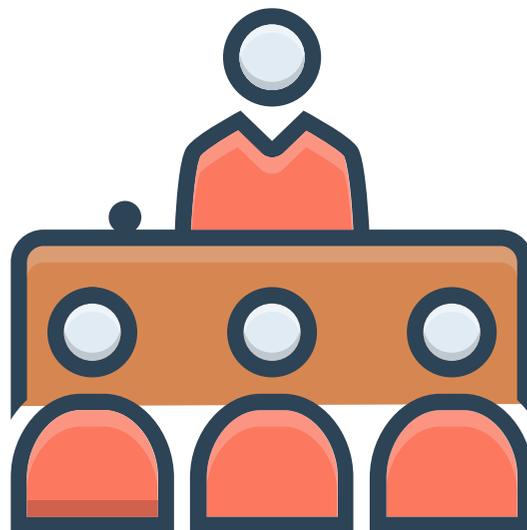
- Represent the body in the community and self disclose their status to the public at large
- Serve as Chair & Vice-Chair of the RW Community Meeting as determined by the Sr. Co-Chair
 - With the Chair presiding and proposing the agenda for each meeting
 - With the Vice-Chair performing these duties in the absence of the Chair



Client Representatives Cont'd



3. Participate in and support other "Community Meetings" that maybe established
4. Provide reports of "Community Meeting" activities to the Executive Committee and the full body.

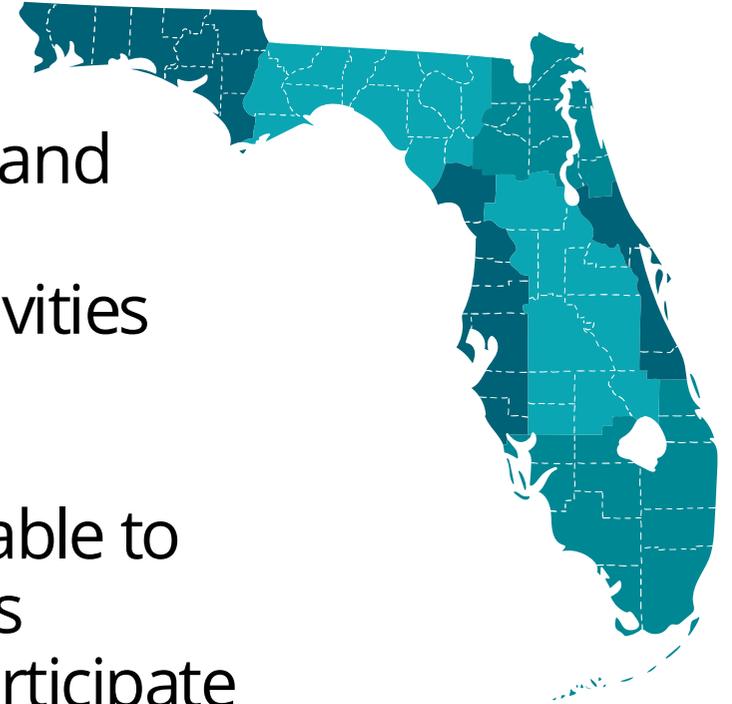


Florida Comprehensive Planning Network (FCPN) Representatives



Duties:

- Participate at PCPG and PPG meetings and report on activities to the PC
- Report to the PC on PCPG and PPG activities
- Serve on at least 1 workgroup of the PCPG/PPG
- Notify TAI if unable or the Alternate unable to participate on scheduled calls/meetings
- Notify the Alternate when unable to participate on calls/meetings



FCPN Alternates



- The duties and responsibilities of the two alternates are to fulfill the role of the PCPG and PPG representatives in the absence of the Representatives from FCPN activities.
- Be prepared to ascend to the Representative position in the event of a vacancy.
- Complete the term of the Representative in the event of an ascension.

Committee Chairs



Committee Chairs are elected by the Committee members at the first meeting of the Committee following the Annual meeting. The duties include but are not limited to:

- Serve for one year but may be re-elected by two-thirds vote
- Direct the affairs of the committee as its administrative officer; chair meetings, review minutes, work with PCS to ensure data available for the committee's work
- Develop annual work plan for the committee based on legislative responsibilities and the Integrated Plan

Committee Chairs

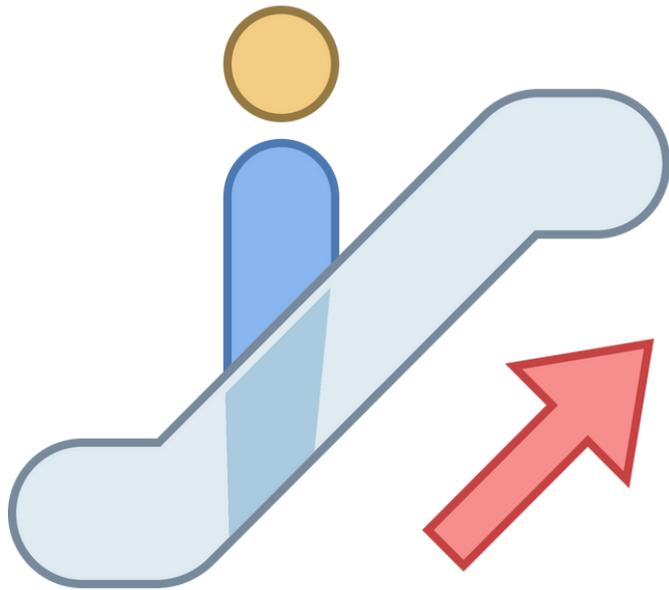
Continued



- 4. Identify committee training needs and work with the Membership & Engagement committee and PCS to meet the needs
- 5. Propose the agenda for each meeting in conjunction with the Vice-Chair
- 6. Provide reports of committee activities and recommendations to the Executive Committee and the Planning Council
- 7. Obtain Executive Committee approval of work plan and any needed revisions



Committee Vice-Chairs



- Automatically ascend to the Chair position upon resignation or removal of the Committee Chair, to complete the term
- Fulfill the duties of the Chair at any meeting in the absence of the Chair
- Assist the Chair in providing leadership and support to the Committee
- Attend Executive Committee meetings as a voting member in the absence of the Committee Chair



4. Planning Council Duties

Primary (Mandated) Responsibilities



1. Priority Setting and Resource Allocation

- Set service priorities and allocate funds to service categories

2. Provide directives on Ways to Best Meet Needs (WBMN)

3. Needs Assessment



Primary (Mandated) Responsibilities

Continued



- 4. Integrated/Comprehensive Planning
- 5. Assessment of the Administrative Mechanism
 - Determine how quickly the Recipient/Lead Agency gets the Part A/B funds out in the community to provide services
- 6. Participate in the Statewide Coordinated Statement of Need



Secondary Responsibilities



- Set up PC operations, including policies & procedures, bylaws, etc.
- Develop Service Standards (Standards of Care)
- Monitor the impact of Part A & B funds
- Reallocate funds throughout the year



Secondary Responsibilities



- Gather community input
- Facilitate collaborative planning between all parts of the Ryan White Program
- Monitor the PC process
- Planning Council recruitment and retention



5. Roles of the Recipient & Lead Agency

Ryan White HIV/AIDS Program (RWHAP)

Part A



- The Orange County Mayor is the RWHAP Part A Recipient
- Orange County Department of Health Services is the RWHAP Part A Recipient Office
- The office consists of nine county employees under county management.
 - The RWHAP Part A Recipient Office must comply with Orange County Procurement, Legal, Comptroller, and Public Records



Part A Recipient Role

- The Recipient is the Administrative Agency for the Orlando EMA.
- The Recipient Representative designee is responsible for administering the Grant Award for the EMA.
- The Recipient Representative designee, is a non-voting member of the Planning Council.
 - **Recipient Representative:**
Claudia Yabrudy, Part A Administrator



Ryan White HIV/AIDS Program (RWHAP)

Part B

- The Florida Department of Health is the RWHAP Part B Recipient
- Heart of Florida United Way (HFUW) as the Lead Agency is the RWHAP Part B & General Revenue (GR) Recipient's Office locally
- The office consists of four employees
 - The Lead Agency must comply with all State Contracting Requirements



Part B Lead Agency Role



- The Lead Agency is the Administrative Agency for the Area 7 (Brevard, Orange, Osceola, & Seminole)
- The Lead Agency Representative is responsible for administering the Grant Award for Area 7
- The Lead Agency Representative is a non-voting member of the Planning Council
 - **Lead Agency Representative: Yasmin Andre, AVP Compliance & Risk Management**

Role of the Recipient & Lead Agency Offices



- Fulfill all HRSA administrative requirements
- Procure contracts to provide services and service delivery to PWH in the Orlando Service Area (OSA) using Orange County & State regulations
- Monitor providers and manage contracts
- RWHAP Part A - Fund Planning Council Support
- RWHAP Part B – Support the local consortium or planning body



Partnership with the Planning Council



- Attend and make Recipient reports (Part A, Part B & GR) at Planning Council meetings
- Regularly provide agreed-upon reports (e.g., procurement, cost and service utilization data)
- Provide advice on areas of expertise without unduly influencing discussions or decisions
- Assign staff to attend committees except where Recipient's participation is not requested
- Collaborate on shared roles
- Carry out joint efforts such as task forces and special analyses consistent with roles and resources

QUESTIONS?

