

# Washington State HIV PLANNING STEERING GROUP POLICY AND PROCEDURES MANUAL

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The HIV Planning Steering Group (HPSG) and the Washington State Department of Health, Infectious Disease Prevention Section and HIV Client Services

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# **HPSG POLICY AND PROCEDURES MANUAL**

## **ARTICLE I. Name**

No additional policies or procedures have been developed for this section.

## **ARTICLE II. Purpose**

No additional policies or procedures have been developed for this section.

## **ARTICLE III. Membership**

### SECTION 1: Composition

No additional policies or procedures have been developed for this section.

### SECTION 2: Residency

No additional policies or procedures have been developed for this section.

### SECTION 3: Roles, Responsibilities and Qualities

The following policies describe the roles, responsibilities and qualities of HPSG members and officers.

1. The role of the HPSG in the HIV planning process will be to:

- Be an active partner with DOH in a shared commitment to reduce new HIV infections and assure individual level health outcomes for all persons living with HIV regardless of health care coverage or geographic location in Washington State.
- In partnership with the Washington State Department of Health (DOH), develop outcomes-based strategies to optimize efforts to reduce new HIV infections and assure individual level health outcomes.
- Regularly review DOH's implementation of activities and services, including review of available monitoring and evaluation data.
- As necessary, provide specific recommendations to DOH to improve implementation of activities and services.
- Assess the responsiveness of DOH's applications for federal funding to assure applications accurately reflect HPSG recommendations and other advice.
- Identify, implement and evaluate mechanisms for gathering and integrating community input into the HIV planning process (shared).
- Identify technical assistance / capacity development needs for effective community

participation in the planning process.

- Develop policies and procedures as necessary (shared).
- Elect a Community Co-Chair-elect to fill the Community Co-Chair position on an annual basis.

2. The role of the Washington State Department of Health (DOH) in the HIV planning process will be to:

- Be an active partner to HPSG in a shared commitment to reduce new HIV infections and assure individual level health outcomes for all persons living with HIV regardless of health care coverage or geographic location in Washington State.
- In partnership with the HPSG, develop outcomes-based strategies to optimize efforts to reduce new HIV infections and assure individual level health outcomes.
- Provide regular opportunities for the HPSG to review DOH's implementation of activities and services, including review of available monitoring and evaluation data.
- Review and provide time, appropriate response to the HPSG on its recommendations to improve implementation of activities and services.
- Provide at least annual overviews of DOH's applications for federal funding to solicit the HPSG's concurrence that DOH accurately reflects HPSG recommendations and other advice in these documents.
- Using the outcomes-based strategies co-developed with the HPSG, implement, monitor and evaluate the quality and effectiveness of activities and services.
- Identify, implement and evaluate mechanisms for gathering and integrating community input into the HIV planning process (shared).
- Provide data, facilitation, vision, strategies and ideas to support the planning process.

3. The specific responsibilities of HPSG members, the Governmental Co-Chair, the Community Co-Chair, the Community Co-Chair-elect, the Immediate Past Community Co-Chair, Committee / Work Group Chairs and DOH HIV Planner are outlined in job descriptions. Job descriptions can be found in the Appendices.

4. Successful planning groups depend on the quality of their membership. The following qualities describe desired characteristics of HPSG members and will be used to guide the selection of new HPSG members. All planning group members will strive to embody these qualities as they participate in the HIV planning process.

- Openness—planners have an open-mind to new ideas and are willing to challenge themselves to update their mindsets, including pushing the limits of traditional thinking. An ability to listen and suspend judgment promotes mutual respect, flexibility and new ways of doing things.
- Collaborative—planners seek to build partnerships through working with others toward a common goal. Being a team player strengthens both process and outcomes and leads to broad buy-in.
- Learning—planners strive to learn new things about the work they do. Curiosity

and inquiry generate new perspectives on how best to address changing trends and circumstances.

- Integrity—planners keep their inner values in balance with their outward actions. Trust is built in groups when members are clear and open about the personal standards they bring to decision-making.
- Humility—planners see themselves as equals to their colleagues, not better or worse. Understanding and internalizing others' views creates cohesion and leads to strong support for group decisions.
- Creativity—planners seek to ask “why not?” when tackling difficult problems. Seeing a problem through a creative lens (or outside the proverbial “box”) leads to discovery of new questions, ideas and strategies.
- Courageous—planners take risks and can work with ambiguity. Bold action breaks through constraints and status quo.
- Savvy—planners possess solid competence and use strategic thinking in their commitment to identify results-oriented outcomes. By looking at what is known and skillfully applying expertise, effective solutions emerge.
- Dedication—planners spend the time and energy necessary to accomplish their charge. Challenges are framed as opportunities as decisions are made to advance a vision.
- Forward-thinking—planners strive to address current and future problems by creating new solutions out of a range of ideas. Commitment to a shared future vision provides opportunities to meet common goals.

#### SECTION 4: Recruitment, Appointment and Retention

An HPSG membership committee will be created and composed of the Community Co-Chair-elect (committee chair) and a minimum of three (2) additional HPSG members (up to a maximum of five (5)) selected annually and in a timely manner by simple majority vote of the full HPSG.

The Membership Committee will at a minimum and in a timely manner:

- Review current and projected vacancies and analyze HPSG membership gaps according to the membership profile provided by DOH.
- Present current and projected vacancies and membership gaps to the HPSG according to the membership profile in order to inform new HPSG member recruitment.
- Develop/update and implement a recruitment strategy to fill HPSG vacancies.
- Develop/update and implement a timeline for membership application creation/update, application release, and application submission.
- Develop/update and implement an evaluation process for new member applications guided by HPSG member qualities (ARTICLE III, SECTION 3, *POLICIES AND PROCEDURES MANUAL*). New rotating HPSG members shall be recruited and evaluated through an open and competitive application process.
- Develop/update new member orientation training in collaboration with DOH.

## SECTION 5: Length of Term

No additional policies or procedures have been developed for this section.

## SECTION 6: Attendance

The following policy describes HPSG member expectations related to attendance.

1. Attendance is mandatory. Each member is expected to attend regularly scheduled meetings in person, including meetings of the full HPSG and meetings of committees which they are members.
2. Each member is expected to communicate by phone or email any absences prior to the date of the full HPSG meeting or meeting of a committee and not less than two (2) hours prior to the meeting. HPSG members are responsible for cancelling any accommodation, travel or other HPSG meeting logistical assistance within reason. Notification of absences must be made to DOH staff. Committee / Work Group Chairs should also contact DOH staff if they cannot attend a scheduled meeting of their committee. When a Committee / Work Group Chair is unable to attend, a committee / work group member designee should be conferred with and provided with an agenda by the Committee / Work Group Chair so that the committee may move forward on its work.
3. Each HPSG member may send a representative in his or her absence to gather information and take notes. However, the representative cannot vote, and the member is still counted as absent.
4. Unless excused by both HPSG Co-Chairs, a member who comes late to or leaves early from a full HPSG meeting will be counted as absent if he/she misses more than one-half of a scheduled meeting.
5. As stated in ARTICLE 3, SECTION 9 of the *CHARTER AND BY-LAWS*, automatic removal results when a member accrues two (2) absences from full HPSG meetings in the twelve (12) month planning cycle (January 1 – December 31). Upon the request of a HPSG member, the HPSG Co-Chairs will address a letter to that member's employer outlining the importance of HIV community planning and requesting special consideration for that member's attendance at HPSG meetings.

## SECTION 7: Leave of Absence

No additional policies or procedures have been developed for this section.

## SECTION 8: Conduct

The following policy describes HPSG member expectations related to *Conduct*.

1. Members of the HPSG are expected to conduct themselves in accordance with the member qualities identified in ARTICLE III, SECTION 3 of the *POLICY AND PROCEDURES MANUAL*.

2. Additional guidelines for appropriate group behavior may be adopted and modified by the HPSG as the need arises.

### SECTION 9: Member Removal

The following policy describes procedures for HPSG *Member Removal*.

1. Member Absences – Any member accruing two (2) absences from regular HPSG meetings, as stated in ARTICLE III, SECTION 6 of the *POLICY AND PROCEDURES MANUAL* will be automatically removed. Members removed under this policy may file a timely complaint in accordance with the *Complaint* policy outlined in ARTICLE VIII OF the *POLICY AND PROCEDURES MANUAL*. Members removed for absences may re-apply for HPSG membership as outlined in ARTICLE III, SECTION 5 of the *CHARTER AND BY-LAWS*.
2. Disruptive Behavior – A member who interferes with or prevents the HPSG from conducting business will be referred to the Executive Committee for intervention and recommendation for removal. Examples of disruptive behaviors and activities include, but are not limited to, repeated interruptions during meetings, excessive monopolization of discussion and repeated violation of the principles outlined in the member qualities.

The Community Co-Chair, Community Co-Chair-elect or any two (2) HPSG members may request that the Executive Committee intervene with any member who they believe has interfered with or prevented the HPSG from conducting business by submitting a written referral with explanation of the interference or disruptive behavior. Upon receipt of the referral, the Executive Committee will meet with the referred member, explain the behaviors which have led to the intervention and ask for the member's response. After the meeting, the Executive Committee will issue one of the three following decisions.

- A. The member's behavior was not an interference with the conduct of HPSG business;
- B. The member's behavior was disruptive and the Executive Committee will warn the member that if the behavior is repeated the Executive Committee will make a recommendation for removal; or
- C. The member's behavior was seriously disruptive, or is a repetition of previous disruptive behavior, and removal is warranted.

At the next meeting of the HPSG, the Executive Committee will present its decision to the full HPSG. If the member disagrees with the decision, he/she may file a timely complaint in accordance with the *Complaints* policy outlined in ARTICLE VIII of the *POLICY AND PROCEDURES MANUAL*. Otherwise, the Executive Committee's report will be accepted by the HPSG.

Should the member in question be a member of the Executive Committee, the matter shall be referred to the remaining Officers of the Executive Committee who shall create an alternate ad hoc committee to intervene. The ad hoc committee will follow the procedures

set forth above to determine a recommendation.

The Executive Committee may determine that disciplinary or corrective action less than removal is warranted for any breach of conduct, including excessive absences from committee meetings.

#### SECTION 10: Complaints

See ARTICLE VIII of the *POLICY AND PROCEDURES MANUAL* for the current *Complaints* policy.

#### SECTION 11: Proxies

No additional policies or procedures have been developed for this section.

#### SECTION 12: Vacancies

HPSG member terms shall commence in accordance with HPSG term commencement guidelines (ARTICLE III, SECTION 5 of the *CHARTER AND BY-LAWS*). The Membership Committee will recommend new HPSG rotating members for approval by the full HPSG by two-thirds vote no later than October 31. Newly approved members will be presented to the HPSG Executive Committee for appointment. New members shall be notified of their appointment by November 30 and shall begin their terms at the first HPSG meeting the following year. If at any time HPSG membership falls below 15 total members, recruitment will commence and applicant evaluation(s) and appointment(s) will take place as soon as possible to fill membership vacancies (ARTICLE III, SECTION 12 of the *CHARTER AND BY-LAWS*).

#### SECTION 13: Membership Support

The following policy describes procedures for HPSG *Membership Support*.

1. Certain costs for meeting attendance will be either reimbursed or provided by DOH for HPSG members.
  - A. Reimbursement will be provided for certain expenses to support HPSG member participation in the planning process. These expenses include:
    - Round-trip mileage from the members point of origin to the meeting site, paid at the current DOH mileage rate; and
    - With submission of receipt and prior DOH approval, childcare expenses, duplication of meeting materials and other out-of-pocket expenses incurred in meeting attendance.
  - B. Airfare will be provided for members requiring airline transportation. Arrangements must be finalized with adequate preparatory time prior to the day of travel.
  - C. Lodging will be provided if a member has special needs or if travel arrangements dictate arrival on the day before a scheduled meeting. Lodging will also be provided for members

when a HPSG meeting is scheduled for more than one (1) day. Prior approval and arrangements will be necessary.

- D. Meals will be provided for working lunches and if a meeting involves more than one (1) day's travel. No other meal costs will be reimbursed by DOH without prior approval and arrangements.
2. Costs associated with travel to outside functions will be covered for Officers as resources allow. Outside functions include, but are not limited to, meetings where HPSG participation is requested and relevant conferences.
3. DOH's ability to provide financial support in the form of airfare, hotel, incidentals and per diem is subject to change.

## **ARTICLE IV. Officers**

### SECTION 1: Positions

No additional policies or procedures have been developed for this section.

### SECTION 2. Responsibilities

No additional policies or procedures have been developed for this section.

### SECTION 3. Appointment and Nominations / Elections

The following policy describes procedures for *Nominations and Elections of Community Officers* of the HPSG.

1. One responsibility of the HPSG is to elect a Community Co-Chair to work with the Governmental Co-Chair designated by DOH. HPSG fulfills this role by electing a Community Co-Chair-elect to fill the Community Co-Chair position on an annual basis.

The Community Co-Chair-elect serves one (1) year, during which time he/she is mentored by the sitting Community Co-Chair. After one (1) year as Community Co-Chair-elect or in the event of a vacancy in the Community Co-Chair position, whichever comes first, the Community Co-Chair-elect is automatically appointed to the position of Community Co-Chair.

All non-DOH members with at least one (1) year remaining on their HPSG membership term as of January 1 of the following year are considered eligible to run for the Community Co-Chair-elect position. HPSG members may nominate themselves or other members to serve as the Community Co-Chair-elect. In accordance with ARTICLE III, SECTION 5 of the *CHARTER AND BY-LAWS*, if a HPSG member is elected to the position of Community Co-Chair-elect after serving three (3) years on the planning group, he/she may serve up to six (6) years in order to fulfill the term obligation of the Community Co-Chair-elect, Community Co-Chair and Immediate Past Community Co-Chair positions. This is the only instance in

which a Rotating Member may serve more than four (4) years.

The timeline for the election process is as follows:

- Third Quarter: At the third quarter HPSG meeting, the Executive Committee announces the election and distributes a list of eligible members and distributes nomination forms and information to all HPSG members. Nominations will be closed two (2) weeks after the third quarter meeting. The Executive Committee will distribute the election roster and candidate information in a timely manner. The Executive Committee may request a short narrative from nominated candidates to share with the HPSG prior to voting. The specific information to be included in the narrative will be determined by the Executive Committee (if requested).
- Fourth Quarter: At the fourth quarter HPSG meeting the Executive Committee conducts a formal election. No floor nominations will be accepted.
- First Quarter (following year): The new Community Co-Chair-elect will begin serving his/her one-year term.

#### SECTION 4. Resignation

No additional policies or procedures have been developed for this section.

#### SECTION 5. Vacancies

No additional policies or procedures have been developed for this section.

### **ARTICLE V. Executive Committee**

#### SECTION 1. Role

These policies and procedures may only be amended in a form and manner consistent with the operating procedures of the HPSG *CHARTER AND BY-LAWS*.

#### SECTION 2. Composition

These policies and procedures may only be amended in a form and manner consistent with the operating procedures of the HPSG *CHARTER AND BY-LAWS*.

#### SECTION 3. Meetings

These policies and procedures may only be amended in a form and manner consistent with the operating procedures of the HPSG *CHARTER AND BY-LAWS*.

#### SECTION 4. Quorum

These policies and procedures may only be amended in a form and manner consistent with the

operating procedures of the HPSG *CHARTER AND BY-LAWS*.

## **ARTICLE VI. Governance of Meetings**

### SECTION 1. Quorum

These policies and procedures may only be amended in a form and manner consistent with the operating procedures of the HPSG *CHARTER AND BY-LAWS*.

### SECTION 2. Attendance

See ARTICLE III, SECTION 6 in the *POLICY AND PROCEDURES MANUAL* for policies and procedures related to Attendance.

### SECTION 3. Meeting Agenda and Report

These policies and procedures may only be amended in a form and manner consistent with the operating procedures of the HPSG *CHARTER AND BY-LAWS*.

### SECTION 4. Open to Public

These policies and procedures may only be amended in a form and manner consistent with the operating procedures of the HPSG *CHARTER AND BY-LAWS*.

### SECTION 5. Decision making

More information about Robert's Rules of Order is included in the Appendices.

### SECTION 6. Conflicts of Interest

The following policy defines *Conflicts of Interest* as a direct financial or fiduciary interest with respect to an action that is to be taken by the HPSG or that is pending. Direct financial or fiduciary interest includes, without limitations, ownership, employment, contractual, creditor or consultative relationship to, or board or staff membership in, any entity or individual, or in a substantial affiliate of such entity (including any such interest that existed at any time during the twelve (12) months preceding the vote). The procedures contained in this section apply to all HPSG members; committee members and participants; staff members; contractors and consultants to the HPSG; and the spouses, registered domestic partners and dependent children of the aforementioned persons, all of whom shall be referred to as "HPSG member(s)" for purposes of this section.

1. Prior to his/her first meeting as a member of the HPSG, each member shall disclose in writing any and all professional client or personal affiliations with agencies, which may pursue HIV funding. A Conflict of Interest Disclosure Statement form shall be completed annually by each HPSG member and kept on file. If any of the member's affiliations change

during the course of the year, the member is required to submit a revised Disclosure Statement to the Executive Committee within 30 days of the change. It is each member's responsibility to update and inform the HPSG of any conflict of interest. A sample Disclosure Statement can be found in the Appendices.

2. Conflicts of interest will not immediately preclude a HPSG member from voting on matters affecting a large group of entities or individuals including the one in which he/she has an interest. However, members with a conflict of interest shall not vote on a matter affecting only the particular entity or individual in which he/she has an interest or a small group of entities or individuals including such particular entity or individual.
3. It shall be assumed that there is no conflict of interest in members as they work to develop a Washington State Strategic HIV Plan. In deliberations regarding recommendations for the criteria to be used in resource allocation and/or evaluation of specific programs and activities (assuming the HPSG is invited to participate in this function by DOH), should a conflict of interest arise, members with a potential or actual conflict shall declare the nature of their conflict and refrain from voting on that item. The Co-Chairs may at any time recommend that an individual member abstain from voting on a matter where a perception of a conflict of interest may arise.
4. The Community Co-Chair, Community Co-Chair-elect or any two (2) HPSG members may request that the Executive Committee investigate and make recommendations to the HPSG concerning any HPSG member's conflict of interest or the appearance thereof. The HPSG shall take whatever action it deems appropriate. Removal is a last resort and shall take place pursuant to the policies defined in ARTICLE III, SECTION 9 of the *POLICY AND PROCEDURES MANUAL*. In the event of disagreements and/or differences, individuals may file a complaint in accordance with the ARTICLE VIII of the *POLICY AND PROCEDURES MANUAL*.
5. Regardless of whether the member may vote on any matter or participate in any discussion, any real or perceived conflict should be disclosed to the HPSG members contemporaneously.

#### SECTION 7. Voting

No additional policies or procedures have been developed for this section.

### **ARTICLE VII. Committees and Work Groups**

#### SECTION 1. General

No additional policies or procedures have been developed for this section.

#### SECTION 2. Composition

No additional policies or procedures have been developed for this section.

#### SECTION 3. Committee / Work Group Chairs

The following policy describes procedures for *Nominations and Elections of Committee and Work Group Chairs* of the HPSG.

1. In accordance with ARTICLE VII, SECTION 1 of the *CHARTER AND BY-LAWS*, the Executive Committee may propose committees and work groups at any time to meet the operational needs of the HPSG. The Executive Committee will submit their proposal to create a committee or work group to the HPSG for a majority vote.
2. Once a committee or work group is approved, the Co-Chairs will solicit eligible HPSG members interested in serving as the Chairperson(s) for a committee / work group.
3. The Co-Chairs evaluate interested Committee / Work Group Chair candidates by applying a uniform set of criteria.
4. Committee / Work Group Chairs are appointed to serve a one-year term. There is no limit to the number of terms a Chair may serve except as imposed by general HPSG member term limits.
5. If no committee / work group member expresses interest in the Chairperson position, the Co-Chairs must meet with the committee / work group and decide how the committee / work group will continue to function.

#### SECTION 4: Decision Making

No additional policies or procedures have been developed for this section.

### **ARTICLE VIII. Complaints Procedure**

The following *Complaints* policy classifies HPSG complaints into two categories: interpersonal and system. Interpersonal complaints pertain to disputes among and/or with individual HPSG members. System complaints include conflicts or disputes with HPSG planning processes and planning recommendations. Procedures for each type of complaint are detailed below.

1. Interpersonal Complaints – If an HPSG member has a dispute with another HPSG member, these steps should be followed:
  - A. The party filing the complaint must put the dispute in writing.
  - B. The party filing the complaint submits the written complaint to the other party involved in the dispute and sends a copy to each Co-Chair.
  - C. The parties involved in the dispute should meet to discuss the problem and try to resolve it. If an agreement is reached, the parties should put the resolution in writing, sign the document and submit it to each Co-Chair.
  - D. If the disputing parties cannot resolve the problem, or elect not to meet in person, the party filing the complaint submits a written request to the Co-Chairs asking them to meet with all concerned parties.
  - E. In a timely manner, the Co-Chairs arrange a meeting with the disputing parties, together or apart, to resolve the problem. If a Co-Chair is one of the parties involved in the complaint, an Executive Committee member will be included as a co-moderator.

- F. Decisions by the Executive Committee are final.
2. System Complaints – If HIV providers, consumers and other individuals involved in HIV have a dispute with HPSG planning processes or planning recommendations, these steps should be followed:
- A. An explanation of the dispute must be submitted in writing to both Co-Chairs.
  - B. In a timely manner, the Co-Chairs will notify all parties named in the dispute of the next scheduled Executive Committee meeting and distribute a copy of the complaint to Executive Committee members before the meeting.
  - C. The party who submitted the complaint presents it at the Executive Committee meeting and Executive Committee members may ask questions for clarification only.
  - D. Within one (1) week of the Executive Committee meeting, the Co-Chairs deliver a written determination to the disputing party.
  - E. If the party filing the complaint disagrees with the determination, she/he may submit a written appeal within 30 days of receipt to the Co-Chairs.
  - F. In an appeal, DOH will consider the issues presented and render a decision within thirty (30) days, or sooner if time is of the essence. Decisions of DOH are final.

## **ARTICLE IX. Policies and Procedures**

These policies and procedures may only be amended in a form and manner consistent with the operating procedures of the HPSG *CHARTER AND BY-LAWS*.

## **ARTICLE X. Books and Records**

No additional policies or procedures have been developed for this section.

## **ARTICLE XI. Amendments**

These policies and procedures may only be amended in a form and manner consistent with the operating procedures of the HPSG *CHARTER AND BY-LAWS*.

## **ARTICLE XII. Ratification**

These policies and procedures may only be amended in a form and manner consistent with the operating procedures of the HPSG *CHARTER AND BY-LAWS*.

## **ARTICLE XIII. Dissolution**

No additional policies or procedures have been developed for this section.

# APPENDICES

## **HPSG Member Job Description**

### **Role Summary**

HPSG members:

- Embody and demonstrate the qualities identified for HPSG members.
- Make a commitment to the success of the statewide HIV planning process and its results.
- Participate in inquiry, reflection, decision-making and problem-solving.
- Gather and use data and information.
- Collect and disseminate information to the community.

### **Length of Commitment**

HPSG members are expected to serve one (1) term of two (2) calendar years. If, at the end of a term, a member wishes to remain on the planning group, he/she may request to be reappointed by the Executive Committee for one (1) additional year, successively. An individual may serve a maximum of four (4) calendar years. Any member is eligible to reapply for HPSG membership after a two (2) year absence.

### **Estimated Time Requirement**

- HPSG members are expected to spend approximately twenty (20) hours per quarter to fulfill their responsibilities.
- Each member is expected to attend quarterly meetings of the full planning group in-person and specially convened meetings, as needed.
- Each member is expected to attend scheduled meetings of planning group committees, work groups and other small groups as established by the planning group.
- Each member is expected to make planning group meetings a priority for attendance, and absences are expected to be rare.
- Each member is expected to read materials in preparation for the work of the planning group and committees. Each member is expected to read, review, comment on and approve documents throughout the year, including, but not limited to, epidemiologic profiles, needs assessment reports, funding applications and the Washington State Strategic HIV Plan.

### **Major Duties and Tasks**

HPSG members:

- Review, reflect upon and help interpret data on epidemiology, evaluation, behavioral and social science, cost-effectiveness, scale and needs assessment, as well as other information required to develop HIV strategies.

- Collaborate with DOH on how best to obtain additional data and information, including, but not limited to, input from local communities and DOH sub-grantees.
- Participate in the assessment of existing community resources to help determine the community's capacity to respond to the HIV epidemic.
- Recommend outcomes-based strategies to optimize efforts to reduce new HIV infections.
- Consider how the following areas are addressed within the Washington State Strategic HIV Plan:
  - Healthcare access and utilization;
  - HIV screening and testing;
  - Partner services;
  - HIV care and treatment, including early intervention, case management, primary care, treatment and other HIV care-related services;
  - Behavioral interventions;
  - Public information and social marketing;
  - Sexually transmitted disease (STD), viral hepatitis, tuberculosis (TB) and family planning and reproductive health;
  - Substance use / abuse prevention and treatment;
  - Mental health services;
  - Other public health needs; and
  - Other client-level needs.
- Develop goals and objectives for HIV strategies and interventions.
- Evaluate the statewide HIV planning process and assess the responsiveness and effectiveness of DOH's application for federal HIV funds in addressing the priorities identified in the Washington State Strategic HIV Plan.
- Identify technical assistance / capacity development needs for effective community participation in the planning process.

## HPSG Governmental Co-Chairperson Job Description

### **Role Summary**

The Governmental Co-Chair works in conjunction with the Community Co-Chair to manage and oversee the community planning process and the planning group. The Governmental Co-Chair works with the Community Co-Chair to ensure all members understand and exercise their responsibilities in regard to accomplishing the purpose and goals of the HPSG.

### **Selection Procedure and Length of Commitment**

The Governmental Co-Chair is appointed by the Director of the DOH Office of Infectious Disease.

### **Roles and Responsibilities**

- Supports the purpose of HPSG as defined in the *CHARTER AND BY-LAWS*.
- Presides over regular meetings of the HPSG with the Community Co-Chair.
- Presides over Executive Committee meetings with the Community Co-Chair.
- Appoints Committee / Work Group Chairs with the Community Co-Chair.
- Facilitates communication between DOH, CDC, HRSA and HPSG.
- Provides guidance to members to ensure understanding and participation in the community planning process.
- Assures that the planning process used by HPSG meets the specific requirements and intent expressed in CDC guidance and HRSA guidelines.
- Signs letters of concurrence with the Community Co-Chair.
- Monitors and intervenes in conflicts and inappropriate actions by HPSG members with Community Co-Chair.
- Oversees the development of HIV prevention and care grant applications regarding prevention and care funding and HIV prevention and care planning activities.
- Manages and oversees community planning activities including the responsibilities of DOH staff related to community planning.
- Ensures significant opportunity for community input into all aspects of the community planning process.
- Coordinates with other state, local and federal agencies.

## **HPSG Community Co-Chairperson Job Description**

### **Role Summary**

The Community Co-Chair works in conjunction with the Governmental Co-Chair to provide leadership and direction in the planning process. The Community Co-Chair works with the Governmental Co-Chair to ensure all members understand and exercise their responsibilities in regard to accomplishing the purpose and goals of the HPSG.

### **Selection Procedure and Length of Commitment**

The Community Co-Chair will be automatically appointed when he/she completes his/her term as Community Co-Chair-elect in accordance with the HPSG *POLICY AND PROCEDURES MANUAL*. The Elected Community Co-Chair will serve a period of one (1) year except in the event of a vacancy.

### **Estimated Time Requirement**

The Community Co-Chair is expected to spend 60 hours per quarter to fulfill the responsibilities of the Co-Chair position.

### **Roles and Responsibilities**

- Supports the purpose of HPSG as defined in the *CHARTER AND BY-LAWS*.
- Presides over regular meetings of the HPSG with the Governmental Co-Chair.
- Presides over Executive Committee meetings with the Governmental Co-Chair.
- Appoints Committee / Work Group Chairs with the Governmental Co-Chair.
- Facilitates communication between members, the community-at-large and DOH.
- Provides guidance to ensure understanding and participation in the community planning process.
- Assures that the planning process used by HPSG meets the specific requirements and intent expressed in CDC guidance and HRSA guidelines.
- Signs letters of concurrence with the Governmental Co-Chair.
- Monitors and intervenes in conflicts and inappropriate actions by HPSG members with Governmental Co-Chair.
- Monitors the membership selection process.
- Ensures significant opportunity for community input into all aspects of the community planning process.
- Represents HPSG at conferences, events and in media, when directed to do so by HPSG.

## **HPSG Community Co-Chairperson-Elect Job Description**

### **Role Summary**

The Community Co-Chair-elect works with the Community and Governmental Co-Chairs to develop the capacity for leadership that will be necessary when the Community Co-Chair-elect assumes the role of Community Co-Chair in the next planning year. The Community Co-Chair-elect also provides continuity in the transition of HPSG leadership.

### **Selection Procedure and Length of Commitment**

The Community Co-Chair-elect will be selected by a ballot vote of the HPSG in accordance with the membership section of the *POLICY AND PROCEDURES MANUAL*. The Community Co-Chair-elect serves one (1) year except in the event of a vacancy.

### **Estimated Time Requirement**

The Community Co-Chair-elect is expected to spend 40 hours per quarter to fulfill the responsibilities of the position.

### **Roles and Responsibilities**

- Supports the purpose of HPSG as defined in the *CHARTER AND BY-LAWS*.
- Understands the *HPSG CHARTER AND BY-LAWS* and *POLICY AND PROCEDURES MANUAL* and prepares to fulfill the roll and responsibilities of the Community Co-Chair.
- Learns how to preside over regular meetings of the HPSG.
- Develops the capacity to provide guidance to members to ensure understanding and participation in the community planning process.
- Facilitates communication between members, the community-at-large and DOH.
- Provides ongoing communication of current planning processes and activities to non-HPSG constituencies.
- Attends Executive Committee meetings.
- Monitors and guides assigned committee activities and attends at least one (1) meeting of each committee during the year, as appropriate. (Does not vote)
- Develops the capacity to monitor and intervene in conflicts and inappropriate actions by HPSG members.
- Supports the Co-Chairs in their work to ensure significant opportunity for community input into all aspects of the community planning process.
- With the Community Co-Chair, represents HPSG at conferences, events and in media, when directed to do so by HPSG.

## **HPSG Immediate Past Community Co-Chairperson Job Description**

### **Role Summary**

The Immediate Past Community Co-Chair works with the Executive Committee to provide historical context of previous HPSG planning processes and activities. The Immediate Past Community Co-Chair also provides continuity in the transition of HPSG leadership.

### **Selection Procedure and Length of Commitment**

The Immediate Past Community Co-Chair will be automatically appointed when he/she completes his/her term and Community Co-Chair. The Immediate Past Community Co-Chair serves one (1) year.

### **Estimated Time Requirement**

The Immediate Past Community Co-Chair is expected to spend 20 hours per quarter to fulfill the responsibilities of the position.

### **Roles and Responsibilities**

- Supports the purpose of HPSG as defined in the *CHARTER AND BY-LAWS*.
- Provides historical context relevant to current planning processes and activities to the HPSG membership.
- Assists the HPSG Executive Committee with framing current planning processes in light of historical context.
- Provides ongoing communication of current planning processes and activities to non-HPSG constituencies
- Mentors Community Co-Chair and Community Co-Chair-elect in meeting preparation to fulfill meeting objectives.
- Coordinates with DOH to mentor, educate and empower HPSG members to maximize understanding and meaningful participation in the planning process.
- Supports the HPSG during the meeting to adhere to meeting outcomes framed in the agenda.
- Ensures significant opportunity for community input into all aspects of the community planning process.

## **HPSG Committee / Work Group Chairperson Job Description**

### **Role Summary**

Committee / Work Group Chairs provide leadership and direction to HPSG committees and work groups by ensuring that all members understand and exercise their responsibilities to make decisions that support the purpose of the HPSG with regard to the goals of the committee / work group.

### **Selection Procedure and Length of Commitment**

Committee / Work Group Chairs are appointed by the HPSG Co-Chairs for a period of one (1) year. There are no term limits except those imposed by HPSG member term restrictions.

### **Estimated Time Requirement**

Committee / Work Group Chairs spend approximately 20 hours per quarter to fulfill the responsibilities of their position.

### **Roles and Responsibilities**

- Presides over committee / work group meetings.
- Acts as principal spokesperson of the committee / work group.
- In conjunction with committee / work group members and staff, sets committee / work group work plans to meet HPSG goals and objectives as specified by HPSG.
- Ensures the follow-through of all committee / work group tasks.
- Monitors attendance of committee / work group members and prepares written reports to the Executive Committee.
- Generates agendas and reports for committee / work group meetings.

**Principles of Parliamentary Procedure<sup>1</sup>**  
(From *Robert's Rules in Plain English*)

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist, not inhibit, the group.
2. A meeting can deal with only one matter at a time.
3. All members have equal rights, privileges and obligations. One of the Chairperson's main responsibilities is to use the authority of the Chair to ensure that all people attending a meeting are treated equally, e.g., not to permit a vocal few to dominate the debates.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.

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<sup>1</sup> Robert's Rules of Order are used by the HPSC for formal decision making only as specified in the *CHARTER AND BY-LAWS, ARTICLE VI, SECTION 4*.

5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members – majority and minority – should be the concern of every member, for a person may be in a majority on one question, but in a minority on the next.
6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented at a meeting and to know what effect(s) a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

## Parliamentary Procedures for Presenting and Handling Motions

1. A member wishing to make a motion must obtain the floor by raising his / her hand and waiting for recognition by the Chair.
2. The Chairperson says, "The Chair recognizes . . . (member's name)"
3. The member states his / her purpose by saying, "I would like to propose a motion," then states the motion affirmatively.
4. A member other than the one who made the motion says, "I second the motion," or, "Second," or the Chairperson will ask for a second to the motion. If there is no second, the motion is not considered.
5. After the motion has been seconded, the Chairperson clarifies it by saying: "A motion has been made by (name of mover) and seconded that . . . (Chair restates the motion for the record)."
6. If it is a type of motion open to discussion, the Chair asks, "Is there any discussion?"
  - a. Direct all comments to the Chair.
  - b. A motion may be changed by amendment.
  - c. If the group does not wish to take final action on the motion, it may be disposed of in some other way following "Rules for Handling Motions," e.g., tabling.
7. If there is no more discussion or if a motion to stop debate is adopted, the question is put to the assembly. The Chair calls for a vote by saying, "If there is no further discussion (silence is taken as consent), the motion before us is . . . (restate the motion)." There are several methods of voting on a motion:
  - a. "All those in favor, please say 'Aye'."
  - b. "All opposed, please say 'No'."
  - c. *By show of hands.* Members raise their hands as sight verification of or as an alternative to a voice vote. It does not require a count. A member may move for an exact count.
  - d. *By roll call.* If a record of each person's vote is needed, each member answers "yes," "no," or "present" (indicating the choice not to vote) as his or her name is called.
  - e. *By ballot.* Members write their vote on a slip of paper. This is done when secrecy is desired.
  - f. *General consent.* When a motion isn't likely to be opposed, the Chair says, "If there is no objection..." Members show agreement by their silence. If someone says, "I object," the matter must be put to a vote.
8. The Chair announces the result by saying, "The 'Ayes' have it, the motion is carried," or "The 'Nays' have it, the motion is defeated."

# HPSG

## MEMBER CONFLICT OF INTEREST DISCLOSURE STATEMENT

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All members of the HPSG are likely subject to some conflict of interest and to some bias with respect to the outcome of the planning process. Members shall disclose a conflict of interest when participating in the final determination on issues in which they have a direct, personal fiduciary interest in the outcome of the decision. Potential conflicts of interest extend to an HPSG members spouse, registered domestic partner and dependent children.

**DEFINITION:** As set forth in the HPSG *POLICY AND PROCEDURES MANUAL*, a *Conflict of Interest* is defined as a direct financial or fiduciary interest with respect to a vote that is to be taken.

**STATEMENT:**

1. I have read, understand and support ARTICLE VI, SECTION 5 of the HPSG *POLICY AND PROCEDURES MANUAL*.
2. Organizations that I, my spouse, registered domestic partner and/or dependent children are affiliated with, and in which I, my spouse, registered domestic partner and/or dependent children may have a direct, personal financial or fiduciary interest include:

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(Please print)

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(Please print)

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(Please print)

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Printed Name of HPSG Member

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Date

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Signature of HPSG Member

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HPSG Community Co-Chair printed name

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Date

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Signature of HPSG Community Co-Chair