

RESPONSIBILITIES AND EXPECTATIONS OF INDIVIDUAL PC/PB MEMBERS – AND HOW THE PC/PB CAN SUPPORT THEM

Introduction

The responsibilities of a Ryan White HIV/AIDS Program (RWHAP) Part A Planning Council (PC) as a body are legislatively defined and further described in numerous guidance documents. Ideally, a Part A Planning Body (PB) has the same duties. The legislation does not specify the responsibilities of *individual* PC/PB members, other than laying out conflicts of interest members must avoid. However, the legislatively defined responsibilities of planning councils do help delineate actions by individual members to carry out those duties.

PC/PBs expect their members to play multiple roles. Most can be described in terms of one of the following:

- **LEARN**
- **PREPARE**
- **PARTICIPATE**



Section I of this document summarizes responsibilities and expectations for individual PC/PB members. Section II lists ways PC/PB support (PCS) staff, PC/PB and committee leaders, other members, and recipient staff can support and assist members in meeting these expectations – especially new members and people who come to the PC/PB without other planning experience.

I. WHAT IS EXPECTED OF INDIVIDUAL PC/PB MEMBERS



LEARN
ABOUT...

Individual Member Responsibilities:

- **RWHAP legislation and HRSA HAB guidance, especially Part A**
- **Your EMA/TGA**
 - The local epidemic
 - The local system of HIV services
 - Identified service needs and gaps
- **Service categories**
 - What services are fundable by RWHAP Part A
 - What services are currently funded in the EMA/TGA
- **PC/PB operations**
 - Structure/committees
 - Roles and responsibilities
 - Bylaws and other policies and procedures
 - Annual PC calendar and committee work plans
- **Planning skills**
 - Understanding data charts and reports
 - Assessing data quality
 - Reading financial reports on use of program funds
 - Making decisions that are data-based
 - Knowing when to act as an advocate and when to be a planner
 - Implementing legislative roles

Individual Member Expectations:

- Participate in orientation and training for new members
- Read PC/PB member manuals and other available materials
- Recognize the responsibility for ongoing learning
- Seek out more information or request additional training as needed



PREPARE

Individual Member Responsibilities:

- **Review orientation materials prior to the session(s)**
- **Review PC/PB and committee meeting materials prior to meetings**
 - Agenda
 - Minutes from the prior meeting
 - Committee reports
 - Pending resolutions or other motions
 - Reports or other materials for scheduled presentations
- **Ask PC/PB Support staff or veteran members about materials that are unclear to you**
- **Assist and mentor other members so they are prepared for their roles**

Individual Member Expectations:

- Always review materials prior to meetings and come prepared to ask informed questions, discuss, and take action on agenda items
- Proactively seek additional information or explanations
- Encourage other members to come prepared



PARTICIPATE ACTIVELY IN...

Individual Member Responsibilities:

- **New member orientation**
- **PC/PB monthly and special meetings**
- **Priority setting and resource allocation activities**
 - Data presentations
 - Development of directives
 - Priority setting and resource allocation sessions
- **At least one committee**
- **PC/PB-sponsored training or retreats and related events**
 - Separately scheduled training or retreats
 - Mini-trainings before, during, or after meetings
 - Member get-acquainted and team-building activities
- **Implementation of legislative responsibilities like needs assessment and integrated/comprehensive planning**
- **Efforts to link the PC/PB and community**
 - Community meetings, where PC/PB representation is needed
 - PC/PB-sponsored meetings to obtain community input
 - Sessions to inform the community about the RWHAP program and the work of the PC/PB
 - Recruitment of PC/PB or committee members
- **Management of conflict of interest – your own and that of other members**

Individual Member Expectations:

- Attend meetings regularly – minimize absences
- Let PC Support staff and leadership know if you will be absent from a meeting or other event
- Attend both mandatory and optional training and events
- Participate actively – listen, ask questions, raise issues, and vote
- Support the Chair in moving the agenda

II. WAYS THE PC/PB CAN SUPPORT ITS MEMBERS



How PC/PBs Can Support Individual Members in **LEARNING**

PC/PB LEADERS AND OTHER MEMBERS CAN...	PC/PB SUPPORT (PCS) STAFF AND RECIPIENT STAFF CAN...
<p>Membership Committee:</p> <ul style="list-style-type: none"> • Help design and deliver new member orientation • Assess member training needs • Help design and deliver training • Identify needed reference materials <p>PC/PB Chair/Co-Chairs:</p> <ul style="list-style-type: none"> • Ensure that orientation is provided promptly • Help deliver orientation • Identify additional training needs • Encourage mini-training during meetings • Arrange for mentoring of new members • Serve as a source of information for new members <p>Committee Chairs:</p> <ul style="list-style-type: none"> • Identify training needs of committee members • Work with PCS staff to arrange and provide committee training • Be sure new members have access to committee minutes and materials from the past 1-2 years <p>Other Members:</p> <ul style="list-style-type: none"> • Answer questions • Welcome new members and help them feel comfortable asking questions 	<p>PC/PB Support Staff:</p> <ul style="list-style-type: none"> • Arrange/coordinate orientation • Arrange/coordinate training • Develop and provide reference materials such as member manuals electronically or in printed form • Be available to answer member questions and provide additional materials <p>Recipient Staff:</p> <ul style="list-style-type: none"> • Assist with new member orientation • Clarify boundaries between PC/PB member and recipient roles during training and meetings • Support ongoing learning by providing information and answering questions



How PC/PBs Can Support Individual Members in **PREPARING**

PC/PB LEADERS AND OTHER MEMBERS CAN...	PC/PB SUPPORT (PCS) STAFF AND RECIPIENT STAFF CAN...
<p>PC/PB Chair/Co-Chairs:</p> <ul style="list-style-type: none"> • Be sure materials reviewed by the Executive Committee are revised as needed and submitted for dissemination well before PC/PB meetings to allow time for review • Encourage members with questions about agenda items or meeting materials to contact them or others prior to meetings <p>Committee Chairs:</p> <ul style="list-style-type: none"> • Be sure written materials from committees are provided to PCS for dissemination well before meetings to allow time for review • Mentor new committee members <p>Other Members:</p> <ul style="list-style-type: none"> • Offer to share information and experience with new members to help them prepare for meetings 	<p>PC/PB Support Staff:</p> <ul style="list-style-type: none"> • Help ensure that PC/PB and committee meeting materials are disseminated well before the meetings to allow time for review • Answer questions about agenda items or materials • Identify resources that provide needed background, including reports or other materials from before the member joined the PC/PB • Help ensure that materials are user-friendly <p>Recipient Staff:</p> <ul style="list-style-type: none"> • Provide materials to committees prior to meetings to allow time for review • Provide epidemiologic, expenditure, and utilization data prior to PC/PB meetings and in user-friendly formats



How PC/PBs Can Support Individual Members in **PARTICIPATING**

PC/PB LEADERS AND OTHER MEMBERS CAN...	PC/PB SUPPORT (PCS) STAFF AND RECIPIENT STAFF CAN...
<p>PC/PB Chair/Co-Chairs:</p> <ul style="list-style-type: none"> • Set aside time at meetings to introduce new members and help them get to know other members • Maintain an environment where member questions are welcomed and answered • Prevent domination of meetings by a few veteran members • Discourage use of acronyms and technical terms by presenters or leadership <p>Committee Chairs:</p> <ul style="list-style-type: none"> • Provide background information to new members so they understand the work of the committee • Maintain a committee meeting environment that encourages questions and makes all members feel valued <p>Other Members:</p> <ul style="list-style-type: none"> • Actively welcome new members and become acquainted with them • Mentor new members to build confidence and encourage active participation • Be patient with questions and discussion during meetings, especially from new members – avoid making them feel they are wasting veteran members’ time 	<p>PC/PB Support Staff:</p> <ul style="list-style-type: none"> • Provide support to members with limited prior planning experience to be sure they feel prepared for active participation <p>Recipient Staff:</p> <ul style="list-style-type: none"> • Present information in clear, concise, user-friendly formats • Welcome and answer relevant questions during presentations

Resources for Supporting Individual Members

Resource materials are available, from PC/PBs, HRSA HAB and Planning CHATT, to support and inform individual members and help them to participate fully in PC/PB planning activities and decision-making. Following are descriptions and links to some of these resources.

PC/PB Member Manuals:

Some PC/PBs call them “new member orientation manuals,” since they are provided to all members as soon as they are appointed. Others PC/PBs refer to them as “policy and procedures manuals,” which contain comprehensive information about the PC/PB’s structure, membership, and operations, as well as reference materials. These manuals may be maintained on the PC/PB website (sometimes in a “members only” section), accessed through an online file-sharing site (such as Google Drive, Dropbox), sent electronically to members, or provided as hard copies.

Here are examples of member manuals from several PC/PBs:

The Miami-Data EMA HIV/AIDS Partnership’s New Member Orientation Manual, dated 2021. It provides an array of information and materials for new members. Among the topics covered: membership and how to join, officers, member responsibilities, member reimbursement policy, bylaws, rules and policies, staff support, and resources. It includes copies of the planning council’s bylaws and the Planning Council Primer. Available at: <http://aidsnet.org/wp-content/uploads/2021/02/NMO-Manual-Revision-FULL-DRAFT-2-8-21.pdf>

The Nashville TGA Ryan White Part A Planning Council’s New Member Orientation Manual, described as “adapted from the Orientation Manuals of the San Diego, Denver, and Phoenix Planning Councils.” It provides information on legislative components of the RWHAP and program oversight, an overview of the Nashville Part A grant, medical and support services, and extensive planning council information, including vision and mission, principles, overview, membership, roles and responsibilities, meetings, governance, committees, support staffing and local recipient structure, and the grievance policy. A section called “What It Means to be a Planning Council Member” lists expectations from the monthly time commitment to attendance and relationship building, and discusses Conflict of Interest, Code of Conduct, Confidentiality, and Communication. Eleven appendices provide copies of key policies and procedures, and service definitions, The last appendix, a New Member Orientation Statement, asks new members to sign a statement that they received, read, and understand the contents of the manual and know where to go for additional information. Available at: http://static1.squarespace.com/static/54ecb29fe4b0b080e168fc09/t/55687081e4b0f08b0b2a41fc/1432907905046/6.Orientation+Manual_v4_2015_05.pdf

The Sacramento TGA HIV Health Services Planning Council's Policy and Procedure Manual, dated 2021. Extremely comprehensive, it has a section on Purpose, Structure, and Membership that includes a Planning Council Overview, the Planning Council Primer, an organizational chart from the RWHAP Part A application, committee overviews, membership and committee chair rosters, an annual meeting schedule, and a provider directory; other sections provide RWHAP and Brown Act (open meetings) legislation, bylaws and directives, committee policies and procedures, detailed policies and procedures for the Planning Council as a whole and each of the committees, service standards, PC forms, information on Robert's Rules of Order, acronyms, and the current integrated prevention and care plan. Available at: https://www.sacramento-tga.com/uploads/3/8/1/0/3810919/section_1_table_of_contents_3.24.21.pdf

The San Francisco EMA HIV Community Planning Council Policy & Procedure Manual. It is extremely thorough and clear and includes eight sections: Council Foundation (Bylaws, Mission, and Values), Membership, Mentoring Program, Officers & Representatives, Meetings, Decision-making & Voting, Operations, Grievances, and an Appendix (Mentor Guidelines, Council Cultural Humility Statement, and Acronyms). The manual provides policies and procedures that describe member responsibilities as well as supports. The following may be especially useful for clarifying individual member responsibilities and expectations, as well as how to support new members: the Council Member Job Description, which includes both mandated roles and "additional responsibilities"; Orientation & Training for New Council Members," which calls for a "pre-orientation and training needs assessment" with prospective members and specifies a detailed list of topics to be covered in orientation; the Mentoring Program, to offer "mentoring and coaching" of new members; and Rules for Respectful Engagement in meetings, which provides a chart of concepts/rules with an explanation of each and a list of behaviors that support the rule. Available at: <https://www.sfhivplanningcouncil.org/Documents/P&P%202017/HCPC%20Policy%20&%20Procedure%20Manual.pdf>

HRSA HAB Materials:

Introductory materials describing the Ryan White legislation and Parts, especially RWHAP Part A. See About the *Ryan White HIV/AIDS Program*, at <https://hab.hrsa.gov/about-ryan-white-hiv-aids-program/about-ryan-white-hiv-aids-program>, and information about RWHAP Part A at <https://hab.hrsa.gov/about-ryan-white-hiv-aids-program/part-a-grants-emerging-metro-transitional-areas>

Policy Notices and Program Letters, including a series of Policy Clarification Notices (PCNs), are listed on the HRSA HAB website, at <https://hab.hrsa.gov/program-grants-management/policy-notices-and-program-letters>. Among the most important PCNs for planning councils is:

- "PCN #16-02, Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds," revised October 22, 2018, which describes fundable medical and support service categories, available at https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf

Planning CHATT Materials:

The Planning Council Primer, updated in 2018. The Primer has long served as a basic source of information to help planning council members understand the roles and operations of planning councils and how planning councils work with the recipient. Available at: <https://targethiv.org/planning-chatt/planning-council-primer>

The Training Guide for RWHAP Part A Planning Councils/Planning Bodies: A Member's First Planning Cycle, completed in 2020, is designed to help PC/PBs conduct orientation and training for members. Members who want to learn more about their planning responsibilities and feel more confident participating actively during meetings may find the Quick Reference Handouts especially helpful; each of the ten modules in the Training Guide includes at least one, and most are available in both English and Spanish. Available at: <https://targethiv.org/planning-chatt/training-guide>

Planning CHATT Webinars: By reviewing webinar slides, recordings, and questions and answers PC/PB member can continue their learning, at their convenience, about PC/PB responsibilities and about working successfully with other members. The webinars and companion materials are available at: <https://targethiv.org/planning-chatt/webinars>

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