

CUYAHOGA COUNTY

BOARD OF HEALTH

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**Ryan White HIV/AIDS Treatment Extension Act Part A Program and Minority AIDS Initiative - Administrative Services Planning Council Support Pre-Bid Meeting
November 28, 2016**

Grantee Notations:

- Link to legislative requirements highlighted on Page 3.
- All past Planning Council meeting notes, agenda's, flyers and policies can be found on the Cleveland TGA website at: <http://www.ccbh.net/ryan-white-hiv-aids-planning-co/>
- Word documents for attachments will be placed on the CCBH website for ease in completing your proposal

Questions from Attendees:

- 1: With Ad-Hoc Committees, typically what is the timing, how many each year are there?
- We only had one this year. Ad-Hoc meeting can be done through conference calls or in-person. If it is something we can coordinate we will, but depending on the topic the contractor may need to lead.
- 2: What is the responsibility of the support person?
- It is a half-time person that coordinates conference lines, meeting locations, as well as takes minutes and coordinates food for the meetings.
- 3: The training priorities are based off of the Planning Council Facilitation & Management activities 12 and 13, correct?
- Yes. Activities listed on page 5 and 6.
- 4: What did you find the last time you were in the Planning Council process as your biggest challenges and/or learnings?
- Ensuring Planning Council deliverables are completed timely. The person needs to be a seasoned facilitator and stay on top of time lines. Also, remembering to follow the Planning Council responsibilities identify in the Federal Legislation.
- 5: Do you find the majority of people that are drawn to Planning Council are advocates by heart?
- Yes. However the Federal legislative requirement must be met. A large part of the work needs to be done by looking at data and making sure that decisions are being made based on data sets and facts.
- 6: How do people find out about Planning Council?

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- We advertise in the community, at forums, with Medical Case Managers, peer groups, and people join if they are interested.

7: Do you turn members away?

- We are currently trying to fill the full 35 seats. There is a process to do so, and this process is headed by the Planning Council's Membership Committee.

8: How critical is a health background for the facilitator?

- No requirements but the person needs to be able to interpret legislation and health outcomes. Basic knowledge and ability to interpret data is also important.

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