

# Cuyahoga Regional HIV Health Services Ryan White Planning Council

(Created 10/2016, based on Revised Bylaws, pending Cuyahoga County Counsel approval)

## Committees

The Planning Council structure shall include three (3) Standing Committees, one (1) governance committee an Executive Committee and the Full Council of all members appointed by the Chief Elected Official.

Committee Name	Day, Time & Location	Key Responsibility	Membership Composition
<b>Full Planning Council</b>	3 <sup>rd</sup> Wednesday, 5:30-7:00 p.m. Ursuline Piazza/St. Augustine Manor Health Campus	<b>Duties:</b> Oversight and approval of official PC business	<b>Membership:</b> The Full Planning Council shall consist of all individuals appointed by the Chief Elected Official of the TGA to serve on the Planning Council.
<b>Executive Committee</b>	3 <sup>rd</sup> Wednesday, 4:00-5:30 p.m. Ursuline Piazza/St. Augustine Manor Health Campus	<b>Duties:</b> The Executive Committee shall coordinate the work of the Planning Council, ensuring that all legislative responsibilities are being met. The responsibilities shall include: <ul style="list-style-type: none"> <li>a. Providing the leadership for establishing the Planning Council's priorities annually and its overall agenda and work products.</li> <li>b. Setting and approving the agenda for each monthly PC meeting.</li> <li>c. Providing leadership and oversight of the PC consolidated work plan on a monthly basis and ensuring completion of all PC work products.</li> <li>d. Reviewing all standing committee work products before they go to the Full PC for</li> </ul>	<b>Membership:</b> Committee shall be comprised of the Planning Council Co-chairs and the co-chairs of each of the standing committees. The make-up shall include four (4) PLWH/A. If the four PLWH/A are not reflected among the standing committee co-chairs, then at-large PC members will be appointed by the Executive Committee to meet the PLWH/A composition requirement set forth by these Bylaws. The Ryan White Part A Project Director & Program Supervisor are non-voting <i>ex officio</i> members.

		<p>approval; requesting revisions or additional work as needed.</p> <ul style="list-style-type: none"> <li>e. Problem solving and integrating work plans across committees.</li> <li>f. Serving as a conduit for information sharing.</li> <li>g. Ensuring the integrity of the PSRA process.</li> <li>h. Managing the overall operations of the PC.</li> <li>i. Appointing and removing co-chairs of standing and special committees (as recommended in accordance with PC co-chairs)</li> <li>j. Reviewing and making decisions on filed grievances.</li> </ul>	
<p><b>1.</b> <b>Community Liaison Committee (CLC)</b></p>	<p>2<sup>nd</sup> Wednesday 12:00-1:00 p.m. Ursuline Piazza/St. Augustine Manor Health Campus</p>	<p><b>Duties:</b> The CLC leads and coordinates links between the Planning Council and the PLWH/A Community, especially consumers of Ryan White services. The CLC also seeks to improve Ryan White services by informing the PC with their ideas, experiences and vision in order to improve the coordination of services within the TGA to increase Health Outcomes of PLWH/A.</p> <p>CLC Members shall sponsor Community Forums across the TGA and provide assistance and review in the creation of collateral materials for release in the community (including English/Spanish versions.)</p>	<p><b>Membership:</b> Committee members shall be individuals living with or affected by HIV/AIDS. The Membership size shall be unlimited and may include non-planning Council Members.</p> <p>The committee may choose to have open membership to encourage greater consumer Participation.</p>
<p><b>2.</b> <b>Strategy &amp; Finance Committee</b></p>	<p>2<sup>nd</sup> Wednesday 1:00-2:30 p.m. Ursuline Piazza/St.</p>	<p><b>Duties:</b> Members shall be responsible from monitoring Part A expenditures and service utilization by service category and overseeing the PSRA Process. Additional responsibilities:</p>	<p><b>Membership:</b> Because of its responsibility for overseeing the PSRA process, the majority of members of the S&amp;F committee</p>

(S&F)	Augustine Manor Health Campus	<ul style="list-style-type: none"> <li>a. Create and publish by March annually a PSRA Work plan and schedule of PSRA activities to successfully carryout PSRA, including:               <ul style="list-style-type: none"> <li>i. Making sure there is a written process for conducting PSRA and ensuring the PC follows the process annually.</li> <li>ii. Leading the development of the annual data request to Grantee in preparation for PSRA.</li> <li>iii. Developing and regularly reviewing policies and procedures that guide PSRA activities and final decision-making by the PC.</li> <li>iv. Leading the effort to develop directives to the Grantee on how best to meet service priorities</li> </ul> </li> <li>b. Establish procedures for reallocations across service categories during the program year and work closely with the Grantee to develop recommended reallocations for PC action.</li> <li>c. In collaboration with the QI Committee, use data gathered through the needs assessment process to inform the allocation and re-allocation of funds to service categories.</li> <li>d. Participate in needs assessments in coordination with the QI Committee to determine health care needs of PLWH/A in the TGA.</li> </ul>	must be appointed Planning Council members. A majority shall be individuals who <b><u>do not</u></b> represent Part A-funded providers.
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		e. Lead the annual Assessment of the Efficiency of the Administrative Mechanism (AEAM).	
<b>3. Membership, Retention and Marketing (MRM)</b>	2 <sup>nd</sup> Wednesday 2:30-3:30 p.m. Ursuline Piazza/St. Augustine Manor Health Campus	<p><b>Duties:</b> MRM shall be responsible for developing an implementing an open nominations process (also referred to as the Membership Application Process), in accordance with legislative requirements for Planning Council membership recruitment, review of applications, interviews of applicants, and recommendation of nominees for PC service. Additional responsibilities:</p> <ul style="list-style-type: none"> <li>a. Develop and implement an “Open Nomination Process,” to maintain PC Reflectiveness and Representation in accordance with HRSA guidelines and PC legislative requirements, including a semi-annual assessment of PC reflectiveness.</li> <li>b. Develop membership recruitment strategies to maintain reflectiveness, including targeted outreach in accordance with the HIV prevalence of the Cleveland TGA.</li> <li>c. Develop, implement and enforce an effective Attendance Policy to govern PC attendance.</li> <li>d. Provide leadership for development and implementation of ongoing training to enhance PC capacity to achieve its legislative responsibility, including the establishment and implementation of training for: <ul style="list-style-type: none"> <li>i. An Annual PC training program, to</li> </ul> </li> </ul>	<p><b>Membership:</b> Because of the confidential nature of the committee’s work, all MRM members must be appointed Planning Council members. The committee shall involve other Planning Council members to serve on interview panels to conduct interviews of potential candidates interested in serving on the Planning Council.</p>

		<p>include “New Member Orientation,” and/or refresher training.</p> <ul style="list-style-type: none"> <li>ii. Understanding and using data for decision-making.</li> <li>iii. Creating and monitoring implementation of Service Directives.</li> <li>iv. Conducting Needs Assessments</li> </ul> <ul style="list-style-type: none"> <li>e. Oversee evaluation and compliance with Planning Council Training requirements.</li> <li>f. Develop program initiatives to strengthen new member capacity and understanding of Ryan White legislative responsibilities.</li> <li>g. Update and maintain the accuracy of the Planning Council Bylaws, including supporting appendices, and Operating Procedures as further guidance for enforcing PC operations, including for example, procedures for compliance with Conflicts of Interest or enforcement of the PC’s Code of Conduct policies, etc.</li> </ul>	
<p><b>4. Quality Improvement Committee (QI)</b></p>	<p>3<sup>rd</sup> Wednesday, 2:30-4:00 p.m. Ursuline Piazza/St. Augustine Manor Health Campus</p>	<p><b>Duties:</b> The QI Committee ensures that services funded by Part A meet or exceeds established HIV clinical standards and Public Health Guidelines. Additional responsibilities:</p> <ul style="list-style-type: none"> <li>a. Provide leadership and support for development of an annual Needs Assessment.</li> <li>b. Serve as PC liaison in the creation of and any revisions or amendments to the Integrated Comprehensive</li> </ul>	<p><b>Membership:</b> The Committee shall consist of cross-functional representation of clinical and support service professionals, representatives from the Part A Grantee’s Office, other Ryan White “parts” (e.g. B, C, D, and/or F), social workers, program administrators and consumers of Part A services.</p>

		<p>HIV Prevention and Care Plan.</p> <ul style="list-style-type: none"> <li>c. Provide input into the development and updating of Standards of Care in coordination with the Part A Grantee.</li> <li>d. Provide input and monitor the Quality Management Plan.</li> <li>e. Provide input and direction on Quality Management Activities.</li> <li>f. Represent the PC on the Part A Clinical Quality Committee.</li> <li>g. Host round-table discussions to examine the effectiveness of the continuum of care.</li> <li>h. Recommend performance measures and identify indicators to assess and improve performance.</li> <li>i. Support provider related capacity building efforts.</li> <li>j. Ensure the development of an ongoing effort to identify and evaluate unmet service needs which are eligible for funding through the Part A Program.</li> </ul>	
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