

Planning Council FY 2011 Priority Setting Tool

Ranking Priorities Ground Rules

1. As required by the legislative mandate of the Ryan White HIV/AIDS Treatment Modernization Act, all meetings of the Needs Assessment Committee are open to the public. During meetings, only voting members and staff (Planning Council Support, Planning, and Grantee/Administrative Agent) may participate in discussions and deliberations. Meeting guests may provide comment to the committee during "Public Comment Periods" as listed on the meeting agenda.

2. Utilize the best available, accurate, and detailed information to identify service gaps/emerging needs. The responsibility of the Needs Assessment Committee is to make recommendations as how limited Part A resources can be used, and incompleteness of data should not be used as a justification for not making a decision.

3. Respect the group decision-making process. If your personal opinion differs from the final decision reached by the group, do not criticize or dismiss the group's final decision as incorrect or misinformed.

4. Members are expected to follow the Planning Council's conflict of interest guidelines as defined by the Planning Council's By-Laws (Article IX-Conflicts of Interest).