



## **STANDING COMMITTEES**

There are three (3) standing committees of the HIV Planning Council. The committees consist of the **Executive, Allocations, and Comprehensive Plan/Needs Assessment**. Each of these committees is described below, as well as the duties that have been prescribed to them.

### **EXECUTIVE COMMITTEE**

Made up of the Chair, Vice Chair, Secretary, Chairs of the standing committees, and Chairs of any existing ad hoc committees. Additionally, up to two (2) members of this committee may be appointed by the Chair to ensure equitable representation. The Executive committee shall review the recommendations of standing and ad hoc committees for action by the full Planning Council and be responsible for the following:

- Ensuring that the work of standing committees progresses in an orderly and integrated fashion;
- Coordinating the work of the Planning Council with the administrative mechanism;
- Reviewing the performance of the administrative mechanism;
- Planning for and overseeing activities of the Planning Council, including needs assessments, special studies, and training to address the skill development needs of Council members;
- Setting the agenda for each Planning Council meeting;
- Interviewing candidates for membership and making recommendations to the Planning Council;
- Reviewing Planning Council membership attendance records;
- Reviewing and revising as necessary, the bylaws of the Planning Council; changes must be approved by a majority vote of the Planning Council;
- Engaging and reaching out to members of the health care community and the community at large;
- Ensuring activities and objectives support the Comprehensive Plan goals;
- Defining Planning Council grievance procedures with regards to funding decisions, and;
- Performing other duties as may be required or as assigned by the Chair of the Planning Council or by vote of the Planning Council

### **ALLOCATIONS COMMITTEE**

- Monthly review of expenditures and utilization, investigating deviations from projections, following up with the Administrative Agent, and reporting to the Planning Council;

- Making recommendations to the Planning Council for the allocation of funds, including carryover requests among service categories in accordance with committee policy and procedure;
- Drafting guidance, subject to approval by the PC, regarding the purchase of services. If appropriate under purchasing laws, such guidance shall ultimately be used in developing Requests for Proposals/Applications by the Administrative Agent;
- Ensuring activities and objectives support the Comprehensive Plan goals;
- Operating according to committee policies and procedures;
- Performing other duties as may be required or assigned by the Planning Council, Planning Council Chair, and/or Executive Committee.

### **COMPREHENSIVE PLAN & NEEDS ASSESSMENT COMMITTEE**

- Monitoring the Planning Council activities timeline;
- Establishing mechanisms to track committee deliverables;
- Ensuring activities and objectives of each committee support the Comprehensive Plan goals;
- Regular reporting to the Planning Council on progress towards goals and objectives;
- Ensuring participation of stakeholders for updates to the plan;
- Conducting an annual review and update of the Comprehensive Plan;
- Guiding the process of defining the elements of a Continuum of Care that identifies essential health and support services for persons living with HIV/AIDS and updating the Continuum of Care annually;
- Defining and guiding the process for development and implementation of standards of care and updating the standards of care on a biennial basis in coordination with other parties;
- Providing specific guidance regarding standards of care and health outcomes for the Allocation Committee's consideration in drafting allocation recommendations;
- Developing plans, in coordination with other parties, for the delivery of services, including plans for the projects addressing the minority AIDS initiative, early intervention services, Outreach, the early identification of individuals with HIV/AIDS,
- Leading the development and implementation of overall needs assessment strategy for the TGA, in collaboration with the Administrative Agent, Executive Committee, and others as deemed necessary by the Chair or Executive Committee;
- Reviewing the needs assessment and other data sources to identify service gaps, barriers, and disparities in access;
- Assisting in designing needs assessments or other assessments/surveys as necessary;
- Comparing utilization data to demographics to determine service access disparities;
- Updating the data in the unmet need framework to estimate the number of PLWHA that are not in care;

- Updating the calculations to determine the number of people who are positive and unaware of their status as part of the Early Identification of Individuals with HIV/AIDS program;
- Ensuring activities and objectives support the Comprehensive Plan goals;
- Operating according to committee policies and procedures, and
- Performing other duties as may be required or assigned by the Planning Council, Planning Council Chair, and/or Executive Committee.