



Application for Membership

About the planning council:

The Norfolk Area Ryan White Part A Planning Council is a federally mandated community group appointed by the Mayor of the City of Norfolk, Virginia to plan the organization and delivery of Ryan White Part A HIV/AIDS services. Part A funds go to Eligible Metropolitan Areas (EMA) and Transitional Grant Areas (TGA) that have been hit hardest by the HIV/AIDS epidemic. Part A funds are used to meet the health service needs of people living with HIV/AIDS that are not met by any other health care programs.

The goal of the Norfolk Area Ryan White Part A Planning Council is, through its needs assessment and planning processes and through the allocation of funding, to create a seamless continuum of care that addresses the unmet needs of the infected and affected populations of the area. The Norfolk TGA includes the following jurisdictions; Norfolk, Chesapeake, Portsmouth, Suffolk, Virginia Beach, Hampton, Newport News, Poquoson, Williamsburg, and the counties of Isle of Wight, James City, Gloucester, Mathews, and York and Currituck County North Carolina

In addition to the efforts of the Council as a whole, members of the Planning Council are expected to serve on at least one (1) committee. These committees are:

1. Executive Committee - The Executive Committee is composed of the Chair, Vice-Chair, and Secretary of the Planning Council, the Chairs of all Standing Committees; and, at least, one PLWH/A who has openly disclosed his/her HIV status to the Council. The Executive Committee is responsible for ensuring the orderly and integrated progression of the work of the Planning Council. It oversees the operations of the Council and also reviews and schedules recommendations by the Committees as action items on the Planning Council agenda, requiring Planning Council vote. The scope of the Executive Committee's work includes:

- a) Coordinating the Council's work with the grant administration;
- b) Reviewing the efficiency of the Administrative Mechanism;
- c) 3. Assessing the need for training and skill development for the Council membership; and
- d) Performing other duties as may be assigned by the Chair or by vote of the Council.
- e) Review Assessment of the Administrative Mechanism Results

2. Priorities, Allocations and Policies – The Priorities, Allocations and Policies Committee develop policies and procedures as needed for the efficient operation of the Council, in accordance with the federal directives. It is also responsible for recommending the process to be used by the Planning Council in priority setting and resource allocation, and managing that process. Members shall have in-depth knowledge of the directives and their relevance to the role of the Council and shall recommend any changes to the policies and procedures that may be necessary. The Committee will provide an annual review of the Bylaws and will monitor and facilitate the grievance process. The Committee will review the Assessment of the Administrative Mechanism/Agent tool and annually update the Memorandum of Understanding between the Planning Council and Grantee's office. Additionally, the committee shall ensure that conflict of interest is managed appropriately, arranges for the entire Planning Council to receive training annually on how the process works, encourages the participation of all Planning Council members in the process and prepares directives to the Grantee on how best to meet the stated priorities. The Committee monitors monthly reports detailing expenditures for services and services utilization provided by the Grantee and recommends reallocation of funds during the program year as required to achieve the mission of the Planning Council. It also is responsible for working with the Grantee to develop and monitor the Planning Council Support Budget.

3. Membership and Nominations Committee - The Membership and Nominations Committee is responsible for the development and implementation of a process to solicit and accept applications for Council membership. The Committee shall make recommendations to the Council regarding individuals eligible for membership the scope of its works includes, but is not limited to:

- a) Assuring the recruitment of a diversified pool of applicants to cover all the mandated membership categories and groups;

- b) Notifying the Council of vacancies;
- c) Maintaining an updated roster of eligible applicants for Council membership;
- d) Providing orientation training to new members and continuing education to all members regarding the purpose of the Planning Council and their roles in the process.

4. Quality Improvement and Strategic Planning – The Quality Improvement and Strategic Planning committee provides the leadership in developing the TGA's Continuum of Care model and is responsible for conducting an extensive needs assessment of the TGA in accordance to the CARE Act. The Committee facilitates and makes recommendations for directives of the service categories recommended to the Planning Council. It provides the leadership in developing the Standards of Care for Health Services and participates in the Statewide Coordinated Statement of Need (SCSN). Additionally, the Committee develops a needs assessment strategy that will provide data to assist with the Continuum of Care, assist with priority setting/fund allocations, and which provides content for the Comprehensive Plan and the annual application. The Committee works to ensure effective intra/inter committee Quality Evaluation Standards.

5. Community Access – The Community Access Committee is responsible to assist the Council in providing a culturally sensitive service environment, placing appropriate emphasis on underserved and hard to reach populations. The committee identifies and creates liaisons with the underserved and hard to reach communities.

With the recent passage of the Ryan White HIV/AIDS Treatment Modernization Act of 2010, the Norfolk area has been designated as a Transitional Grant Area (TGA). Under the new TGA status the Norfolk area has (1) less than 2000 cumulative AIDS cases reported during the past five years and (2) less than 3000 cumulative living cases of AIDS. During the fiscal year of 2010 the Planning Council prioritized over six million dollars for HIV/AIDS services. The Norfolk TGA includes the following jurisdictions; Norfolk, Chesapeake, Portsmouth, Suffolk, Virginia Beach, Hampton, Newport News, Poquoson, Williamsburg, and the counties of Isle of Wight, James City, Gloucester, Mathews, and York and Currituck County North Carolina.

The Planning Council is comprised of a minimum of twenty-eight members with a maximum of thirty-three appointed by the Mayor of Norfolk and is responsible for: (1) assessing the need for services; (2) establishing priorities for the allocation of federal HIV/AIDS service dollars under the Ryan White HIV/AIDS Treatment Modernization Act of 2010; (3) assessing the efficiency of the administrative mechanism; and (4) developing a comprehensive plan for the delivery of HIV services to PLWH/A within the Norfolk TGA. The goal of the Planning Council is to ensure that all persons living with the HIV disease in the Norfolk TGA have access to comprehensive medical care and support services.

The Greater Hampton Roads HIV Health Services Planning Council shall be representative of race, ethnicity, culture, gender, geography, consumer and care service categories. Members of the Planning Council are selected for their expertise, knowledge, ability, and willingness to view the entire HIV/AIDS system and its unique characteristics, which form a Council reflective of the epidemic in the Greater Hampton Roads Transitional Grant Area. Council members represent the community, not the agency they are affiliated with.

The Application Process:

Please complete the following application (pages 4-8) and be sure to sign the Statement of Commitment on page 8. Return the completed form to:

**The Greater Hampton Roads HIV Health Services Planning Council
Attn: Planning Council Support Staff
741 Monticello Avenue, Room 201
Norfolk, VA 23510**

Once your application is received, your application will be reviewed to ensure it is complete. You will be contacted to confirm that we have received it. The Membership/Nominations Committee reviews all applications and each applicant with a completed application will be scheduled for a brief interview. The Membership/Nominations Committee will recommend a slate of Nominees and present the slate to the entire Planning Council for approval. A list of Nominees that represent each of the required categories and adequately reflects the demographics of the epidemic will then be recommended to the Mayor of the City of Norfolk for appointment to the Planning Council.

Those individuals appointed by the Mayor of the City of Norfolk to the Planning Council will have full membership and voting rights as soon as they have completed the required New Member Orientation. Those chosen as Alternates will also need to attend this Orientation, although they do not have permanent membership and voting rights. Alternates are invited to all Planning Council meetings, and will sit as voting members in place of absent Planning Council members in order to ensure that quorum is met and voting can occur. Alternates are also encouraged to serve on a standing committee, thus showing commitment and dedication to the planning council and PLWH/A.

If your application is not selected for Planning Council membership or as an Alternate, your information will be kept on file and considered in the event that a vacancy becomes available. In the meantime, we encourage you to take part in any Planning Council and/or Committee meetings, as they are open to the public.

If you have any questions or need more information please contact Jeff Daniel, Ryan White Planning Council Support at:
Email: jeff@collaborativeresearch.us Phone: 877-336-5503 Fax: 866-607-3942

The Norfolk Area Ryan White Part A Planning Council is a federally mandated community group appointed by the Mayor of the City of Norfolk.

Statement of Confidentiality

All information that is provided in this application **will be kept confidential**. It will be viewed by the Grantee, Ryan White Program Staff, Membership/Nominations Committee and the Planning Council as needed during the nomination/selection process.

Directions: Please read this packet carefully and complete all information clearly typed or written in black or blue ink . Please return the completed application and signed Statement of Commitment to:

The Greater Hampton Roads HIV Health Services Planning Council
Attn: Planning Council Support Staff (Jeff Daniel)
741 Monticello Avenue, Room 201
Norfolk, VA 23510
Phone: 877-336-5503 Fax: 866-607-3942

Contact Information (please print)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Home Phone: () _____ Work Phone () _____

Cell Phone: () _____ Fax: () _____

Please note with a (*) which number is best to reach you between 8am- 5pm Monday – Friday

May we leave a message at the contact number(s) you provided? Yes _____ No _____

Employer: _____

Job Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Applicant Information

The Council must report certain information about the makeup of the membership. Please check all that apply to you and for which you self identify.

Gender: Female
 Male
 Transgender

Race: White, not Hispanic
 Black, not Hispanic
 Hispanic
 Asian/ Pacific Islander
 American Indian
 Alaska Native
 Multi-racial
 Other: _____

Additional Information (Please check all that apply):

- Person who is HIV+
- Parent/guardian of HIV infected child (ren)
- Formerly incarcerated and released within the past three years
- Hepatitis C/HIV Co-Infection

Have you been the recipient of Ryan White Part A services within the past 6 months?

Yes No

YES, I have received Ryan White Part A Services from the following providers *(check all that apply)*:

- | | |
|---|--|
| <input type="checkbox"/> AIDS Care Center for Education and Support Services (ACCESS) | <input type="checkbox"/> Norfolk Community Health Center |
| <input type="checkbox"/> Center for the Comprehensive Care of Immune Deficiency (C3ID-EVMS) | <input type="checkbox"/> Norfolk Community Services Board |
| <input type="checkbox"/> Community Psychological Resources | <input type="checkbox"/> Southeastern Virginia Health System (Formerly PICH) |
| <input type="checkbox"/> Minority AIDS Support Services (MASS) | <input type="checkbox"/> Portsmouth Community Health Center (Healthy Smiles) |
| <input type="checkbox"/> International Black Women’s Congress (IBWC) | <input type="checkbox"/> Hampton Roads Community Health Center |
| | <input type="checkbox"/> Urban League of Hampton Roads |

NO, I do not receive Ryan White Part A Services.

I DO NOT KNOW if I receive Ryan White Part A Services.

Are you currently an **EMPLOYEE, BOARD MEMBER, PAID CONSULTANT or UNPAID VOLUNTEER** at any of the Ryan White funded providers listed below? Yes No *(Please check providers that apply)*

- AIDS Care Center for Education and Support Services (ACCESS)
- Center for the Comprehensive Care of Immune Deficiency (C3ID-EVMS)
- Community Psychological Resources
- Minority AIDS Support Services (MASS)
- International Black Women’s Congress (IBWC)
- Norfolk Community Health Center
- Norfolk Community Services Board
- Southeastern Virginia Health System (Formerly PICH)
- Portsmouth Community Health Center (Healthy Smiles)
- Hampton Roads Community Health Center
- Urban League of Hampton Roads

Do you speak English? Yes No Some

Do you speak Spanish? Yes No Some

Do you speak any other languages? Yes No

If yes, what other language(s) do you speak? _____

Is there any special assistance/accommodation (such as transportation, child care, translation, wheelchair accessibility, etc.) that we might provide that would help you to fully participate in the activities of the Planning Council? Yes No I need assistance with:

Special Skills/ Abilities:

Please explain why you would like to become a member of the Planning Council:

Please describe any work and/or volunteer experiences you have had in HIV/AIDS service provision and/or advocacy.

Please explain how your background and past experiences would be useful in planning for a system of care for people living with HIV/AIDS.

Have you ever served on the Planning Council before? If so, what was your reason for leaving the Planning Council?

The Planning Council by mandate of the Ryan White Act HIV/AIDS Treatment Extension Act must include persons representing specific membership categories. Please check all categories of which you are qualified to represent:

- Person Living with HIV
- Health care providers, including federally qualified health centers
- Community Based Organizations serving HIV/AIDS populations (CBO)
- AIDS service organizations (ASO)
- Social service providers (for example: Housing & Homeless)
- Mental Health Provider
- Substance Abuse Provider
- Local Public Health Agencies
- Hospital or other health care planning agencies
- Affected communities, including Persons Living with HIV/AIDS and historically underserved populations
- Non-Elected Community Leader
- State Medicaid Agency
- State Ryan White Part B Agency
- Ryan White Part C Grantee
- Ryan White Part D Grantee, or other organization addressing the needs of children, youth, and families with HIV
- Grantees of other Federal HIV programs, including HIV Prevention programs (HOPWA)
- Formerly incarcerated persons with HIV/AIDS, or their representative
- Person Living with Hepatitis C/HIV Co-Infection

If one or any of your categories for membership are located outside of the Norfolk TGA please note the category and location (city, state, and county) below:

Do you have experience or interest in any of the following? (Please check all that apply):

- Health care needs of men who have sex with men
- Physically/mentally challenged person
- Women's HIV/AIDS health needs
- Other non medical support services
- Children's HIV/AIDS health needs
- General Public health care
- Youth HIV/AIDS health needs
- Outpatient primary medical care
- Health care needs of injecting drug users
- Antiretroviral therapies
- Rural health care needs
- Comprehensive Planning
- Immigrants and refugees
- Evaluation and Assessment
- African American issues
- Mental Health Services
- Substance abuse/use services
- Latino/ Hispanic issues
- Other: _____

STATEMENT OF COMMITMENT

If appointed as a member of the Planning Council, I commit to the following:

- I understand that I must complete a New Member Orientation before I begin my term as a Planning Council member.
- I confirm that to the best of my ability, I will attend regularly scheduled monthly Planning Council meetings.
- I understand that in the event that I am unable to attend a meeting, I will notify Planning Council support in advance.
- I understand that membership on the Planning Council is a two year commitment. I have considered my other personal and professional obligations and do not foresee them as a barrier to my full participation on the Planning Council.
- I agree to abide by the Bylaws, Policies and Procedures of the Planning Council.
- I agree to participate in Planning Council functions from beginning to adjournment.
- I understand that I must participate in at least one monthly Standing Committee of the Planning Council.
- I understand that I will need to prepare for meetings by carefully reading all pre-distributed materials.
- When I make recommendations and/ or decisions, I agree to consider the HIV/AIDS community as a whole, rather than special interests or my personal perspectives.
- I agree to disclose any conflicts of interest I may have relative to issues that come before the Council and/ or Committees.
- I agree to keep sensitive information obtained about other Council members, including HIV status, confidential, unless otherwise given permission.
- I certify that all statements and representations made in this application are true and correct.

Signature

Date

Greater Hampton Roads HIV Health Services Planning Council
PLANNING COUNCIL MEMBER CODE OF CONDUCT

- a. Every member will treat every other member with courtesy and respect their legitimate right to be part of discussions and decision-making. This means that all members/participants in meetings will have the opportunity to speak and be listened to without interruptions.
- b. Every member will be truthful and honest.
- c. Every member will honor commitments and be prepared for all Planning Council work. All Planning Council members are expected to reply to email requests in a timely manner.
- d. A member who is a potential Part A Provider shall identify themselves as such when participating in Council discussion relevant to their service.
- e. There will be no personal attacks on anyone; disagreements will focus on issues, not upon individuals.
- f. Once decisions are made, every member of the group will support the decision, regardless of their personal position.
- g. Information presented in confidence will be held in confidence and not discussed outside the meeting.
- h. Every member will honor their responsibility to present and consider the concerns of specific communities or population groups, but shall also consider the overall needs of people living with HIV disease and balance the interests of both in discussion and decision making.
- i. Every member will speak positively about the Planning Council in public; problems will be addressed within the group.
- j. Any member, who feels they cannot support the mission goals, strategies, programs, and/or leadership of the Planning Council as agreed upon by the members, should resign from the Planning Council.
- k. Every member will take responsibility not only for abiding by these rules of conduct personally, but also for speaking out to ensure all members abide by them.
- l. No member may speak or publish materials, or provide endorsements on behalf of or represent the Planning Council without express permission of the Planning Council.
- m. Every member will participate and allow the participation of every other member without discrimination with respect to gender, sex, age, race, ethnicity, religious belief, sexual orientation, political belief, or physical, mental, or social impairment.
- n. The Planning Council members promote healthy lifestyles and no member shall use alcohol, other drugs or be under the influence of such, at any meeting or activity, formal or informal, of the Planning Council.

I certify that I have read and understand the Planning Council's Member Code of Conduct.

Signature

Date