

Orientation & Training for New Council Members

Orientation and training for council members is provided by Council staff with the support of council members and SFDPH. They will occur at least once per year and on an as-needed basis.

The primary objective of orientation and training is to afford council members the opportunity to understand the history, structure, function, and roles of the San Francisco EMA HCPC.

A pre-orientation and training needs assessment with prospective council members will take place prior to the orientation and training. This pre-orientation will allow the development of individual learning objectives that take into consideration each prospective or new member's experience and needs. The orientation and training will be structured so that these learning objectives are considered throughout the session and reviewed at the end of the session.

The orientation and training session will include review and discussion of the following:

- CDC Guidance. Overview and breakdown of CDC community planning guidance
 - Letter of Concurrence
 - Behavioral Risk Populations
 - Drivers
 - Stakeholder Identification
- Ryan White legislation. Overview and Reauthorization update.
- HHSPC Federal Mandate:
 - Service Category Prioritization
 - Resource Allocation
 - Needs Assessment
 - Grantee Assessment and Continuing Quality Assurance
 - Comprehensive Planning
 - Coordination with other HIV services
 - Develop and implement Standards of Care
 - Develop and implement Council Policies and Procedures
- History of Council & Community Planning Process in San Francisco
- The San Francisco Model of Care - Continuum of Prevention, Care, and Treatment
- Mission Statement and Council Values
- Definition of Terms
- Legal Basics of SF EMA HCPC
- State & Local Ordinances: Sunshine Ordinance, Brown Act
- Severe Need Definition and Eligibility Criteria

- Integrated Plan Overview
- The Grantee, Budget Spreadsheets, and Fiscal Years
- Service Categories Review
 - Housing in the SF EMA
- Prevention Services Review
- Summary of Priority Setting and Resource Allocation Process
 - Steps leading to annual Summit
 - Government & Provider Presentations
 - Community Needs Assessment
- Community Engagement and Needs Assessment: Overview & Example
- Structure of the Council; Committees and Work Groups
- Parity, Inclusion, Representation
- Decision-Making Process. Advisory Capacity for General Funds.
- Democratic Rules of Order
- Roles and responsibilities of New Council Members and support opportunities
 - Website
 - Council Policy & Procedures Manual
 - Mentoring
 - Council Support Staff
 - Attendance
 - Selecting a Home Committee
- Cultural Humility and Equity – activity and discussion
 - Activity: Having Difficult Conversations
 - Activity: Conflict Resolution and Rules of Respectful Engagement
- HIV Consumer Advocacy Project