

Relationship between Council & Counties' Care Councils

I. Introduction

The San Francisco EMA HIV Community Planning Council supports the concept of local control and planning for prioritization of services and allocation of resources for the counties of Marin and San Mateo as integral parts of the San Francisco Eligible Metropolitan Area (EMA). Recognizing that the San Francisco EMA HIV Community Planning Council has the ultimate responsibility for prioritization of services and allocation of resources for the entire EMA. The following principles will guide the formation and ongoing operation of local planning bodies in the counties of Marin and San Mateo so that the San Francisco EMA HIV Community Planning Council may have confidence in the process utilized for determining local service priorities and funding allocations.

II. Formation of Local Planning Advisory Groups

The counties of Marin and San Mateo shall form local planning advisory groups which have an obligation to provide information to the San Francisco EMA HIV Community Planning Council regarding their local prioritization of services and funding allocations for their share of Ryan White Part A funds. The San Francisco EMA HIV Community Planning Council will utilize this information in making final determinations for prioritization of services and allocation of resources for the entire EMA. The following shall apply to the formation of these local planning advisory groups:

1. The advisory group shall adopt guidelines or by-laws that govern its operation, and that shall include minimum and maximum numbers of members, set forth the level of consumer involvement and membership, membership demographics, and involvement of persons living with HIV. The membership should be representative of the demographics of the epidemic in the county and should include local providers of HIV services, identified special needs populations, and local health care providers. In addition, the guidelines or by-laws should include information on the operation of the advisory group, committees, conflict of interest provisions, and governance.
2. Each local advisory group shall operate independently of the respective county Department of Public Health (or similar agency that serves as the local grantee) with respect to the prioritization of services and allocation of resources related to Ryan White Part A funding.
3. Each local advisory group shall operate under the provisions of the Brown Act or other local open public meeting law.
4. Each local advisory group shall keep a record of all agendas and minutes of meetings of the local planning body and any committees.
5. Nothing in this section shall prohibit the local advisory group from being charged with other duties and responsibilities that may be required by the local Department of Public Health such as HIV Prevention Planning, or resource allocation for non Ryan White Part A funding for HIV services.

6. The local advisory group or any member thereof shall not participate in the process of making specific awards for services to any service provider. This shall be the sole responsibility of the local health department in cooperation with the San Francisco Department of Public Health HIV Health Services Office.

III. Reporting to San Francisco EMA HIV Community Planning Council

Each local advisory group shall make reports, in cooperation with the local health department, at least once per year, to the full San Francisco EMA HIV Community Planning Council. At least one (1) of these reports must be a part of the overall prioritization and allocations process of the San Francisco EMA HIV Community Planning Council. Consumers of Ryan White Part A funded services in the respective counties will be encouraged to attend the presentations of the report and make comments on the report.

The report that is submitted during the overall prioritization and allocations process shall include the following information:

- a. A report on the demographics of the epidemic in the county;
- b. A report on any local needs assessment that was conducted in the county that was utilized in the local priority setting and allocations process;
- c. A report on the service priorities that have been determined in the local priority setting process;
- d. A report on the funding allocations that were determined in the local funding allocations process;
- e. A report on the process and data utilized in reaching priority setting and funding allocations decisions;
- f. A report on assessed unmet needs of people living with HIV in the county.
- g. Any instructions to the local health department regarding the provision of services.
- h. A report on efforts to obtain community input in the overall planning process including, but not limited to, local community meetings or community forums.

IV. Shared Responsibilities of Local Advisory Group and Local Department of Public Health

A comprehensive local planning process requires a cooperative working relationship between the local planning group and the local Department of Public Health. Shared responsibilities include that the local Department of Public Health and Advisory Group will cooperate in providing the required presentations to the San Francisco EMA HIV Community Planning Council and sharing of Advisory Group and Committee calendars to help ensure coordinated and timely activities.

V. Responsibilities of the San Francisco EMA HIV Health Services Planning Council

The San Francisco EMA HIV Community Planning Council has the ultimate responsibility for setting service priorities and making funding allocations within the overall San Francisco EMA. The local planning bodies are serving in an advisory capacity to the San Francisco EMA HIV Community Planning Council in order to ensure that the local priorities and needs of the HIV epidemic are being met.

The San Francisco EMA HIV Community Planning Council has the following additional responsibilities:

1. The Council and Council Support Staff shall coordinate and make trainings available to members of the local advisory groups.
2. The Council shall include the counties of Marin and San Mateo in overall needs assessments and comprehensive plans. Representatives from each county shall participate in all aspects of the needs assessment process by providing input for the Needs Assessment Tool, determining any special local information that may be required, determining local priority populations that should be assessed, and suggesting locations and possible methods for reaching such populations within their county. In addition, representatives from each county shall participate in all aspects of developing and finalizing any EMA wide comprehensive plan.
3. The Council Membership Committee should make every effort to include consumer representatives on the HIV Community Planning Council from the counties of Marin and San Mateo in addition to official representatives from the respective local Health Departments.