Standing Committee Descriptions, Roles and Responsibilities

Standing Committees

Standing committees of the PPG carry out the necessary planning tasks associated with meeting the goals and objectives outlined in CDC’s HIV Planning Guidance. Standing committees may be created at any time to meet the operational needs of the PPG. The PPG must approve the formation of all standing committees by a majority vote. Committee membership may be composed of PPG members, their alternates and external representatives. PPG members are required to serve on at least one committee and must complete a skills checklist to document that their experience and skills are related to the committee on which they are serving. Membership for standing committees is open to all stakeholders interested in serving on committees. External representatives do not have to be members of the PPG, and are eligible to join all standing committees, except for the Executive Steering Committee.

Each standing committees must have a minimum of five (5) members per committee. A chair and a co-chair will be elected by each committee to lead the committee. PPG co-chairs must approve chairs and co-chairs selected by committees. Committee chairs will also serve on the Executive Steering Committee. There will be one health department representative assigned to each committee.

External Representatives

The number of external representatives on standing committees should not equal or exceed the number of PPG members on a committee. External representatives must adhere to the same committee member expectations established for PPG members. Each external representative must complete a conflict of interest and professional disclosure form. External representatives can only vote at the committee meeting and are not eligible to vote during PPG meetings.

Committee Chair and Co-Chair Responsibilities

- Develop a work plan and timeline, with input from committee members, to accomplish the goals and objectives of the committee
- Convene all committee meetings, develop meeting agendas and ensure all members are focused on the goals and objectives of the group
- Report, on a monthly basis to the Executive Steering Committee and during PPG Statewide Meetings, on committee activities, issues and progress

Committee Member Expectations

- Participate in a majority (80%) of conference calls and in-person meetings and communicate with staff if unable to participate
- Readily provide input, feedback and local expertise during calls and meetings
- Respond to requests for feedback from the chair and/or staff in a timely manner or by the specified deadline
- Fulfill specific tasks as requested by the chair by the deadline specified or let them know if the deadline cannot be met

*Note: Failure to meet minimum participation and attendance requirements may result in the removal of members from committees and may result in removal from the PPG.
Membership and Stakeholder Identification Committee

Primary Responsibilities

Identifies and implements various strategies to recruit and retain PPG members, targeting participants in the HIV planning process that represent the diversity of HIV-infected populations, other key stakeholders in HIV prevention, care and related services and organizations that can best inform and support the development and implementation of the State of Florida’s Jurisdictional HIV Prevention Plan. Addresses representation, retention and membership within the planning process to ensure membership reflects diverse populations affected by HIV/AIDS, and that all stakeholders have equal input into the planning process. Responsible for maintaining parity, inclusion and representation (PIR). Identifies membership gaps and needs and addresses barriers that may prevent stakeholders from actively participating in the planning process.

Committee Activities

- Conduct stakeholder analysis
- Develop recruitment and retention strategies and activities to engage stakeholders in HIV planning process
- Review existing local planning bodies and their functions, and make recommendations for improvements
- Complete annual Membership and Stakeholder Profile
- Assess member and stakeholder satisfaction with planning process
- Monitor membership composition and identify gaps in membership
- Enforce policies for PPG attendance and participation
- Facilitate new member orientation

Committee Member Expectations

- Participate in a majority (80%) of conference calls and in-person meetings and communicate with staff if unable to participate
- Readily provide input, feedback and local expertise during calls and meetings
- Respond to requests for feedback from the chair and/or staff in a timely manner or by the specified deadline
- Fulfill specific tasks as requested by the chair by the deadline specified or let them know if the deadline cannot be met

Desirable Skills and Characteristics of Committee Members

- Individuals who have experience using group processes to engage and promote community involvement
- Individuals who like policies and procedures
- Individuals with the ability to establish and maintain partnerships with key stakeholders
- Individuals interested in conducting outreach and recruitment on behalf of the PPG
- Individuals who like working across diverse groups with diverse interests
- Individuals with good people skills
- Individuals with professional and/or life experiences that might contribute to the committee process
Needs Assessment and Community Engagement Committee

Primary Responsibilities

Develop an engagement process which results in identifying specific strategies to ensure a coordinated and seamless approach to accessing HIV prevention care and treatment services for the highest-risk populations, particularly those disproportionately affected by HIV across Florida. Identifies and implements various methods to elicit input on the development (or update) and implementation of the State of Florida’s Jurisdictional HIV Prevention Plan from PPG members, other stakeholders and providers. Responsible for ensuring key stakeholders are engaged and participate in the HIV planning process.

Committee Activities

- Identify and develop strategies to enhance or supplement the available data used to prioritize at-risk populations and target groups for prevention or patient care services
- Develop, implement and monitor engagement plan, as required by CDC
- Establish and implement community engagement strategies to gather data to help inform the State of Florida’s Jurisdictional HIV Prevention Plan
- Facilitate the coordination and dissemination of the Prevention Provider Survey
- Monitor and assess the progress of community engagement plan and provide PPG with updates on engagement plan
- Establish an Evaluation and Data Workgroup

Committee Member Expectations

- Participate in a majority (80%) of conference calls and in-person meetings and communicate with staff if unable to participate
- Readily provide input, feedback and local expertise during calls and meetings
- Respond to requests for feedback from the chair and/or staff in a timely manner or by the specified deadline
- Fulfill specific tasks as requested by the chair by the deadline specified or let them know if the deadline cannot be met

Desirable Skills and Characteristics of Committee Members

- Individuals who are comfortable leading groups and processes
- Individuals who have experience developing methods and instruments for collecting valid and reliable quantitative and qualitative data
- Individuals who have the ability analyze and interpret quantitative and qualitative data and identify gaps in data sources
- Individuals with the ability to develop and implement strategies for engaging persons from diverse backgrounds
- Individuals who like working across diverse groups with diverse interests
- Individuals with good people skills
- Individuals who have the ability to make community inferences from quantitative and qualitative data
- Individuals with professional and/or life experiences that might contribute to the committee process
Coordination of Efforts Committee

Primary Responsibilities

Utilize the HIV Treatment Cascade to develop a framework for a comprehensive continuum of HIV prevention, care and treatment services in Florida. Evaluate the current system of HIV prevention, care and treatment to identify opportunities to better coordinate efforts between Ryan White programs, prevention programs and other programs that reach high-risk populations and persons living with HIV/AIDS. Assess services across the continuum of care to identify gaps in services and structural barriers that prevent an optimal system for prevention and care. Identifies opportunities for improving outcomes along the continuum of care and develops goals and specific strategies to ensure a coordinated and seamless approach for HIV prevention, care, and treatment services for persons living with HIV and at-risk for HIV in Florida.

Committee Activities

- Collect and review available data to identify barriers and challenges across each stage of the care continuum
- Identify current systems in place that support collaboration and coordination of service among Ryan White funded providers and non-Ryan White services
- Examine available resources for HIV services across each stage of the care continuum and identify resources that should be sustained, scaled-up, or shifted
- Develop system maps of prevention, care and treatment services in Florida
- Establish statewide priorities, goals and strategies to: identify and diagnose persons unaware of their HIV Status; improve linkage to and engagement in care; improve retention in care and medication adherence; and re-engage persons lost to care

Committee Member Expectations

- Participate in a majority (80%) of conference calls and in-person meetings and communicate with staff if unable to participate
- Readily provide input, feedback and local expertise during calls and meetings
- Respond to requests for feedback from the chair and/or staff in a timely manner or by the specified deadline
- Fulfill specific tasks as requested by the chair by the deadline specified or let them know if the deadline cannot be met

Desirable Skills and Characteristics of Committee Members

- Individuals who have experience or who are familiar with HIV prevention programs, linkage to care and retention strategies and/or care and adherence programs
- Individuals interested in learning about the prevention, care and treatment needs of vulnerable populations
- Individuals who have the ability analyze and interpret quantitative and qualitative data and identify gaps in data sources
- Individuals who have the ability to make community inferences from quantitative and qualitative data
- Individuals with experience developing plans, policies and programs
- Individuals interested in looking at social determinants of health and structural barriers as they relate to HIV/AIDS
- Individuals with professional and/or life experiences that might contribute to the committee process
Executive Steering Committee

Primary Responsibilities

Serves as the leadership of the PPG and will ensure that HIV planning is carried out in accordance with CDC's guidance for planning. The committee will provide directional and functional guidance for the PPG by setting the priorities and agenda of the group. This committee will be responsible for establishing the mission, vision and values of the PPG.

Committee Activities

- Develop statewide PPG meeting agenda
- Address grievances related to PPG processes
- Establish PPG by-laws, policies and procedures
- Establish PPG nominations process and criteria

Committee Member Expectations

- Participate in a majority (80%) of conference calls and in-person meetings and communicate with staff if unable to participate
- Readily provide input, feedback and local expertise during calls and meetings
- Respond to requests for feedback from the chair and/or staff in a timely manner or by the specified deadline
- Fulfill specific tasks as requested by chair by the deadline specified or let them know if the deadline cannot be met