

HPG Protocols - Part Two

November 2024



Section 9 Meetings

ORIGINAL SECTION IX

SECTION IX. MEETINGS

9.1. FREQUENCY.

9.1.1. HIV Planning Group. The HPG will meet no less than four (4) times per calendar year.

9.1.2. Subcommittees. Each subcommittee should meet no less than four (4) times per calendar year and will deliver status updates to the full HPG. Subcommittees should expect to need some additional time in between full HPG meetings to complete some tasks.

9.1.3. Ad Hoc Subcommittees. Ad hoc subcommittees will meet as needed via conference calls, virtual meetings, or face-to-face times surrounding the HPG meetings, but likely will not have meeting time allocated during the HPG meetings. They will deliver status updates to the full HPG.

PROPOSED CHANGES SECTION IX

SECTION IX. MEETINGS

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9.1.2. Subcommittees. Each subcommittee should meet no less than four (4) times per calendar year and will deliver status updates to the full HPG. Subcommittees **will have breakout time each meeting and** should expect to need some additional time in between full HPG meetings to complete some tasks. **Subcommittees will delivery status updates to the full HPG.**

9.1.3. Ad Hoc Subcommittees. Ad hoc subcommittees will meet as needed via conference calls, virtual meetings, or face-to-face times surrounding the HPG meetings, but likely will not have meeting time allocated during the HPG meetings. They will deliver status updates to the full HPG.

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9.1.4. Work Groups. Work groups will meet as needed via conference calls, virtual meetings, or face-to-face times surrounding the HPG meetings, but will not have meeting time allocated during the HPG meetings.

9.1.5. Additional Meetings. The HPG may add additional in-person meetings to the schedule throughout a planning year if additional meetings are deemed necessary.

9.1.5.a. Pop-Up Stakeholder Meetings. The HPG may hold 1-2 additional town hall format meetings at various locations throughout the state during any planning year.

9.1.6. Web-Based Technology. Web-based meeting technology will be used to support HPG meetings as needed, including for additional subcommittee time.

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9.2. QUORUM AND VOTING.

9.2.1 Quorum. A quorum is defined as more than one-half of the current HPG Community Representatives. This quorum must be met to conduct official business of the HPG, (i.e. voting).

9.2.2 Voting. A quorum (see above) is required to vote on any motion or resolution. A simple majority of the Community Representatives present is required to pass any motion or resolution. Proxy voting is not permitted. Absentee voting during in-person meetings is not permitted, with the exception of the concurrence vote for approving or updating the IHPCP. However, distance-voting procedures may be enacted jointly by the Division Co-Chair and the Community Co-Chair on a case-by-case basis if timely resolution of HPG business is required, including to meet state or federal deadlines.

PROPOSED CHANGES SECTION IX

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9.2.2 Voting. A quorum (see above) is required to vote on any motion or resolution. A simple majority of the **total** Community Representatives **must be present (in the room or online) at the time the vote is called** ~~is required to pass~~ **vote on** any motion or resolution. Proxy voting is not permitted. Absentee voting during in-person meetings is not permitted, ~~with the exception of~~ **except for** the concurrence vote for approving or updating the IHPCP. However, distance-voting procedures may be enacted jointly by the Division Co-Chair and the Community Co-Chair on a case-by-case basis if timely resolution of HPG business is required, including to meet state or federal deadlines.

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SECTION IX. MEETINGS

9.3. PUBLIC MEETINGS.

9.3.1. Gathering for Meetings. All meetings are to be held face-to-face unless a virtual meeting is jointly enacted by the Division Co-Chair and the Community Co-Chair on a per-meeting basis. If such a meeting is authorized, the voting principles above (9.2) and meeting guidelines below (9.3) will still be applied to the fullest extent possible.

9.3.2 Publicizing Meetings. The HPG actively encourages community participation. Meetings are open to the public and meeting dates are advertised in the Pennsylvania Bulletin and on StopHIV.com, the HPG's statewide planning website.

9.3.3. Participation from Members of the Public. The views, perspectives, and needs of key stakeholders and all affected communities are actively solicited and included. Members of the public are welcome to attend and speak at the HPG meetings; advanced notice to the HPG Co-Chairs or support staff is preferred. Public participation will be accommodated to the extent it does not adversely affect the function of the HPG. While time may be limited to public participants wishing to speak, a public comment period is extended at each meeting after opening introductions.

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9.4. MEETING PROCEDURES.

9.4.1. Meeting Check-In. Members and guests must sign the attendance sheet each day of the scheduled meetings. HPG members should also attempt to pick-up paperwork such as Travel Expense Reimbursement form, Travel Itinerary form, Minutes, Agendas, and other handouts before the beginning of each meeting, as distribution of these items during the meeting is often time consuming and can be disruptive.

9.4.2. Call To Order. The Community Co-Chair will call the meeting to order. At this time, the recording device, which records the proceedings of the meeting, will be turned on. Side conversation should be kept to a minimum. When HPG members are out of order or the noise level rises, the Community Co-Chair will use his or her discretion to determine whether or not the group must once again be called to order.

9.4.3. Review and Approval of Minutes. HPG members are responsible for reviewing the minutes prior to each meeting. At each HPG meeting, members will have an opportunity to request revisions to the minutes of the previous meeting. These changes will be noted in the record by the facilitator, who will ensure that any changes are reflected in the final record of the meeting. The HPG Community Co-Chair will ask the HPG for corrections. If none are presented, the minutes automatically stand approved; if corrections are requested, then a motion and vote to approve the minutes is required.

9.4.4. Review of Agenda. The HPG Co-Chairs will review the agenda prior to commencement of the meeting and discuss any changes with the HPG. The purpose of this review is to focus participants on the desired outcomes of the meeting.

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9.4. MEETING PROCEDURES.

9.4.5. Electronic Media Policy and Technology Use at the Table. Community Representatives and Planning Partners are encouraged to use discretion when using electronic devices at the table during HPG meetings. Cell phones should be silenced. Use phones or media at breaks or lunch whenever possible. All calls should be taken outside of the meeting space. Phones for SMS text messaging, tablets and smaller laptops may be used at the table with discretion. Utmost respect should be considered for all presenters with our undivided attention and limited use of technology during presentations. Limit use of social media platforms to work or outreach during the meeting (this should be an urgent need). Search engines and criteria such as Google is welcome to enhance or advance the discussion of the HPG at the table. Members and Partners may draft personal notes on their personal electronic devices. File encryption is encouraged where server or cloud storage may be in use. Any distribution of personal notes or announcements to other stakeholders must be clearly labeled as “DRAFT”. HPG resources such as presentations and official meeting minutes are available on www.stophiv.com. Members and Partners are encouraged to hold each other accountable to this policy; however, the Co-chairs, at their discretion, may ask members to curtail excessive use of electronic media.

9.4.6. Facilitated Discussion. The Planning Coordinator and the Co-Chairs will facilitate the HPG meetings adhering to the agenda and the work plan. All HPG members share responsibility for having productive meetings.

9.4.7. Parking Lot. A “Parking Lot” of ideas and topics should be maintained. This “Parking Lot” is to hold issues or items tabled during larger discussion due to time constraints, or items that require action later in the meeting. The Parking Lot will be reviewed at the conclusion of the meeting to ensure that all concerns have been or will be addressed.

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9.4. MEETING PROCEDURES.

9.4.8. Break Outs. Committee members will be asked to break out into small groups. Typically, these smaller groups are subcommittees. The Planning Coordinator or Co-Chairs will provide room assignments.

9.4.9 Round Table Discussions. Committee members will be asked to reconvene after subcommittees meet to participate in round table discussions with the entire HPG membership. The purpose of these discussions is to summarize the work accomplished in subcommittees and share items of interest to the larger group to help facilitate an integrated approach for care and prevention. The entire HPG can then identify and/or address issues that may require further action or additional resources to fulfill the continuum of HIV services.

9.4.10. Technical Support. One staff person from the Department and one staff person from the contracted planning coordinator shall be assigned to provide technical support to each subcommittee.

9.4.11. Lunch. All HPG members, stakeholders, guests, and interested parties who RSVP'd to the Division or HPCP will be invited to join that meeting's lunch. Lunch will also be provided to guests who have not RSVP'd as long as supplies are available.

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9.4.12. Meeting Adjournment and Agenda Setting. The Community Co-Chair will adjourn meetings of the full HPG. After adjournment, the Steering Committee (as defined in Section 5.2) will meet. The Steering Committee's tasks are to evaluate the meeting and identify the next steps in the planning process by updating the HPG work plan and setting agenda items for the next meeting. The agenda, once set, will be written and distributed to all HPG members at least three weeks prior to each scheduled meeting of the HPG. When supplemental meeting material is necessary, it will be distributed to members with the agenda. It is the responsibility of the member to review the agenda and supplemental material and bring them to the scheduled meeting (or ask that the Department knows of your need for printed copies). Standing items on the agenda include elements 9.4.3 – 9.4.5 above. In addition, if any ad hoc subcommittees have been created, a status report from that ad hoc subcommittee will be a standing item until the committee completes its work.

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When supplemental meeting material is necessary, it will be distributed to members with the agenda. It is the responsibility of the member to review the agenda and supplemental material and bring them to the scheduled meeting (or ask that the Department knows of your need for printed copies).

Standing items on the agenda include elements 9.4.3 – 9.4.5 above. In addition, if any ad hoc subcommittees have been created, a status report from that ad hoc subcommittee will be a standing item until the committee completes its work.

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9.4. MEETING PROCEDURES.

9.4.13. Submitting Travel and Reimbursement Paperwork. The Travel Itinerary form (this form indicates your plans to attend or not attend the next meeting) is available at HPG meetings and is also distributed to HPG members four weeks prior to the scheduled HPG meeting dates. HPG members are required to complete the Travel Itinerary form and return it to the Division, no less than three weeks prior to the scheduled HPG meeting date. The Request for Travel Reimbursement form (this form accounts for all of your travel related to attending the meeting and provides the necessary documentation to receive your reimbursement) is distributed during the HPG meeting and should be completed and returned to the Division staff at the conclusion of the HPG meeting or shortly thereafter.

9.4.14. Travel Reimbursement. The Request for Travel Expense Reimbursement form must be completed by each HPG member requesting reimbursement for expenses and submitted to the designated Division staff. Reimbursement will be handled in a timely manner, usually within seven (7) weeks of the HPG meeting. Reimbursement will be provided at rates established by the Department. Should there be a problem with reimbursement, these concerns should be addressed with the Division. Information on how to follow up on late reimbursement will be provided in the Travel Guidelines and the HPG Orientation.

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9.5. MEETING MINUTES

9.5.1. PA HIV Planning Group Meeting Minutes. The minutes of all HPG meetings will be audio-recorded by the contracted Planning Coordinator or Department staff. All formal HPG presentations are also video captured and made available for members to review and made available publicly on StopHIV.com with the Minutes Summary for each meeting. Minutes are presented in summary form and distributed to the Co-Chairs for approval and then to all HPG members at least two weeks prior to each scheduled meeting of the HPG. Members are responsible for reviewing these minutes prior to each meeting. At each meeting HPG members will have an opportunity to revise the minutes of the previous meeting. These changes will be noted in the record by the contracted Planning Coordinator, who will ensure that any changes are reflected in the final record of the meeting. The minutes are made available to the public as the meetings are open to the public and copies of the minutes are provided at the sign-in table and on StopHIV.com.

9.5.2. Steering Committee Meeting Minutes. The minutes of all HPG Steering Committee meetings will be transcribed by the contracted Planning Coordinator or Department staff. These minutes are reviewed by the Steering Committee members and included in the overall HPG meeting minutes distributed to the group prior to each meeting and approved at each meeting. Because these minutes are included as a section of the HPG meeting minutes they are available to the public as copies are provided at the sign-in table.

9.5.3. Subcommittee, Ad Hoc Subcommittee, and Work Group Meeting Minutes. Each of these groups will select an individual to record minutes each time they convene to conduct business, whether in person, via teleconference, or other electronic means. The individual volunteering to take the minutes will agree to distribute those minutes within one week of the meeting to all members of the respective groups. These minutes are used to keep the groups updated on their progress and help any member who was not present for a meeting to understand the progress. If edits need to be made to these minutes, it is discussed at the next meeting and changed as necessary. There is no official approval process for these minutes and they are available to the public by request.

Discussion Before Vote of Approval.