

HPG Protocols - Part Three

November 2024



Section 10 Leadership and Governance

ORIGINAL SECTION X

SECTION X. LEADERSHIP AND GOVERNANCE

PROPOSED CHANGES SECTION V

SECTION V. STRUCTURE

10.1 PA HIV PLANNING GROUP GUIDANCE AND ROLES. Roles and duties of the HPG leadership are to be led by the CDC's HIV Planning Guidance document, which can be found on the StopHIV.com website as reference. This guidance may be updated/replaced by a CDC authorized/released replacement document in the future and will be replaced on the StopHIV.com website as soon as practical/available. Additional roles and duties may be incorporated as agreed upon by the HPG membership and updated within these protocols.

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ORIGINAL SECTION X

SECTION X. LEADERSHIP AND GOVERNANCE

10.1. PA HIV PLANNING GROUP CO-CHAIRS. Two Co-Chairs will serve as leaders of the HPG. One (1) Co-Chair is to be a representative of the Department / Division. One (1) Co-Chair is to be a Community Representative elected from the voting membership of the HPG. These two Co-Chairs should work cooperatively to see that the planning process in the state is an equal effort of the Division and the members of the HPG. Both co-chairs share the responsibility of leading and moderating the HPG at-large, including meeting agendas, timelines, and addressing items brought forward as they arise.

PROPOSED CHANGES SECTION V

SECTION X. LEADERSHIP AND GOVERNANCE

10.1 2. PA HIV PLANNING GROUP CO-CHAIRS. Two Co-Chairs will serve as leaders of the HPG. One (1) Co-Chair is to be a representative of the Department / Division. One (1) Co-Chair is to be a Community Representative elected from the voting membership of the HPG. These two Co-Chairs should work cooperatively to see that the planning process in the state is an equal effort of the Division and the members of the HPG. **Both co-chairs share the responsibility of leading and moderating the HPG at-large, including meeting agendas, timelines, and addressing items brought forward as they arise.**

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ORIGINAL SECTION X

SECTION X. LEADERSHIP AND GOVERNANCE

10.1.1. Department of Health / Division of HIV Health Co-Chair. It is the responsibility of the Department of Health / Division of HIV Health Co-Chair to make known the official positions and obligation of the Division. This Co-Chair must be an employee of the Department / Division. This individual is responsible for forwarding information relevant to the community planning process from the Division to the HPG members. It is also the responsibility of this individual to convey the concerns and requests of HPG members to Division officials. This individual is authorized to officially represent the Division and express Department positions on topics discussed at HPG meetings, the meetings of other organizations, and other functions. This individual is selected for this appointment by the Division administrators and may change at the discretion of such administrators.

PROPOSED CHANGES SECTION V

SECTION X. LEADERSHIP AND GOVERNANCE

10.4 2.1. Department of Health / Division of HIV Health Co-Chair. It is the responsibility of the Department of Health / Division of HIV Health Co-Chair to make known the official positions and obligations of the Division. This Co-Chair must be an employee of the Department / Division. This individual is responsible for forwarding information relevant to the community planning process from the Division to the HPG members. It is also the responsibility of this individual to convey the concerns and requests of HPG members to Division officials. This individual is authorized to officially represent the Division and express Department positions on topics discussed at HPG meetings, the meetings of other organizations, and other functions. This individual is selected for this appointment by the Division administrators and may change at the discretion of such administrators.

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ORIGINAL SECTION X

SECTION X. LEADERSHIP AND GOVERNANCE

10.2.2. Community Co-Chair. The Community Co-Chair is a member of the HPG elected by a majority of HPG Community Representatives who are voting members. The individual selected for this position should possess strong communication skills and have a thorough understanding of the group's function. The person in this position is to guide the members of the HPG through the planning process by assisting in developing and enforcing policies, which facilitate the community planning process.

The Community Co-Chair will also assist in seeking input from HPG members to determine an agenda for each meeting, in coordinating subcommittee work and reports, in representing the HPG to the public, and in managing HPG conflict and dissent.

This individual is elected to a two-year (2) term and can run for reelection if they are a member in good standing. The Community Co-Chair spends several hours per month outside of HPG meetings on HPG business. In addition to rigorous meeting planning and collaboration with the Division and HPCP, this may include HPG-related conferences, events, webinars, or conference calls.

PROPOSED CHANGES SECTION V

SECTION X. LEADERSHIP AND GOVERNANCE

10.4 2.2. Community Co-Chair. The Community Co-Chair is a member of the HPG **and** elected by a majority of HPG Community Representatives who are voting members. The individual selected for this position should possess strong communication skills and have a thorough understanding of the group's function. The person in this position is to guide the members of the HPG through the planning process by assisting in developing and enforcing policies, which facilitate the community planning process. **The Community Co-Chair nomination will require the individual to have a minimum of one year membership in the HPG and be in good standing.**

The Community Co-Chair will also assist in seeking input from HPG members to determine an agenda for each meeting, ~~in~~ **and work group output work** coordinating subcommittee ~~and~~ reports, ~~in~~ representing the HPG to the public, and in managing HPG conflict and dissent.

This individual is elected to a two-year (2) term and can run for reelection if they are a member in good standing. The Community Co-Chair spends several hours per month outside of HPG meetings on HPG business. In addition to rigorous meeting planning and collaboration with the Division and HPCP, this may include HPG-related conferences, events, webinars, or conference calls.

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ORIGINAL SECTION X

SECTION X. LEADERSHIP AND GOVERNANCE

~~10.1.3 Community Co-Chair Elect.~~ The HPG will hold an election for the next Community Co-Chair one year before the end of the current Chair's term. The new Community Co-Chair will spend one year as the "Community Co-Chair Elect" shadowing the current Co-Chair before assuming their responsibilities. If the current Co-Chair runs for and wins re-election, no Community Co-Chair Elect is necessary. Responsibilities of the Community Co-Chair Elect include: learning the roles and responsibilities they will undertake as the future Co-Chair; filling in for the current Co-Chair if they are unable to attend an HPG meeting; serving as a member of the HPG's Steering Committee. This means that the member will serve one year as Community Co-Chair Elect and then two years Community Co-Chair (with a new election for the new Community Co-Chair Elect occurring at the beginning of the third year).

PROPOSED CHANGES SECTION V

SECTION X. LEADERSHIP AND GOVERNANCE

10.2.3 Vice Community Co-Chair. The HPG will hold an election for a Vice Community Co-Chair in conjunction with the election of the Community Co-Chair. The Vice Community Co-Chair will serve as assistant to the Community Co-Chair, shadowing the current Community Co-Chair. The Vice Community Co-Chair nomination will require the individual to have a minimum of one year membership in the HPG and be in good standing.

Responsibilities of the Vice Community Co-Chair include:

- Learning the roles and responsibilities they could undertake as the Co-Chair
- Filling in for the current Co-Chair if they are unable to attend all/some of a HPG meeting
- Serving as a member of the HPG's Steering Committee
- Skills and duties listed in 10.2.2 above.

The Vice Community Co-Chair will be nominated and elected immediately following the Community Co-Chair position is elected. The Vice Community Co-Chair is elected to a two-year (2) term and can run for election if they are a member in good standing. This means that the elected Community Representative will serve as Vice Community Co-Chair for the full two-year term matching the Community Co-Chair. A new election for both the Community Co-Chair and the Vice Community Co-Chair will occur at the end of the two-year term.

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PROPOSED CHANGES SECTION V

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If the Community Co-Chair position is vacated before the end of the current term, the Vice Community Co-Chair will ascend into the vacant position through the end of the current term.

- In this circumstance, an election will be held at the next HPG meeting to fill the vacant Vice Community Co-Chair position.
- The newly elected Vice Community Co-Chair will hold this position through the end of the current term matching the ascended Community Co-Chair. Then an election will be held for both the Community Co-Chair and the Vice Community Co-Chair positions, at the end of the current term.

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ORIGINAL SECTION X

SECTION X. LEADERSHIP AND GOVERNANCE

10.2. PLANNING COORDINATOR. The Department will select and retain a Planning Coordinator to assist the HPG in completing the community planning process. In the event there is not a Planning Coordinator, the Division will fulfill these duties until a Planning Coordinator is put in place.

10.3. SUBCOMMITTEE, AD HOC SUBCOMMITTEE, and WORK GROUP CHAIRS. At the first meeting of a Subcommittee, a chair should be selected by participants. Subcommittee members should nominate possible chairs and elect one (1) chair and one (1) co-chair to fulfill the duties of the chair in case of an absence. Ad Hoc Subcommittee and Work Group members should nominate possible chairs and elect one (1) chair. If only one individual accepts nomination, that individual will serve as the Ad Hoc Subcommittee or Work Group chair. Subcommittee, Ad Hoc Subcommittee, and Work Group Chairs are responsible for convening the meetings. They are responsible for ensuring that their collective accomplishes its work goals and reports activities to the full HPG. They provide status updates on their groups' work to the full HPG at the next HPG meeting.

PROPOSED CHANGES SECTION V

SECTION X. LEADERSHIP AND GOVERNANCE

10.2 3. PLANNING COORDINATOR. The Department will select and retain a Planning Coordinator to assist the HPG in completing the community planning process. In the event there is not a Planning Coordinator, the Division will fulfill these duties until a Planning Coordinator is put in place.

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ORIGINAL SECTION X

SECTION X. LEADERSHIP AND GOVERNANCE

10.4. GOVERNING GROUND RULES. Members of the HPG developed the following Ground Rules. The HPG members and guests are to adhere to the following guidelines during meeting and group discussions:

10.4.1 Courtesy

- Show all participants common courtesy
- Respectful disagreement is acceptable
- Recognize and respect other's physical limitations and capacities
- Be on time and start on time
- Cell phones and pagers should be silenced
- Cross talking, or side-bar conversation is prohibited

10.4.2 Protocol

- One person speaks at a time, upon recognition by the Co-Chair or Facilitator of the discussion
- Speak for yourself without claiming to speak for others
- Speakers are asked to respect time, or express agreement without reiteration
- Respectful disagreement is acceptable; interruptions are not
- Discussions may be limited or deferred, due to time constraints or relevance, to a later agenda item

PROPOSED CHANGES SECTION V

SECTION X. LEADERSHIP AND GOVERNANCE

10.4 5. GOOD STANDING EXPECTATIONS AND GOVERNING GROUND RULES.

Community Representatives attain good standing by meeting the minimum for attendance listed in Section 6.1 while maintaining a history of minimal or no conflict resolution during their HPG membership and abide by the ground rules below.

Members of the HPG developed the following Ground Rules. *These ground rules will be reviewed at the beginning of each HPG meeting.* The HPG members and guests are to adhere to the following guidelines during meeting and group discussions:

10.4 5.1 Courtesy

- Show all participants common courtesy
- Respectful disagreement is acceptable
- Recognize and respect other's physical limitations and capacities
- Be on time and start on time
- *Pay attention to the presentations, discussions, and votes taking place*
- *Electronic devices* ~~Cell phones and pagers~~ should be silenced
- Cross talking, or side-bar conversation is prohibited
- *Phone calls / conversations are to be taken outside of the meeting space / off mic*

10.4 5.2 Protocol

- One person speaks at a time, upon recognition by the Co-Chair or Facilitator
- Speak for yourself without claiming to speak for others
- Speakers are asked to respect time, or express agreement without reiteration
- Respectful disagreement is acceptable; interruptions are not
- Discussions may be limited or deferred, due to time constraints or relevance, to a later agenda item

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ORIGINAL SECTION X

SECTION X. LEADERSHIP AND GOVERNANCE

10.5. CONFLICT RESOLUTION. Conflict is often part of working together as a group. Participation will be encouraged but ground rules will be enforced to direct a conflict toward a positive result.

10.6. CONFLICTS OF INTEREST. HPG members shall not knowingly take actions or make statements intended to influence the conduct of the public body in a way that might confer financial benefit on the member, family members, or on any other organization in which she/he is an employee or has a significant interest.

Each new member will sign a conflict-of-interest statement upon acceptance. This statement will disclose any real or perceived conflict of interest that exists or affirm that no such conflict does in fact exist. Any HPG members who also serves as a director, trustee, employee, volunteer, or might otherwise materially benefit from its association with any agency which may seek funds from the HPG is deemed to have an interest in said agency or agencies. If a conflict of interest is determined to exist, either through voluntary disclosure or other determination by the membership, that individual may be excluded from voting on that particular transaction. The recorded minutes for the meeting shall document such an action.

PROPOSED CHANGES SECTION V

SECTION X. LEADERSHIP AND GOVERNANCE

10.5 6. CONFLICT RESOLUTION. Conflict is often part of working together as a group. Participation will be encouraged but ground rules will be enforced to direct a conflict toward a positive result.

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Each new member will sign a conflict-of-interest statement upon acceptance. This statement will disclose any real or perceived conflict of interest that exists or affirm that no such conflict does in fact exist. Any HPG members who also serves as a director, trustee, employee, volunteer, or might otherwise materially benefit from its association with any agency which may seek funds from the HPG is deemed to have an interest in said agency or agencies. If a conflict of interest is determined to exist, either through voluntary disclosure or other determination by the membership, that individual may be excluded from voting on that particular transaction. The recorded minutes for the meeting shall document such an action.

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SECTION X. LEADERSHIP AND GOVERNANCE

10.8. GRIEVANCE POLICY. Grievance procedures exist for the purpose of Priority Setting Dispute Resolution when HPG Community Representatives or regional grantees dispute that the HPG did not follow its process for priority setting that may be perceived to influence the resource allocation percentage recommendations. This policy is on file and available by request from the Department at: PA DOH, 625 Forester St., Harrisburg, Pennsylvania 17120, or by calling 717-783-0572.

10.9. COMMITTEE ENDORSEMENTS. The consent of the HPG is required for the endorsement of any activity or statement by the HPG. The Co-Chairs are responsible for reviewing any statement or securing information about any activity that will require the HPG's endorsement. The Co-Chairs are responsible for presenting this information to the full HPG and for securing the consensus or approval of a majority of the HPG membership before endorsing a statement or activity.

PROPOSED CHANGES SECTION V

SECTION X. LEADERSHIP AND GOVERNANCE

10.7 8. GRIEVANCE POLICY. Grievance procedures exist for the purpose of Priority Setting Dispute Resolution when HPG Community Representatives or regional grantees dispute that the HPG did not follow its process for priority setting that may be perceived to influence the resource allocation percentage recommendations. This policy is on file and available by request from the Department at: PA DOH, 625 Forester St., Harrisburg, Pennsylvania 17120, or by calling 717-783-0572.

10.8 9. ~~COMMITTEE~~ HPG ENDORSEMENTS. The consent of the HPG is required for the endorsement of any activity or statement by the HPG. The Co-Chairs are responsible for reviewing any statement or securing information about any activity that will require the HPG's endorsement. The Co-Chairs are responsible for presenting this information to the full HPG and for securing the consensus or approval of a majority of the HPG membership before endorsing a statement or activity.

Should there be a perceived conflict of interest raised, the Division would not be responsible for presenting any activity or statement for endorsement to the full HPG. In this situation, the Community Co-Chair is also responsible for securing the consensus or approval of a majority of the HPG Community Representatives without the Division's endorsement/signature. The Community Co-Chair would be responsible for releasing this modified version of the HPG endorsement.

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ORIGINAL SECTION X

SECTION X. LEADERSHIP AND GOVERNANCE

10.9. OFFICIAL STATEMENTS. The consent of the HPG is required for the endorsement of any formal statement. The Community Co-Chair is responsible for coordinating the drafting of any formal statement that will require the HPG's endorsement. The Division Co-Chair is responsible for presenting this document to the full HPG and for securing the consensus or approval of a majority of the HPG Community Representatives membership before endorsing and releasing the formal statement.

10.10. MODIFICATION OF PROTOCOL. This protocol governing the HPG function may be modified as needed by a simple majority vote of the membership.

PROPOSED CHANGES SECTION V

SECTION X. LEADERSHIP AND GOVERNANCE

10.9 10. ~~OFFICIAL~~ HPG FORMAL STATEMENTS. The consent of the HPG is required for the endorsement of any formal statement. The Community Co-Chair is responsible for coordinating the drafting of any formal statement that will require the HPG's endorsement. The Division Co-Chair is responsible for presenting this document to the full HPG and for securing the consensus or approval of a majority of the HPG Community Representatives membership before endorsing and releasing the formal statement.

Should there be a perceived conflict of interest raised, the Division would not be responsible for presenting this document to the full HPG. In this situation, the Community Co-Chair is also responsible for securing the consensus or approval of a majority of the HPG Community Representatives without the Division's endorsement/signature. The Community Co-Chair would be responsible for releasing this modified version of the formal statement.

10.10 11. MODIFICATION OF PROTOCOL. This protocol governing the HPG function may be modified as needed by a simple majority vote of the membership **Community Representatives.**

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Discussion Before Vote of Approval.

Thank you.