



October 11, 2018

Subject: HIV Planning Group New Member Application

Dear colleague:

Enclosed is an application package for membership on the statewide HIV Planning Group (HPG). New members are being recruited to fill vacancies created by attrition and to fill representational gaps. All applications will be considered, but in order to fill the gaps that currently exist in the composition of the membership, we are particularly interested in 1) individuals who are living with HIV or at high-risk for HIV infection; 2) racial and ethnic minorities; 3) youth between the ages of 13 and 29; 4) transgender women; and 5) Ryan White and Medicare/Medicaid providers. Within the categories mentioned, we are attempting to increase representation from the Northcentral, Northeast, and Southcentral regions of the state.

The package contains an application form, the HPG vision, mission, and values, and the HPG member job description. It is important that applicants receive the entire package in order to understand the HPG process. Applicants should also be sure they provide a written statement describing why they wish to become a member, as well as sign the application form and job description. Please feel free to reproduce and disseminate copies of this package to all individuals, key stakeholders and organizations interested in HIV planning who may wish to be considered for membership. Self-nominations are also encouraged.

APPLICATIONS ARE DUE BY Thursday, November 22, 2018.

Applications may be submitted in any of the following ways:

- 1) Email to [dlh49@pitt.edu](mailto:dlh49@pitt.edu);
- 2) Fax to 412-383-1513; or
- 3) Mail (hardcopy) to the attention of:  
Daniel Hinkson  
3520 Fifth Ave, Suite 400  
Pittsburgh, PA 15213

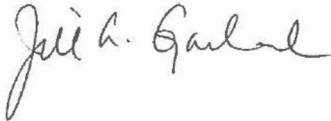
Please notify Daniel by email or 412-383-1619 if the application is needed in another format or language.

An independent committee will review all applications and make recommendations for new members. It is expected that the selection process will be completed by mid-February 2018. An orientation for the new members of the HPG will be conducted during the March 2018 meeting in the Harrisburg area. Each new member will receive orientation materials and be assigned an experienced HPG member as a mentor.

The scheduled meeting dates for 2019 are January 16th & 17<sup>th</sup>, March 13th & 14<sup>th</sup>, May 8th & 9<sup>th</sup>, July 20<sup>th</sup> & 11<sup>th</sup>, September 11<sup>th</sup> & 12<sup>th</sup>, and November 13<sup>th</sup> & 14<sup>th</sup>. Meeting locations have yet to be determined, but typically take place in the Harrisburg area. The first day of the two-day meeting runs from 9 a.m. – 4:30 p.m. The second day of the two-day meeting runs from 9 a.m. – 3 p.m.

The continuum of HIV services is at the core of integrating care and prevention in Pennsylvania. An essential component of these services is broad stakeholder engagement and feedback for comprehensive HIV planning and needs assessment. All members are expected to attend and actively participate in all meetings unless circumstances beyond their control prevent this from happening. Please take advantage of this important opportunity to affect the direction of HIV planning in Pennsylvania. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Jill A. Garland". The signature is written in a cursive style and is centered within a light gray rectangular box.

Jill A. Garland  
Department Co-Chair, Pennsylvania HIV Planning Group  
Director, Division of HIV Disease

Enclosures  
2019 HPG Membership Application