



October 2, 2020

Subject: HIV Planning Group New Member Application

Dear colleague:

Enclosed is an application package for membership on Pennsylvania's 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, and applicants from all walks of life are appreciated. In order to fill the gaps in the composition of our membership reflecting communities impacted by the epidemic, we are particularly seeking: 1.) applicants who are persons living with HIV; 2.) individuals who identify with or represent communities listed on the enclosed application form and are also a. racial and ethnic minorities, especially African-American/black; b. between the ages of 14 and 29; and/or c. transgender; 3.) representatives from Ryan White Part B grantees; 4) representatives or clients of HIV prevention/testing/PrEP providers; and 5) County/Municipal Health Departments. Within these membership categories, we are also seeking to increase regional representation from all geographic areas of the state, especially the southcentral and all southwestern regions.

Along with this invitation letter, the HPG application packet contains the application form and the HPG Applicant Quick Guide. It is important that applicants receive the entire package in order to understand the HPG process. Applicants should be sure to answer the application in its entirety. Please feel free to reproduce and disseminate copies of this package to all individuals, stakeholders, and organizations interested in HIV planning who may wish to be considered for membership. Self-nominations are also encouraged.

APPLICATIONS ARE DUE to the Division of HIV Disease's Planning Contractor, the University of Pittsburgh's HIV Prevention and Care Project, by Friday Nov.6, 2020.

Applications may be submitted in any of the following ways:

- 1) Email to [cnb31@pitt.edu](mailto:cnb31@pitt.edu);
- 2) Fax to 412-383-1513;
- 3) Complete the online version available on the [www.StopHIV.com](http://www.StopHIV.com) homepage, or
- 4) Mail a hardcopy to the attention of Corrine Bozich at 3520 5<sup>th</sup> Avenue, Suite 400, Pittsburgh, PA 15213.

Please notify Corrine by email or at the phone number below if the application is needed in another format (such as Braille) or language (Spanish versions are currently available on StopHIV.com).

An independent HPG workgroup will review all anonymized applications and make recommendations for new members. It is expected that the selection process will be completed by late December 2020. An orientation for new HPG members will be conducted during the first 2021 meeting in the Harrisburg area. Each new member will receive orientation materials and be assigned an experienced HPG member as a mentor.

Two-day meetings will be held every other month, beginning in February 2021. Typically, four meetings are in Harrisburg, and the other two are paired with townhall events that rotate throughout the Commonwealth. Our Harrisburg HPG meetings typically run from approx. 9a.m.–5 p.m. on the first day, and 9 a.m.–3 p.m. on the second day. However, it is important to note that, given the current pandemic, all participation in the HPG will be virtual until further notice.

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, Integrated HIV planning, Plan monitoring, priority setting, 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 positively impact the direction of HIV planning in Pennsylvania. Thank you.

Sincerely,



Mari Jane Salem-Noll  
Department Co-Chair, Pennsylvania HIV Planning Group  
Director, Division of HIV Disease

Enclosures