

# HPG Protocols

October 2, 2024



# Introduction

## Current Members of the Workgroup

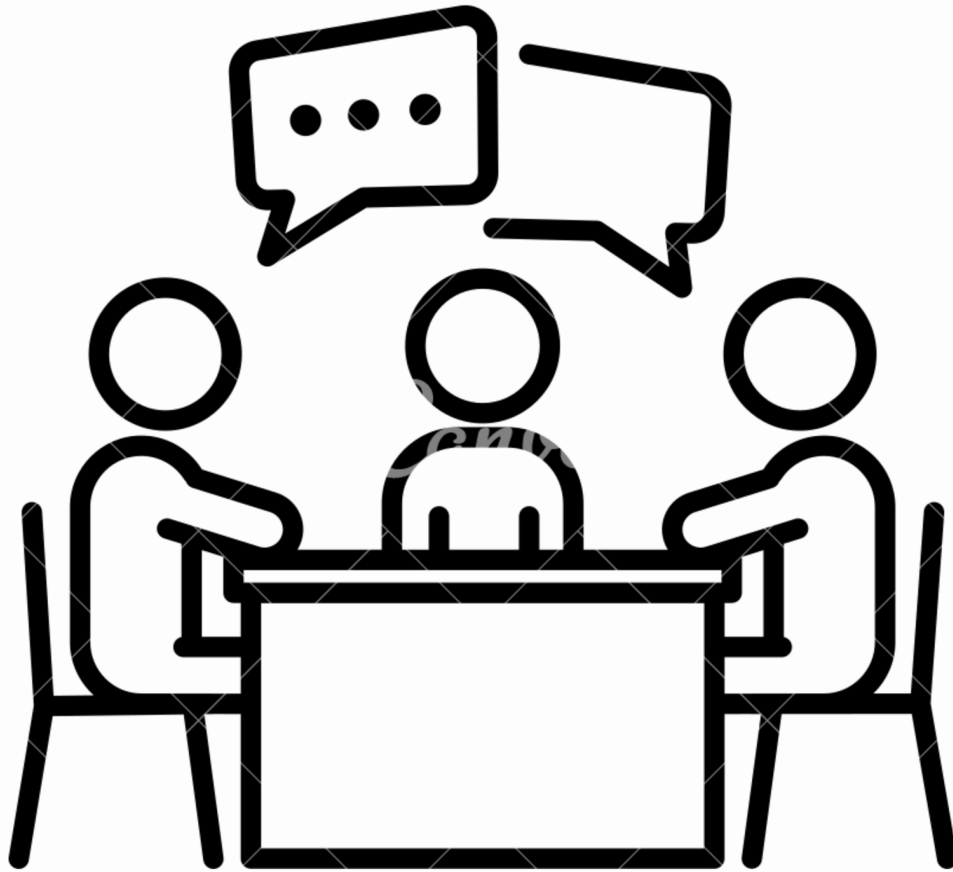
Gary Snyder, Rachel Schaffer, Guadalupe Diaz, Najia Luqman, Andre Ford and Natasha Gorham

## Activities

Review current language, suggest changes, lead discussions during HPG meetings to get approval to make modifications.

## What's Next?

Incorporate the items discussed today and continue to work on reviewing the last sections.



## ORIGINAL SECTION III

### SECTION III. VISION/MISSION/VALUES

3.3. VALUES. The Pennsylvania HIV Planning Group embraces these values in achieving our vision and mission:

Parity – equal participation in carrying out tasks or duties in the planning process; an equal voice.

Inclusion – meaningful involvement in decision making to ensure that the needs of affected communities and care providers are actively included.

Representation – defined as the act of serving as an official member reflecting the perspective of a specific community. A representative should truly reflect that community's values, norms, and behaviors (members should have expertise in understanding and addressing the specific HIV needs of the populations they represent).

Reflectiveness – Overall membership and consumer members reflect Pennsylvania's epidemic in such factors as race, ethnicity, and age, as well as geographic diversity, including urban and rural areas.

## PROPOSED CHANGES SECTION III

### SECTION III. VISION/MISSION/VALUES

3.3. VALUES. The ~~Pennsylvania HIV Planning Group~~ HPG embraces these values in achieving our vision and mission:

Parity – equal participation in carrying out tasks or duties in the planning process; an equal voice.

Inclusion – meaningful involvement in decision making to ensure that the needs of affected communities and care providers are actively included.

Representation – defined as the act of serving as a Community Representative reflecting the perspective of a specific community. A representative should truly reflect that community's values, norms, and behaviors (Community Representatives should have expertise in understanding and addressing the specific HIV needs of the populations they represent).

Reflectiveness – Overall membership and consumer members reflect ~~Pennsylvania's epidemic in such factors as race, ethnicity, and age, as well as geographic diversity, including urban and rural areas.~~

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# Discussion Before Vote of Approval.

## ORIGINAL SECTION IV

### SECTION IV. SCOPE

4.1. SCOPE. The broad scope of the Pennsylvania HPG ties directly to the Continuum of HIV Services in Pennsylvania and as defined by the Department and Division in the context of Prevent, Test, Link, Treat and Retain/Re-engage. Further, the HPG supports the Vision Statement of the Division and the NHAS: Pennsylvania will become a place where new HIV infections are rare and when they do occur, every person, regardless of age, gender, race/ethnicity, sexual orientation, gender identity or socio-economic circumstance, will have unfettered access to high quality, life extending care, free from stigma and discrimination. To accomplish these goals the HPG engages in and supports these planning activities: needs assessment (including the epidemiological profile, identified gaps and resources); priority setting; IHPCP development and revision; IHPCP implementation through assessment and evaluation.

## PROPOSED CHANGES SECTION IV

### SECTION IV. SCOPE

4.1. SCOPE. The broad scope of the Pennsylvania HPG ties directly to the Continuum of HIV Services in Pennsylvania and as defined by the Department and Division in the context of Prevent, Test, Link, Treat and Retain / Re-engage. [The HPG supports the NHAS Vision Statement as well as the Pennsylvania Department of Health's Mission and Vision Statements: \*\[insert link to stophiv.com page with all statements\]\*](#).

To accomplish these goals the HPG engages in and supports these planning activities:

- needs assessment (including the epidemiological profile, identified gaps and resources)
- priority setting
- IHPCP development and revision
- IHPCP implementation through assessment and evaluation.

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# Discussion Before Vote of Approval.



## ORIGINAL SECTION V

### SECTION V. STRUCTURE

5.2. STEERING COMMITTEE. The Steering Committee is comprised of the HPG Co-chairs and the Chair of each of the two (2) subcommittees, Chairs of any ad hoc subcommittees, and the HPCP designated planning coordinator. The Steering Committee exists to assist in strategic planning and agenda development for the larger HPG. Also welcome to attend the Steering Committee meetings are the DOH support staff and the University of Pittsburgh staff (contracted planning coordinator) as these individuals play a key role in the facilitation of all HPG activities (these are considered non-members with no voting privileges).

## PROPOSED CHANGES SECTION V

### SECTION V. STRUCTURE

5.2. **HPG** STEERING COMMITTEE. The Steering Committee is comprised of the HPG Co-chairs and the Chair(s) of each of the two (2) subcommittees, Chairs of any Ad Hoc Subcommittees, **Chairs of any Work Groups**, and the HPCP designated Planning Coordinator. The Steering Committee exists to assist in strategic planning and agenda development for the larger HPG. Also welcome to attend the Steering Committee meetings are the Division's support staff and the HPCP staff (contracted Planning Coordinator) as these individuals play a key role in the facilitation of all HPG activities (these are considered non-members with no voting privileges).

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# Discussion Before Vote of Approval.



## ORIGINAL SECTION VII

### SECTION VII. MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES

7.1.5. Removal Due to Conduct: Upon receipt of a written allegation or complaint, the Co-Chairs will consult with the Steering Committee and whomever else is deemed appropriate in a timely manner.

- Complainants may request to submit their complaint to either a HPG Co-Chair or the Planning Coordinator anonymously.
- In the event that a complaint is alleged against the Community Co-Chair, the complaint should be addressed to the Division Co-Chair who will bring the complaint to the Steering Committee, excluding the Community Co-Chair.
- If an allegation is made against a member who is on the Steering Committee, the initial complaint review would be made with the Steering Committee excluding the alleged member.
- Upon review of the allegation or complaint, the Steering Committee will have discretion to dismiss the matter, or determine it has sufficient merit to pursue further. If the latter is the case, the Co-Chairs will immediately inform the Community Representative of the alleged violation in writing.

## PROPOSED CHANGES SECTION VII

### SECTION VII. MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES

NO CHANGES

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## ORIGINAL SECTION VII

### SECTION VII. MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES continued

#### 7.1.5. Removal Due to Conduct: *continued text*

- The Co-Chairs may temporarily suspend the Community Representatives' membership pending the resolution of the matter; which may include mediation by the Steering Committee or, at the request of the Steering Committee and/or Division, an external mediator selected and retained by the Planning Coordinator.
- If mediation is not successful, Community Representatives will vote on terminating the Community Representative's HPG membership at the next HPG meeting (provided at least 10 days precede the next HPG meeting).

Prior to a vote of removal, the alleged violating HPG Community Representative may provide the Co-Chairs with a written response to the complaint and may also request to present their response directly to the HPG. Outcomes will be provided in writing to all parties involved.

## PROPOSED CHANGES SECTION VII

### SECTION VII. MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES continued

#### 7.1.5. Removal Due to Conduct: *continued text*

- The Co-Chairs may temporarily suspend the Community Representatives' membership pending the resolution of the matter. **Mediation may be pursued at the request of the Steering Committee, Division, and/or the alleged Community Representative. Mediation will be executed by an external mediator selected and retained by the Planning Coordinator. Mediation provides an opportunity for fairness in understanding the alleged Community Representative's perspective.**
- **Before a removal vote to resolve the allegation, the alleged violating HPG Community Representative may give the Co-Chairs a written response to the complaint and may also request to present their response directly to the HPG.**
- Community Representatives will vote on **actions to be taken regarding** the Community Representative's HPG membership at the next HPG meeting, (provided at least 10 days precede the next HPG meeting). **If the allegation occurs within ten days of the next HPG meeting, the resolution must occur during the following HPG meeting. These possible actions to be voted on could be public censure, membership termination, and or alternative options.**

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## ORIGINAL SECTION VII

### SECTION VII. MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES continued

#### 7.1.5. Removal Due to Conduct: *continued text*

Violations of any HPG policies contained within these protocols (Confidentiality, Representation, Conflict of Interest, Attendance, or other substantial allegations), a Community Representative may be removed from the HPG by a vote of the majority of the Community Representatives present at a duly convened meeting or teleconference, provided a quorum is present.

Planning Partner Agencies may not be removed, however the HPG can request the agency individual be replaced by another due to poor conduct.

## PROPOSED CHANGES SECTION VII

### SECTION VII. MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES continued

#### 7.1.5. Removal Due to Conduct: *continued text*

- As part of the voting process, the HPG has the ability to ban a representative who is found to be in violation of the protocols from reapplying either for a set time or permanently. The nomination/application of an individual who reapplies while they have an HPG active ban active would be flagged by the Planning Coordinator to the HPG Nominations and Recruitment work group during the membership assessment process.
- Outcomes will be provided in writing to all parties involved, and a record of the allegation and outcomes will be kept by the Planning Coordinator.

Violations of any HPG policies contained within these protocols (Confidentiality, Representation, Conflict of Interest, Attendance, or other substantial allegations), a Community Representative may be removed from the HPG by a vote of the majority of the Community Representatives present at a duly convened meeting or teleconference, provided a quorum is present.

Planning Partner Agencies may not be removed, however the HPG can request the agency individual be replaced by another due to poor conduct.

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## ORIGINAL SECTION VII

### SECTION VII. MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES continued

#### 7.1.6. Participation:

All HPG members are essential and encouraged to provide meaningful involvement in the planning process with an active cordial voice in decision-making. The views, perspectives, and needs of all members are welcome, respected, and equal.

## PROPOSED CHANGES SECTION VII

### SECTION VII. MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES continued

#### 7.1.6. Participation:

All HPG members are essential and encouraged to provide meaningful involvement in the planning process with an active cordial voice in decision-making. The views, perspectives, and needs of all members are welcome, respected, and equal. [The HPG will utilize Robert's Rules of Order as guidelines for meeting procedures and processes.](#)

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# Discussion Before Vote of Approval.



***The following language was moved from Section 5.5.1. to Section 7.2. NO CHANGES BEYOND NUMBERING DUE TO RELOCATING***

## 7.2. WORK GROUP RESPONSIBILITIES.

### 7.2.1 Recruitment and Membership Work Group

7.2.1.a. Soliciting Nominations: The Division distributes HPG recruitment letters and nomination forms to all HPG members, Department HIV Health staff, HIV grantees (county and municipal health departments and regional grantees), HIV prevention program field staff, PLWH groups, and a variety of agencies identified as potential resources for recruiting disproportionately affected and traditionally underserved communities on an annual basis. Applicants from disproportionately affected communities, traditionally underserved communities, and applicants that fill gaps in current HPG Community Representative membership are specifically encouraged to apply; however, all applications will receive serious consideration.

7.2.1.b. Application Process: Applications will be available online at [www.stophiv.com](http://www.stophiv.com) website, and may be requested and secured at the Department offices from the Division. Applications may also be obtained from the Community Co-Chair, members of the Recruitment and Membership Work Group, and general HPG members. Applications will be distributed widely across the Commonwealth and to every organization receiving Department of Health funds that provides HIV care or prevention programming. The process is open and ongoing.

7.2.1.c. Application Submission: Completed applications may be submitted online or sent to: The Pennsylvania Department of Health, Director of the Division of HIV Health, 625 Forester St., Harrisburg, Pennsylvania 17120. Applications should not be sent to the HPG membership or to an individual HPG member. Following the application deadline, all applications will be distributed to the HPG Recruitment and Membership Work Group for review.

7.2.1.d. Application Review: Community Representative applications are to be reviewed by the Recruitment and Membership Work Group during a meeting held for this specific purpose. Recruitment and Membership Work Group members review the applications and recommend new Community Representative nominations based upon gaps identified in the current HPG representation and the unique strengths of the applicants.



## ORIGINAL SECTION V

### SECTION V. STRUCTURE

#### 5.5 WORK GROUPS

5.5.1.e. Membership Invitations: The Nominations and Recruitment Work Group will make a telephone call to each applicant elected by a majority vote of the HPG. The purpose of the phone call is to confirm prospective member's commitment to participate in the scheduled meetings and answer any questions. The Division of HIV Disease will review member invitations and forward successful applications for final review and approval to the Pennsylvania Department of Health. Upon receipt of DOH approval, the Division will issue membership invitations, in letter form, to those applicants who were identified by the Nominations and Recruitment Work Group. As many new members will likely have a wide range of skills, insights, and experiences, this letter must inform new members of which categories they are specifically representing on the HPG.

## PROPOSED CHANGES SECTION VII

### SECTION VII. MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES

#### 7.2 WORK GROUP RESPONSIBILITIES *continued*

7.2.1.e. Membership Invitations: The Recruitment and Membership Work Group will contact each applicant elected by a majority vote of the Recruitment and Membership Work Group. The purpose of contacting is to confirm prospective Community Representative's commitment to participate in the scheduled meetings and answer any questions.

The Division will review the de-identified prospective representative applications for final review. Once this process is complete, the Planning Coordinator will share applicants' contact information with the Division, who will issue membership invitations to those applicants selected by the Recruitment and Membership Work Group. As many new representatives will likely have a wide range of skills, insights, and experiences, this letter must inform new representatives of which categories they are specifically representing in the HPG. The list of new representatives will be forwarded to DOH leadership for awareness.

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## ORIGINAL SECTION V

### SECTION V. STRUCTURE

#### 5.5 WORK GROUPS

##### 5.5.1. RECRUITMENT AND MEMBERSHIP WORK GROUP

5.5.1.f. Membership Selections: Any applicant receiving a membership invitation letter who confirms their commitment to participate in the HIV Planning Group (verbally or in writing) will be selected to serve on the HPG. If an applicant is invited to participate and declines to participate, another applicant may be chosen to fill the position.

5.5.1.g. Applicant Rejection: Remaining candidates who have not been selected will be sent letters stating that they have not been selected with a reason for this decision, along with an invitation to apply again in the future. The Division of HIV Disease (Department Co-Chair) will send these letters to denied applicants. A priority pool of key stakeholder applicants will be maintained by the Department. Applicants will remain in the pool to potentially fulfill any mid-term vacancies on a rolling basis. The workgroup retains flexibility when creating recommendations to fill (or not fill) vacant positions in order to ensure parity, inclusion, representation and reflectiveness.

## PROPOSED CHANGES SECTION VII

### SECTION VII. MEMBERSHIP EXPECTATIONS AND RESPONSIBILITIES

#### *NO CHANGES BEYOND NUMBERING DUE TO RELOCATING*

##### 7.2. WORK GROUP RESPONSIBILITIES.

###### 7.2.1 Recruitment and Membership Work Group

7.2.1.f. Community Representative Selections: Any applicant receiving a membership invitation who confirms their commitment to participate in the HPG (verbally or in writing) will be selected to serve on the HPG as a Community Representative. If an applicant is invited to participate and declines to participate, another applicant may be chosen to fill the position.

7.2.1.g. Applicant Rejection: Remaining candidates who have not been selected will be sent an invitation to apply again in the future. The Division (via Division Co-Chair) will send these letters to denied applicants. A priority pool of key stakeholder applicants will be maintained by the Planning Coordinator. Applicants will remain in the pool until the end of the calendar year to potentially fulfill any midterm vacancies on a rolling basis. The Recruitment and Membership Work Group retains flexibility when creating recommendations to fill (or not fill) vacant positions in order to ensure parity, inclusion, representation and reflectiveness.

# Discussion Before Vote of Approval.

**Thank you.**