



A Standing Committee of the Public Health Advisory Board

GOVERNANCE DOCUMENT
Approved February 22, 2006

The purpose, structure, roles and responsibilities, code of conduct and subcommittees are stipulated in this governance document for the Sacramento Alliance to Prevent AIDS hereafter referred to as SAPA. This document has been designed to compliment the formal bylaws set forth by the Public Health Advisory Board. The guidelines contained in this document have been developed specifically for the identified needs of SAPA to assist in an equitable and effective community planning process. Unless otherwise stated, procedure will follow the bylaws of the Public Health Advisory Board.

1.01 PURPOSE

- 1.1 SAPA seeks to prevent the spread of HIV infection in Sacramento County by participating in community planning. This community planning process is coordinated and staffed by the Sacramento County Department of Health and Human Services, AIDS Education and Prevention Program. SAPA works closely with DHHS staff and strives to provide the best possible input to the Department for their ongoing decision-making process for AIDS education.
- 1.2 Effective prevention education programs that are responsive to high priority community-validated needs within defined populations. SAPA provides a forum to ensure the integration of evidence-based information, such as epidemiological data, with programmatic experience and perspectives of affected communities.

2.01 STRUCTURE

2.1 General Membership

- 2.1.1 Unlimited and open membership of individuals and organizations
- 2.1.2 Participates on Subcommittees

2.2 Purpose of General Membership

- 2.2.1 Share information, ideas, coordination and linkages
- 2.2.2 Provide insight into the extent, distribution and impact of HIV/AIDS in the community

- 2.2.3 Identify community resources to respond to the epidemic
- 2.2.4 Identify unmet HIV prevention needs
- 2.2.5 Review specific educational approaches and interventions to prevent new infections
- 2.2.6 Provide input into SAPA's annual goals and objectives and review progress
- 2.2.7 Provide forum for public participation and community education

2.3 **Leadership Council**

- 2.3.1 A minimum of 20 Members selected by Public Health Advisory Board and confirmed by the Board of Supervisors
- 2.3.2 Three (3) Officers: Two (2) elected positions; one the Community Co-chair of the Council; and two, the Secretary/Parliamentarian. The third officer is the other Co-chair, being a designee of DHHS
- 2.3.3 Meets six (6) times per year
- 2.3.4 Members shall be considered "excused" from a meeting if he/she notifies designated SAPA staff person of anticipated absence by 2:00pm of the day on which SAPA is to meet.
- 2.3.5 Members will receive a letter from SAPA Co-chairs after first unexcused absence to inquire about intent to continue on Leadership Council. Members shall be dismissed after two (2) consecutive unexcused absences. If a member does not attend any Leadership Council meetings during the calendar year, even with excused absences, the member may be dismissed with approval from a quorum of Leadership Council members.
- 2.3.6 Representative of HIV/AIDS epidemic in Sacramento County
- 2.3.7 Elect Officers from Leadership Council membership
- 2.3.8 Terms of Office: The Community Co-chair and Secretary/Parliamentarian shall serve one (1) year terms (calendar year). Each officer may serve two (2) consecutive terms for the same office.
- 2.3.9 Duties: The Co-chairs convene the Leadership Council meetings. The Secretary/Parliamentarian has the duty and responsibility of reviewing Council minutes for accuracy and seeing to it that meetings are conducted according to Robert's Rules of Order.
- 2.3.10 Election of Leadership Council Officers: A Nominating Committee is convened, whose membership includes one (1) member of the PHAB, one (1) representative of the Leadership Council (who is not running for office), and at least one (1) representative of the community. Duties and make-up of this Nominating Committee are set forth in Article V ("Standing Committees") of the PHAB Bylaws. Duties of this Nominating Committee are to: 1) recommend names for appointment to the standing committee to the Public Health Advisory Board for subsequent ratification by the Board of Supervisors; and 2) to develop a recommended slate of

officers. The recommended slate of officers is mailed to voting members along with a written reminder of when the election will be held and that additional nominations may be made from the floor immediately before a vote is taken. This written reminder shall be mailed to all voting members at least ten (10) days prior to the election.

- 2.3.11 Election of Leadership Council Members: A Nominating Committee is convened. As stated in Article V of the PHAB Bylaws, the Nominating Committee includes one (1) member of the PHAB, one (1) member of the Leadership Council, and one (1) member of the community. The Nominating Committee will submit nominations for confirmation to the Leadership Council by the Board of Supervisors.
- 2.3.12 Convening of Nominating Committee: The Nominating Committee will meet annually in November to nominate officers and approve new members for the upcoming year.
- 2.3.13 Quorum: For the purposes of the Leadership Council of SAPA, a quorum shall be defined as 50% + 1 of the membership of the total Leadership Council.
- 2.3.14 Voting: A majority vote of the quorum is required to pass an item. The exception to this is that changes to the bylaws demand a two-thirds vote. SAPA chair will vote only to break a tie. If both Co-chairs are present, the Community Co-chair has the voting privilege. In absence of the Community Co-chair, the County Co-chair has the voting privilege.
- 2.3.15 Individuals representing affected communities who are employed by an agency that already has a voting member on SAPA may be voting members of SAPA. There is a limit to two such representatives per agency on the Leadership Council. It is expected that these individuals will vote according to the needs of the community they represent, not the needs of the agency they are employed at.
- 2.3.16 Members representing County –funded CBO’s will be nominated to an “agency seat”. If the staff person leaves the agency, the new staff person designated by the CBO will assume the seat and have voting privileges for the agency. This employee must regularly attend SAPA meetings in order to exercise the agency’s voting privileges.

2.4 Purpose of Leadership Council

- 2.4.1 To set general policy and annual direction for SAPA
- 2.4.2 Review and develops policies for operation of SAPA
- 2.4.3 Elect officers for Leadership Council
- 2.4.4 Prioritize HIV prevention needs
- 2.4.5 Provide information and technical assistance to the membership

- and staff
- 2.4.6 Assist in updating county-wide HIV Prevention Plan
- 2.4.7 Report proceedings to community members and gather input and community comment when appropriate
- 2.4.8 Provide access to community resources and act as community liaisons
- 2.4.9 Promote linkages among the local community HIV prevention services providers, public health agencies, and behavioral and social scientists who are either in the local area or who are familiar with local prevention needs, issues, and at-risk populations

2.5 Subcommittees/Ad Hoc Groups

- 2.5.1 African-Americans Against AIDS Advisory Body
- 2.5.2 Community Outreach Strategies
- 2.5.3 Critical Issues Subcommittee
- 2.5.4 Faith Based Subcommittee (Ad Hoc)
- 2.5.5 Resource Allocation (Ad Hoc)
- 2.5.6 Prevention Marketing Committee (Ad Hoc)
- 2.5.7 Perinatal HIV Prevention Advisory Group (Ad Hoc)
- 2.5.8 Membership Nomination Committee (Ad Hoc)
- 2.5.9 Needle Exchange (Ad Hoc committee of PHAB)
- 2.5.10 Subcommittees shall elect a chair that shall serve a one-year term.
- 2.5.11 Subcommittee chairs may be elected for consecutive terms.
- 2.5.12 Subcommittees shall meet quarterly or as according to need and/or interest.

3.01 ROLES AND RESPONSIBILITIES

3.1 Sacramento County Department of Health and Human Services (DHHS)

- 3.1.1 Administer and coordinate funds and provide staffing for SAPA activities to the degree to which funds are available;
- 3.1.2 Administer and coordinate distribution of public funds from a variety of sources to prevent HIV transmission and reduce associate morbidity and mortality;
- 3.1.3 Collaborate with state, local, and community partners to determine the most effective means for implementing the HIV prevention and education activities in Sacramento County;
- 3.1.4 Assign the HIV/AIDS Program Coordinator as one of the Co-chairs of SAPA;
- 3.1.5 Provide HIV/AIDS surveillance and other relevant data and analysis of national, statewide, regional and local data to SAPA to assist planning and decision-making processes;

- 3.1.6 Support, supervise and provide direction to staff;
- 3.1.7 Make decisions regarding the allocation of HIV Prevention and Education resources with advice and assistance from SAPA Leadership Council;
- 3.1.8 Administer HIV prevention funds ensuring that funds are awarded to contractors in a timely manner, monitoring contractor activities and documenting contractor compliance;
- 3.1.9 Provide technical assistance to local public and private agencies to plan, develop, implement and evaluate effective prevention and education programs in accordance with the priorities established by SAPA.

3.2 Agencies funded by DHHS for HIV Education and Prevention services

- 3.2.1 Assign a representative from the agency to participate as SAPA Leadership Council member;
- 3.2.2 Designate a proxy to attend SAPA meetings when the agency representative is not available to participate. Proxy will have voting privileges only when assigned Leadership Council representative is not present;
- 3.2.3 Participation by an agency representative in at least one SAPA subcommittee including African-Americans Against AIDS, Prevention Marketing Committee, Critical Issues, Faith Based, Community Outreach Strategies, Needle Exchange, Resource Allocation, Membership Nomination Committee, and/or any newly added committees.

3.3 SAPA Staff

- 3.3.1 Assist Co-chairs in convening and facilitating SAPA meetings;
- 3.3.2 Ensure that SAPA meeting objectives, agendas and tasks goals are met;
- 3.3.3 Create and organize information and materials as required for the efficient and effective operation of SAPA;
- 3.3.4 Assist Co-chairs with developing solutions to issues and problems that arise during SAPA meetings;
- 3.3.5 Manage and maintain communication with all SAPA groups concerning meeting arrangements, agendas, objectives, and task assignments.

3.4 Public Health Advisory Board (PHAB) Staff

- 3.4.1 PHAB will consider recommendations for new members of the Leadership Council in its primary role as advisory body to the Board

of Supervisors;

- 3.4.2 Assist in mediating conflicts that arise during SAPA meetings;
- 3.4.3 Establish Nominating Committee, as required;
- 3.4.4 Establish panel of reviewers for AIDS Education and Prevention proposals submitted in response to Sacramento County AIDS Program's Request For Proposals (RFPs).

3.5 **California State Office of AIDS (SOA)**

- 3.5.1 Provide technical assistance to the Sacramento County DHHS and SAPA.

4.01 **CODE OF CONDUCT**

- 4.1 All those participating in any part of SAPA are asked to observe the following behavioral guidelines:
- 4.2 Act first and foremost as a member of SAPA and always act with the best interest of the group;
- 4.3 Put aside individual agendas and separate out the agency's or individual's goals/needs from that of SAPA;
- 4.4 Discuss and, if possible, resolve problems during meetings or work group sessions;
- 4.5 Acknowledge and respect all pertinent variant views on areas/topics; and respect, appreciate and learn from each others' differences, knowledge, work and personal styles;
- 4.6 Do not hesitate to put forward ideas, comments and questions which contribute to the group process and which enhance and expand the member's capacity to understand information, issues, and procedures and act more responsibly and effectively in decision-making;
- 4.7 Cooperate with and support leadership efforts to engage and involve all members of SAPA in understanding information, issues and procedures, and participate fully in group decision-making;
- 4.8 Cooperate with and support leadership efforts to manage the affairs of SAPA;
- 4.9 Accept and support decisions made in accordance with policies and procedures established by the leadership even if they are not the decision outcomes favored by the individual;
- 4.10 Show respect for the time and commitment of other members and the seriousness of the endeavor by attending meetings consistently, on-time and for the full length of the agenda;
- 4.11 Accept and give constructive criticism and avoid offering criticism which denigrates an individual or his or her ideas and abilities;
- 4.12 Be positive about the group, its mission and its progress.

5.01 SUBCOMMITTEES

5.1 Roles and Responsibilities

5.1.1 African-Americans Against AIDS Advisory Body

Mission Statement: To mobilize African-Americans to fight against the spread of HIV/AIDS in the greater Sacramento metropolitan area, through education, prevention and treatment.

Purpose: To establish and enhance the ability of the African-American community and its service providers to create effective messages and methods to increase prevention activities and reduce risk within the community.

5.1.2 Community Outreach Strategies

Mission Statement: To raise community awareness of HIV risk, prevention, education and services in Sacramento County.

Purpose: To increase the awareness in the community, particularly through the use of the media and other public and private resources and events, regarding the prevention and education services available in the community. Special events, coordinated media strategies, and community awareness activities are all potential elements of the work plan developed by this committee.

5.1.3 Prevention Marketing Committee (Ad Hoc)

Mission Statement: To create research-based, social marketing campaigns to reduce HIV infection among identified risk groups in our community.

Purpose: To utilize social marketing principles with behavioral science theories and community involvement in an effort to create an effective HIV prevention campaign using concrete epidemiological and behavioral data. This committee will conduct formative research to better understand and define target audiences, specific audience segments and at risk HIV behaviors in order to address barriers to HIV prevention efforts. Community involvement is essential to the committee to increase the capacity of the community to design, implement, sustain and evaluate effective and appealing HIV prevention plan.

5.1.4 Critical Issues Subcommittee

Mission Statement: The Critical Issues subcommittee will identify emerging critical issues regarding the prevention of HIV infection and related conditions, discover effective solutions, advise the SAPA leadership council, gather community support and take appropriate action.

Purpose: To proactively work to identify critical issues with respect to HIV infection and related conditions affecting individuals and groups in Sacramento County.

5.1.5 Faith Based Subcommittee

Mission Statement: To increase the quality of health in the community through communication and collaboration between communities of faith and HIV/AIDS service providers.

Purpose: To promote the active and meaningful involvement of communities of faith in the HIV/AIDS prevention community planning process and to foster collaborations/partnerships between HIV/AIDS service providers and communities of faith. This committee will provide technical assistance to faith communities in order to assist them with the dissemination of HIV/AIDS education and prevention information to their constituencies and surrounding communities.

5.1.6 Resource Allocation (Ad Hoc)

Purpose: To ensure that the resources available to the Sacramento County HIV Prevention and Education program are allocated judiciously and fairly and reflect the priorities set by SAPA; this activity may include an annual assessment to determine areas of greatest need and to set guidelines and goals for the County allocation process.

5.1.7 Perinatal HIV Prevention Advisory Group (Ad Hoc)

Mission Statement: To be determined by the Perinatal HIV Prevention Advisory Group.

Purpose: Through collaboration and communication between HIV service and perinatal providers, reduce Perinatal transmission of HIV in Sacramento County by: 1) raising awareness of the importance of HIV testing among women of childbearing age and 2) increasing the offering of HIV testing during prenatal care.

5.1.8 Membership Nomination Committee (Ad Hoc)

Purpose: To ensure that the applicants for voting membership in the SAPA Leadership Council are fairly and impartially reviewed and that the voting process is above reproach.

6.01 CONFLICT OF INTEREST

6.1 Members of SAPA shall follow the conflict of interest guidelines as stated in Article VII of the Sacramento County Public Health Advisory Board Bylaws, that is, a SAPA member is deemed to have a conflict of interest when he/she has one or more of the following relationships existing with a program or competing

program under consideration: ownership or

financial interest; director, trustee or officer; employee or provider of goods or services, material or other substantial interest which might inhibit objective decisions. Members having a conflict of interest shall so state before discussion of the issue in question and shall abstain from voting on said issue.

7.01 **AMENDMENTS**

- 7.1 This governance document may be amended or revised as long as proposed changes is mailed to Leadership Council members at least ten (10) days prior to the meeting in which proposed changes are subject to a vote.