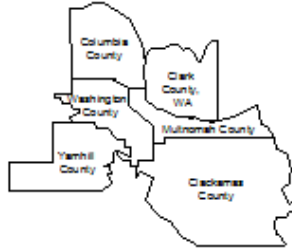




Portland Area HIV Services Planning Council

Advocacy and planning for people affected by HIV in the Portland metro area

Ryan White Program, Part A



Policies & Procedures of the Portland Area HIV Services Planning Council

January 2021

Grantee: Multnomah County Health Department



Portland Area HIV Services Planning Council

OUR CORE VALUES

We value the most effective use of both financial and human resources.

We value a coordinated continuum of care at all stages of HIV/AIDS.

We value a culture in which coordination and collaboration, among individuals, agencies and communities, is prized above competition.

We value conversations that include dissenting voices while also working to ensure that these conversations are free from harassment.

We value all voices and perspectives regardless of age, gender identity, gender expression, sexual orientation, race, ethnicity, literacy, income, education, religious affiliations, physical or mental functionality, ability, and citizenship status.

We value a culture which supports the independence and dignity of consumers of HIV services, and which supports consumer choice in all areas of service and uses a trauma-informed lens.

We value a system which provides high quality care for people living with HIV/AIDS, their families and caregivers; a system that promotes services that are evidence-based and user-friendly. We value effectiveness and accountability at all levels.

We value simplicity in our decision making process, and in the design and delivery of services.

We value the wide range of cultural diversity among us, and we value services which are culturally specific and culturally relevant.

We value an equitable distribution of services, information and other supports throughout the entire six-county Transitional Grant Area.

We value the proactive distribution of easily accessible information appropriate to all styles of learning.

OUR VISION

We envision a region that actively ensures that all people living with HIV/AIDS have access to high quality care, free from stigma and discrimination, and where new HIV infections are rare.

OUR MISSION

*The mission of the **HIV Services Planning Council** of the Portland Transitional Grant Area is to:*

- *Establish priorities and allocation of funds available under the Ryan White CARE Act, Part A, based on:*
 - *documented needs of HIV infected population*
 - *cost and outcome effectiveness*
 - *priorities of the recipients of services*
 - *and availability of other public and private resources.*
- *Evaluate the administrative mechanism to ensure that resources are distributed effectively in the community according to the decisions made by the Council.*
- *Establish methods for obtaining input on community needs, priorities and satisfaction with services.*
- *Collaborate with state governments to develop Integrated Prevention and Care Plans for responding to HIV in our region, in a coordinated partnership with other planners and community members infected or affected by HIV disease.*



Attendance Policies & Procedures

Last updated 1/12/2021

Goal: Uphold attendance requirements established in Planning Council bylaws and accurately document member attendance.

General Attendance Policy

1. Per Planning Council by-laws, all Planning Council members shall attend all Council meetings and committee meetings (when applicable) or inform Council staff in advance of the meeting, or within 24 hours after the meeting, if the Council member will need to miss all or part of the meeting.
 - It is appropriate for Membership Committee members to contact members regarding chronic tardiness or leaving early.
2. Planning Council staff will be responsible for ensuring attendance for all Planning Council and committee meetings is recorded within three (3) business days of a meeting.
3. Membership Committee will have the primary responsibility of reviewing attendance records and addressing attendance barriers / challenges.
4. Full attendance records for each Planning Council member may be viewed by Membership Committee, Operations Committee and Grantee staff.
5. A member shall be given an unexcused absence if they do not contact the Council staff, Membership Co-Chairs or Council Co-Chairs in advance of the meeting and miss the entire meeting.
6. The following shall not be counted towards attendance requirements:
 - Special called meetings of the Planning Council and / or committees
 - Leave of absences
7. Membership Committee shall attempt all possible interventions to assist a PC member in meeting attendance requirements. This may include:
 - Offering leave of absence to address personal / professional events
 - Stepping down from membership on a committee
 - Utilizing technology, such as phone participation for committee meetings (not Council meetings), to increase meeting attendance.
8. In the event of an emergency, Co-Chair(s) or Operations Committee may suspend any or all Attendance Policies at their discretion (e.g., consider all absences as “Excused”) until the emergency period has ended or as decided by Co-Chair(s) or Operations Committee,

Unexcused Absence Policy

1. A first unexcused absence shall result in the member being contacted by their mentor, or if the member has no mentor, by the Membership Committee.
2. A member who has two consecutive unexcused absences for Planning Council meetings shall be contacted by the Membership Committee and be instructed to attend the next meeting or resign from the Planning Council. This information will also be provided in writing to the member via a letter from the Council Co-Chairs.

3. A third consecutive unexcused absence shall be considered a resignation and shall automatically remove the member from the Planning Council.

Total Absence Policy

1. After three (3) consecutive absences, excused or unexcused, the Membership Committee will contact the member with concern and options.
2. After four (4) absences, excused or unexcused, within a 12-month period, the Membership Committee may recommend removal from the Council. They may be considered ineligible for renewal of membership. Exceptions will be considered on an individual basis.

Procedure

1. Following Council and committee meetings, a Council staff member will update Council and committee attendance records.
 - a. Staff will send an updated Attendance Record to Membership Co-Chairs as soon as it is complete.
 - b. Staff will also provide detailed documentation upon request.
2. The Membership Committee will regularly review all attendance records. At a minimum, attendance records will be reviewed every six months and will assess the previous 12 months when possible. For new members, the Membership Committee will review all possible meetings during the time period.
 - a. Attendance reports shall be prepared and distributed by Council staff.
 - b. If there are concerns about attendance by any members, these shall be brought to the Operations Committee for further discussion.
3. If a Council member has an unexcused absence from a meeting, they will be contacted by their mentor before the next meeting. Not having a mentor, the member will be contacted by the Membership Committee. Mentor or Membership Committee will remind the member about contacting the Council office if they cannot attend a meeting. Mentor or Membership Committee will notify the Council office by email that contact has been made.
4. Written communication to any Council member who has more than two consecutive unexcused absences will be prepared and sent by Council staff, and signed by the Council Co-Chairs.
5. During the period in which the Council is waiting to hear back from a member after two or more unexcused absences, the member shall not be offered an opportunity to renew membership for the following two-year membership period.
6. A decision to recommend removal from the Council shall be made collaboratively with the Grantee's office to ensure decisions are in accordance with a CEO appointed Board.
7. If Operations Committee recommends member removal from Council, the Council Co-Chairs shall write a letter which will be emailed (when possible) and sent by post to the member informing them of their removal. Council staff will also inform the CEO's office of the removal.

Elections Policies and Procedures

Last updated 1/12/2021

Elections

1. Co-Chair and Operations Committee elections are both held in June of each year. Only one Council Co-Chair and three of the Operations Committee members will be voted upon in any given year in order to ensure continuity of leadership.
 - a. Elections to fill unexpected vacancies can be held at any point during the year, at the discretion of the Operations Committee
2. Responsibilities for administration of elections include requesting volunteers, tracking responses, and ensuring the election is added to the Planning Council agenda.
 - a. Unless there is a conflict of interest¹, the Council Co-Chairs hold primary responsibility for administering the election process for Operations Committee vacancies. If there is a conflict, then the Membership Co-Chairs will assume primary responsibility.
 - b. Unless there is a conflict of interest, the Membership Co-Chairs hold primary responsibility for administering the election process for Council Co-Chair vacancies. If there is a conflict, then the Council Co-Chair not up for election will assume primary responsibilities.
 - c. Council staff will assist with these election processes as needed.
3. All members who run for election to the Operations Committee must agree to be a committee chairperson if they are selected to do so by the Co-Chairs.
4. Nominees for Co-Chairs or Operations Committee must be in good standing with the Planning Council and Planning Council committees. This includes regular attendance to meetings (not missing more than 25% of required meetings in the 12 months prior to elections²) and no disciplinary action taken within of the 12 months prior to the election.
5. At least two (2) of the six Operations Committee members shall be PLWH, including one of the Membership Co-Chairs.
6. The Co-Chair election is held first, so that those who are willing to serve as Co-Chair but are not elected have the opportunity to run for Operations Committee.
7. In such a situation where there are no other members willing to serve as Co-Chair and a current Council Co-Chair is willing to run for fourth (or more) term, the Council shall vote on allowing that exception at the meeting prior to the June meeting. Other members may still submit their names for election after such an exception is approved.
8. Previous Co-Chairs may run again after being out of office for two years.
9. In the event of an emergency, elections may be held virtually and during different months as needed. Electronic voting using email, survey tools such as Google Forms, virtual meeting polls such as Zoom or other virtual platforms will be recorded and tracked for accuracy.

¹ In the context of this document, conflict of interest is defined as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. For example, an individual currently serving as Membership Co-Chair who is nominated for Council Co-Chair would be considered to have a conflict of interest in regards to holding primary responsibility for the Council Co-Chair election.

² Ops Committee will consider extenuating circumstances as they arise.

Standing Committee Membership Appointment Procedure *(this procedure does not apply to the Operations Committee)*

1. Committee Chair(s) recruit prospective members for their committee.
2. All appointments to committees shall be approved by the Operations Committee. Term length shall be determined by the Operations Committee based on the recommendation of the Committee Chair(s).

Ad-hoc Committees Membership Appointment Procedure

Council Co-Chairs or Operations Committee may establish an ad-hoc committee to work on a specific, short-term project. The Council Co-Chairs will announce the need for volunteers for this committee to the entire Council. Such an announcement may be made at a Council meeting or via email to the entire membership. Council Co-Chairs will select a committee chair and work with the chair to select committee members from among those who volunteer.

Portland Area HIV Services Planning Council

GRIEVANCE PROCEDURES

Last updated 5/15/2018

I. BACKGROUND

A. Who May Bring a Grievance against the Planning Council

Individuals or entities directly affected by the outcome of a Planning Council decision related to funding or Council operations are eligible to file a formal grievance with the Planning Council. Directly affected parties are defined as 1) providers eligible to receive Ryan White funds; 2) consumer groups/people living with HIV (PLWH) coalitions and caucuses; and 3) individual PLWH who are eligible to receive Ryan White services.

B. Grievances against Ryan White Funded agencies

- Individual agency grievances or complaints are not the purview of the Planning Council.
- Standards of care include a requirement that upon enrollment, all clients of Ryan White funded agencies should receive notification of that agency's specific grievance procedure. This obligation is included in each agency's contract. The grievance procedure may be posted as part of a patient bill of rights or be a separate document.
- Agencies are required to inform the Grantee (HIV Care Services) quarterly about any formal grievances lodged, and the outcome of the grievance.
- An aggregate report on grievances submitted to all contractors and their resolution will be included in the Evaluation of the Administrative Mechanism.
- If client uses the Planning Council public testimony period to address a grievance with a specific agency, Council facilitators will remind client that the Council does not interact with individual contractors; complaints and grievances about specific providers should be addressed with the providers or the Grantee.

C. Basis for Grievances

Parties meeting the above criteria are eligible to grieve deviations from the Council's bylaws and the established written processes for the following:

- Council's priority setting process
- standards for meeting established priorities
- funding allocations according to priorities
- process for changing priorities or allocations
- membership representation/appointment process

D. Overview of Steps to Resolve Conflicts

The operations of the Planning Council are governed by its bylaws. The grievant is encouraged to first take any disputed issue to the Planning Council Co-Chair(s). If no resolution can be reached, the grievant is encouraged to contact Council staff, who will ensure that the issue is addressed by the Operations Committee. If the dispute still cannot be resolved, a third-party mediator shall be contacted. Should mediation fail, then binding arbitration shall be pursued.

E. Confidentiality

The degree of confidentiality maintained during the dispute resolution process is governed by the Oregon Public Records Law, ORS 192.410 to 192.505 and other applicable federal, state, and local laws.

II. PROCEDURES FOR RESOLVING CONFLICTS

A. Overview

It is the goal of the Planning Council to be inclusive, open, and fair in its operations and decision-making processes. It is highly desirable to address issues of concern in a timely and expeditious manner. Because there are costs associated with dispute resolution, the Council is committed to handling grievances informally before using more formal methods, such as mediation or arbitration. Grievants should follow the steps below to resolve conflicts:

B. Non-Binding Procedures for Resolving Conflicts

1. Informal Non-binding Dispute Resolution

Any one with an issue or dispute that needs to be resolved is encouraged to contact Council staff at the Council office at 426 SW Stark St, 4th Floor, Portland, OR 97204, tel. (503) 988-8803.

- Staff will explain the grievance procedure and provide a copy of the Council’s Grievance Procedures.
- With the grievant’s acknowledgment, Council staff will refer the issue to the Operations Committee.
- Council staff will also inform the grievant of the date, time, and place of the committee meeting at which this disputed issue will be addressed.
- The issue will be addressed by the appropriate Council entity within 30 days of staff notification.

TABLE #1 (Informal non-binding Dispute Resolution)	
Step to achieve resolution to grievance	Number of allowable days per step
The Council Staff will respond to a party’s issue or dispute, explain the process, and provide a copy of grievance procedures.	2-5 working days
Refer to Operations Committee and inform grievant of date, time and place of meeting.	5-10 working days
The issue will be addressed by the appropriate Council entity	within 30 days of staff notification

2. Formal Non-binding Dispute Resolution (Mediation)

The Council's rules for formal non-binding dispute resolution include the following:

a. Initiating Mediation

If resolution of the disputed issue is not achieved by informal non-binding dispute resolution (as described above):

- The grievant is encouraged to complete a *Request for Mediation Form*

(Attachment A).

- The form should be returned to the Council staff at 426 SW Stark St, 4th Floor, Portland, OR 97204, tel. (503) 988-8803.
- Council staff will make arrangements for third-party mediation of the issue and a time and place that are acceptable to all parties.

b. Process and Timelines

The number of working days assigned to each step in Table #2 below may vary within the range identified but the total number of working days for completing the entire process shall not exceed 45 days. The steps described below shall occur in the order listed. Time periods run consecutively.

TABLE #2 (Non-binding mediation)	
Step to achieve resolution to grievance	Number of allowable days per step
The Council Staff will respond to a party's filing of the Request for Mediation Form	2-5 working days
Determination by Council's Operations Committee that grievant and grievance fall within scope of procedures. Grievant notified.	4-7 working days
Contact of pre-designated third party to begin non-binding mediation	5 to 10 working days
Meeting of parties with mediator, if necessary	10 to 15 working days
Resolution of grievance—or—decision by mediator not to continue due to impasse. Inform parties how to pursue binding arbitration	15-20 working days

C. Binding Arbitration

The Council's rules for the arbitration process include the following:

1. Arbitration Organization

The Council has designated an arbitration organization to receive requests by the grievant for binding arbitration.

2. Initiating Binding Arbitration

At the conclusion of an unsuccessful non-binding mediation, the Council Staff will provide the grievant with a *Request for Arbitration Form* (Attachment B) to complete and return to the Council staff or the arbitration organization. This will initiate the binding arbitration process.

3. Process and Timeline

The number of working days assigned to each step described below may vary within the range identified but the total number of working days for completing the entire process shall not exceed 35 days. The steps described in Table #3 below shall occur in the order listed. Time periods run consecutively.

TABLE #3 (Binding Arbitration)	
Step to achieve resolution to grievance	Number of allowable days per step
Arbitration organization will respond to grievant's filing of the <i>Request for Arbitration Form</i>	5-10 working days

A hearing, if necessary, will be held with all the parties	10 to 15 working days
The arbitrator will render and communicate a decision	15 to 20 working days

4. Hearing Location and Time

The Council Staff or its designated third party will arrange for a hearing location and time acceptable to all parties.

III. GENERAL RULES FOR GRIEVANCE PROCESS

A. Length of Time to Bring a Grievance Related to Funding

In order to ensure continuity of the Council's process and prevent delays in the provision of services, a grievance may be considered only up to 30 calendar days after funding has been approved by the Council and draft minutes have been posted on the website.

B. Funding of Projects After a Grievance is Filed

Actions taken in resolution of grievances will be applied prospectively, with regard to funding of projects, and thus will not include reversals of previously established priorities and allocations.

C. Costs

The steps involved in administering the grievance process may include fees for third party mediators and arbitrators. To balance the need for recovery of reasonable costs of administering the grievance process, without discouraging the filing of legitimate grievances, the Planning Council has established the following policy:

Whenever possible, the Council will attempt to secure appropriate mediation and arbitration services at no cost. In the event that fees are charged by the mediator or arbitrator, the Council and grievant will share equally the cost (payable prior to the first session) if the grievant is a provider. If the grievant is an individual (non-provider) living with HIV who is eligible for Part A services, he/she will not be required to share the cost of mediation/arbitration services.

D. Eligibility

The Council's Operations Committee determines if the party is eligible, under the procedures, to be a grievant and if the subject of the dispute qualifies as a grievance. The committee relies upon the Council's grievance procedures (see *Section I: Background*) in determining who is an eligible grievant and what is an eligible grievance. The Council's procedures reflect the Health Resources and Services Administration (HRSA) requirements and the Model Grievance Procedures.

E. Council Record Keeping

The Operations Committee and Council staff will keep records documenting receipt of grievance forms and will review all grievances, even those that are deemed "refused" (found not to be eligible under the procedures).

F. Selection of Third Parties

The Planning Council will select an independent mediation/arbitration organization to assist in the grievance process. This organization will arrange for a specific third-party mediator or

arbitrator to hear a particular grievance, upon notification from the grievant. In its selection of the mediation/arbitration organization, the Council will consider a number of factors, including conflicts of interest, training and experience, cost and availability to perform in the required time frame. Selected third parties will be independent of the specific process that is the subject of the dispute, and will not have any direct interest in the decision that is the subject of the grievance.

Portland Area HIV Services Planning Council

REQUEST FOR NON-BINDING MEDIATION

ATTACHMENT A

Note: Before completing this form be sure to read the Ryan White Part A Portland Area HIV Services Planning Council Grievance Procedures dated _____.

Please type or print clearly. Use additional pages if necessary.

Please submit this form and supporting documentation, if any, to the Portland Area HIV Services Planning Council Staff (at 426 SW Stark St, 4th Floor, Portland OR 97204) who will submit it to the Mediation Organization.

Date: _____

The undersigned party(ies) submit(s) the following request for mediation to seek resolution under the grievance procedures of the Portland Area HIV Services Planning Council.

PLEASE check one of the boxes below to indicate which of the following eligible categories applies to you:

- Provider eligible to receive Ryan White funds
- Consumer group/People living with HIV (PLWH) coalition or caucus
- Individual PLWH who is eligible to receive Ryan White services

STATEMENT OF GRIEVANCE

Please describe the basis for this grievance. Include all pertinent information including dates, names of parties involved, and deviations from established Planning Council processes. Describe in what way you have been directly affected by the decision of the Planning Council. Include any documentation that may support your position.

PREVIOUS ATTEMPTS TO RESOLVE DISPUTE

What, if any, previous attempts have been made at resolution? Indicate results of previous attempts through non-binding processes.

REMEDY SOUGHT BY THE GRIEVANT

Remedies related to funding/allocations decisions shall be limited to future actions (i.e., these decisions will not be reversed retroactively).

I understand that, if there is a cost associated with mediation services, the fees must be paid prior to mediation. Certain categories of grievants are exempt from payment (see accompanying Grievance procedures for details).

Name of organization/provider/individual

Name of individual authorized to sign for organization

Address

City/State/Zip code

(____) _____
Telephone #

Fax #

Signature

Date

This section for Planning Council Use only:

Grievance # _____

Date copy of Council Grievance Procedures given to grievant: _____

Date copy of *Request for Mediation Form* received by Planning Council _____

#1/policy & procedures/grievance/mediation request form

REQUEST FOR BINDING ARBITRATION FORM
ATTACHMENT B

Note: Before completing this form be sure to read the Ryan White Part A Portland Area HIV Services Planning Council Grievance Procedures dated _____.

Please type or print clearly. Use additional pages if necessary.

Submit this form and supporting documentation, if any, to the Portland Area HIV Services Planning Council Staff (at 426 SW Stark St, 4th Floor, Portland OR 97204) who will submit it to the Arbitration Organization. Or you may submit this directly to the Arbitration organization, which will provide a copy to Council Staff.

Date: _____

The undersigned party(ies) submit(s) the following request for binding arbitration to seek resolution under the grievance procedures of the Portland Area HIV Services Planning Council.

Please check one of the boxes below to indicate which of the following eligible categories applies to you:

- Provider eligible to receive Ryan White funds
- Consumer group/People living with HIV (PLWH) coalition or caucus
- Individual PLWH who is eligible to receive Ryan White services

STATEMENT OF GRIEVANCE

Please describe the basis for this grievance. Include all pertinent information including dates, names of parties involved, and deviations from established Planning Council processes. Describe in what way you have been directly affected by the decision of the Planning Council. Include any documentation that may support your position.

PREVIOUS ATTEMPTS TO RESOLVE DISPUTE

What, if any, previous attempts have been made at resolution? Indicate results of previous attempts through non-binding processes such as mediation.

REMEDY SOUGHT BY THE GRIEVANT

Remedies related to funding/allocations decisions shall be limited to future actions (i.e these decisions will not be reversed retroactively).

Signature below constitutes agreement to be bound by the decision of the arbitrator. I understand that, if there is a cost associated with arbitration services, the fees must be paid prior to arbitration. Certain categories of grievants are exempt from payment (see accompanying Grievance procedures for details).

Name of organization/provider/individual

Name of individual authorized to sign for organization

Address

City/State/Zip code

(____)_____
Telephone #

Fax #

Signature

Date

This section for Planning Council Use only:

Grievance #_____

Date copy of Council Grievance Procedures given to grievant: _____

Date copy of *Request for Binding Arbitration Form* received by Planning Council _____

#1/policy & procedures/grievance/arbitration request form

Leave of Absence (LOA) Policies & Procedures

Last updated 1/12/2021

Leave of Absence Policy

Any member who is aware that they will be unable to fulfill their Council duties for two or more consecutive meetings, but still wants to remain a Council member, may request a leave of absence. Such a leave is subject to the approval of the Operations Committee, and may last for up to six months from the date of approval. During the leave, the member is not required to attend Planning Council meetings, and does not vote. Non-attendance during this time period will not be considered an absence.

Leave of Absence Procedure

1. The member submits a written request for a leave of absence (LOA) to the Planning Council office or Membership Committee co-chairs. The written request should include an anticipated time period of no longer than six months.
2. LOA requests are approved or denied by the Operations Committee.
3. The Planning Council office sends a letter notifying the member of the request determination, including the start and end dates of approved leave.
 - a. The LOA start date is the date the leave is approved by the Operations Committee.
 - b. The LOA end date is based on the member's request and Operations Committee approval, with an LOA of no longer than six months.
4. The member will be sent materials from the meetings. The member is expected to be knowledgeable about this information upon return to active membership.
5. Membership Committee will contact the returning member to make sure they received the materials and help answer any questions. If needed, a mentor may be assigned.
6. The member is expected to keep track of their anticipated return date. After this date, the member is again considered to be an active member, and absences will be tracked accordingly.
7. In the case of an emergency, all revised/suspended attendance policies and procedures will also be applied to members on a Leave of Absence.

Planning Council Membership Procedures

Last updated 5/15/2018

Membership application procedure

1. Prospective member completes an online application which goes to the Planning Council staff.
2. Council staff sends a copy of the application to the Membership Co-Chairs and the PC Administrator.
3. Application is reviewed by Membership Committee Co-Chairs to determine if applicant meets minimum requirements and matches open membership categories.
 - If the candidate does not meet our minimum membership requirements:
 - i. Application is presented to Operations for confirmation that the applicant does not meet membership requirements.
 - ii. Council staff will send a letter informing the applicant that they do not meet the requirements of the Council, and thanking them for their application
 - If the candidate meets minimum requirements but does not match an open category:
 - i. Application is presented to Operations for confirmation of Membership recommendation.
 - ii. Applicant will be placed on the waitlist for one year.
 - iii. Council staff will send a letter informing the applicant they are being placed on the waitlist, and can remain on the waitlist for a year before needing to fill out another application.
 - iv. Membership roster changes are reviewed at every Operations Committee meeting, and applicants on the waitlist are reviewed for any open membership slots. Interview(s) are then scheduled as appropriate.
 - v. Throughout the year, if the applicant meets an open category they will be contacted to see if they are interested in being considered for membership. If no slot opens, they will not be contacted.
 - If the candidate matches an open category:
 - i. A minimum of two members of the Membership Committee will interview the applicant in person.
 - ii. Application is presented to Operations for confirmation of Membership recommendation.

- iii. Operations Committee determines whether or not to recommend membership based on the applicant's ability to meet the needs of the Council. Operations Committee members are asked to share any concerns or recommendations regarding the applicant using these guidelines:
 1. Please share any experience with or knowledge about this applicant in an advisory or community planning group that you think is important to the functioning of the Council.
 2. Please share any experience with or knowledge about this applicant in a group setting that you think is important the functioning of the Council.
 3. No client-provider information should be shared.
4. After determination by the Operations Committee, Council staff provides written notification to the prospective member regarding the status of their application, with copies sent to the Membership Co-Chairs.
5. If applicant is recommended for membership, Planning Council staff submits recommendation for membership to the CEO.
6. The CEO sends a letter welcoming the new member, and sends a copy of the letter to Planning Council staff. The date of this letter is considered the membership start date.
7. New member orientation will be provided to the new member as soon as possible, but no longer than three months after the membership start date.
8. Membership Committee Co-Chair will introduce the new member at the next Planning Council meeting.

Mentoring Policies & Procedures

Last updated 5/8/2018

Mentoring Policies

Each new member of the Planning Council will be offered a mentor by a Membership Committee Co-Chair. The new member may opt out of having a mentor assigned to them. The job of the mentor is to support the mentee. We recognize that not all mentor / mentee matches will be a good fit. Either party can contact the Membership Co-Chairs to request reassignment at any time. Council staff and the Membership Co-Chairs are also available to give support and answer questions about how the Council works.

Mentoring Responsibilities

The job of the mentor is to welcome and support the mentee. Each mentor shall contact the mentee before their first meeting to welcome them to the Council and explain their role as a mentor. Beyond this, we recognize that each mentor and each mentee is different, and the ways mentors fulfill their duties can also differ. Mentoring may include:

- Explaining Council processes
- Answering questions
- Being available for communications outside of Council meetings

Mentoring Procedure

1. The Membership Committee Co-Chairs maintain a list of Council members willing to serve as mentors. This list is a shared document accessible by the Membership Co-Chairs and Council staff.
2. Qualifications for serving as a mentor include all of the following:
 - Attendance at a minimum of six Council meetings
 - Interest in giving extra support to another member
 - Basic understanding of how the Council works
3. Membership Committee Co-Chair offers a mentor to each new member when that person is accepted into membership.
 - Membership Committee Co-Chair provides the mentor's contact information to the new member
 - Membership Committee Co-Chair notifies the mentor and provides the contact information for the new member, as well as a copy of the Mentoring Policies and Procedures.
 - *The new member may opt out of having a mentor assigned to them by contacting a Membership Co-Chair.*
4. Either the mentor or the mentee can contact a Membership Committee Co-Chair to request reassignment at any time.

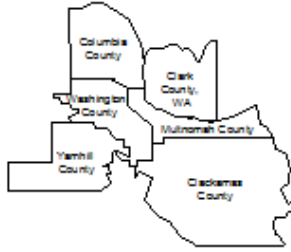
5. Council staff and the Membership Committee Co-Chairs are also available to give support and answer questions about how the Council works.
6. Council support for mentors:
 - Council staff will provide support to Membership Co-Chairs & mentors with additional requests/needs.
 - Mentor will notify Council staff of information requests or needs; staff will attempt to meet these needs as possible.
 - Membership Committee Co-Chairs will follow up with mentors regarding mentor relationship. Membership Committee Co-Chairs will also follow up with mentees to ensure that their needs are being met.
7. The mentor shall check in with the mentee after 12 months to determine if further mentorship is needed. The mentor may contact a Membership Committee Co-Chair for guidance.



Portland Area HIV Services Planning Council

Advocacy and planning for people affected by HIV in the Portland metro area

Ryan White Program, Part A



Annual Member Forms of the Portland Area HIV Services Planning Council

January 2021

Grantee: Multnomah County Health Department



Portland Area HIV Services Planning Council

Member Responsibilities

Last updated 1/12/2021

Each member is expected to abide by the bylaws. Each member will endeavor to be well informed about the Council's work, understand the Council's history, mission, structure and policies so that matters can be well discussed and voted upon in a thoughtful and objective manner; and consider the entire effort of the Council rather than just a specific interest. Finally, each member is expected to share relevant perspectives, skills and knowledge with fellow Council members. In the event of an emergency, responsibilities and expectations may be adjusted for all members or on a case-by-case basis by Co-Chair(s) or Operations Committee.

It is the collective responsibility of the Council to ensure the work of the Council is completed, including but not limited to service on committees and work groups.

Each member is expected to:

- Serve a term of two (2) years; subsequent term(s) allowed contingent upon reappointment.
- Attend scheduled Council meetings, or inform Council staff in advance of the meeting if the member will need to miss all or part of the meeting.
- Attend new member orientation and other training opportunities as appropriate.
- Participate fully in all Council discussions and decisions.

A member may be removed from the Portland Area HIV Services Planning Council for the following reasons:

- Three (3) consecutive unexcused absences (presumed resignation);
- A total of four (4) absences, excused or unexcused, within a 12-month period;
- Conduct or behaviors that significantly interferes with the business of the Planning Council;
- Loss of the affiliation which qualified the member to represent a membership category as defined in the bylaws; or
- Other failure to fulfill the responsibilities of a Council member, as determined by the Operations Committee.

I have read and agree to fulfill these Council member responsibilities.

Signature

Date

Conflict of Interest Disclosure Form Portland Area HIV Services Planning Council

A conflict of interest is defined as an actual or perceived interest by the member in an action that results or has the appearance of resulting in personal, organizational, or professional gain.

Due to the potential for conflict of interest, this Disclosure Form must be completed by all Council members and applicants for membership.

The Council wants its decisions to be free of actual bias or from the appearance of bias. If you, a family member, or a member of your household* also have a role as an employee or a Board member of an organization or agency that has received or is seeking Part A Program funds, please disclose that information below. If you are a client and your only relationship with an organization or agency is that you receive, or are eligible for, services or you participate on a client or consumer advisory board that would not be considered a conflict of interest.

*Member of the Household = Any person who resides with the employee

By my signature below, I, _____ certify that:
Please print your name here.

1. I have read, understand, and support the definition of Conflict of Interest given here.

2. (Please check one:)

I (or my family or household member*) am either employed by, am a consultant for, an officer of, or am a Board or advisory member of the following organization(s) which have received, may seek or are eligible for funding under Part A of the Ryan White Program. I declare the following conflict(s) of interest:

Yourself <input type="checkbox"/>	Family or Household Member <input type="checkbox"/>
Organization:	
Title:	
How long have you been associated? When?	

Yourself <input type="checkbox"/>	Family or Household Member <input type="checkbox"/>
Organization:	
Title:	
How long have you been associated? When?	

Please attach additional pages if necessary.

I have no apparent conflict(s) of interest.

Signature

Date

Portland Area HIV Services Planning Council

Code of Conduct

Last updated 1/12/2021

The purpose for these policies is to:

- Provide guidance for expected conduct while doing the Planning Council's work,
- Define circumstances which might call a participant's conduct into question,
- Establish procedures for addressing misconduct.

These policies apply to participants who are Council members, staff and guests participating in meetings.

The Council's policy is to prohibit harassment and discrimination on the basis of age, gender identity, gender expression, sexual orientation, race, ethnicity, literacy, income, education, religious affiliations, physical or mental functionality, ability, citizenship status, or other protected status in accordance with applicable law.

Our goal is to ensure that all conversations are free from harassment while also valuing conversations that include dissenting voices.

Participants are expected to:

- Conduct business in ways that are honest, respectful of diversity, compassionate, and non-judgmental.
- Engage in the work of the Council by being attentive to matters before the group, and contributing information, ideas and observations in a manner that constructively advances the work of the group.
- Take responsibility for their actions.
- Refrain from using language that is threatening, offensive, biased, insensitive, abusive or intended to be hurtful.
- Refrain from acts of threat or violence directed at other participants.
- Abide by the Council Participation Ground Rules:
 - Share group time fairly. A raised hand or chat box comment is recognized. One person speaks at a time; listen to understand and please do not interrupt.
 - Remain focused on the topic at hand. Out-of-order comments and side conversations distract others.
 - Make sure everyone has the opportunity to speak and all views are heard.
 - Aim for understanding before judgment. Remain open minded. Ask questions.
 - Speak from your own experience. Be sure of your facts. Speak your truths; tell your feelings.
 - Be considerate; disagree openly but maintain respect for each other.

- Remember that this is a public forum and what you say becomes available to the public.
- Take care of personal needs as necessary.
- Be aware of your own bias and judgment.
- Practice "both/and" thinking. In contrast to "either/or, which asks *which idea is better*," "both/and" combines ideas to come up with an idea or solution that draws from both concepts.

If a Council member or guest engages in misconduct, which is behavior inconsistent with the Code of Conduct, the Council and/or committee co-chairs will address the conduct directly in the meeting and attempt to de-escalate the situation. They may also request that the individual leave the meeting. All actions will be documented and a letter may be sent to the individual as follow up.

Threats of violence directed at other participants will lead to immediate expulsion from the meeting, and may result in termination of membership.

Misconduct by a member of the Council may result in further action being taken by the Operations Committee. Membership on the Council or one of its committees may be suspended or revoked through immediate action or written notice.

I have read and agree to abide by the Code of Conduct.

Signature

Date