

# Can You Hear Us?



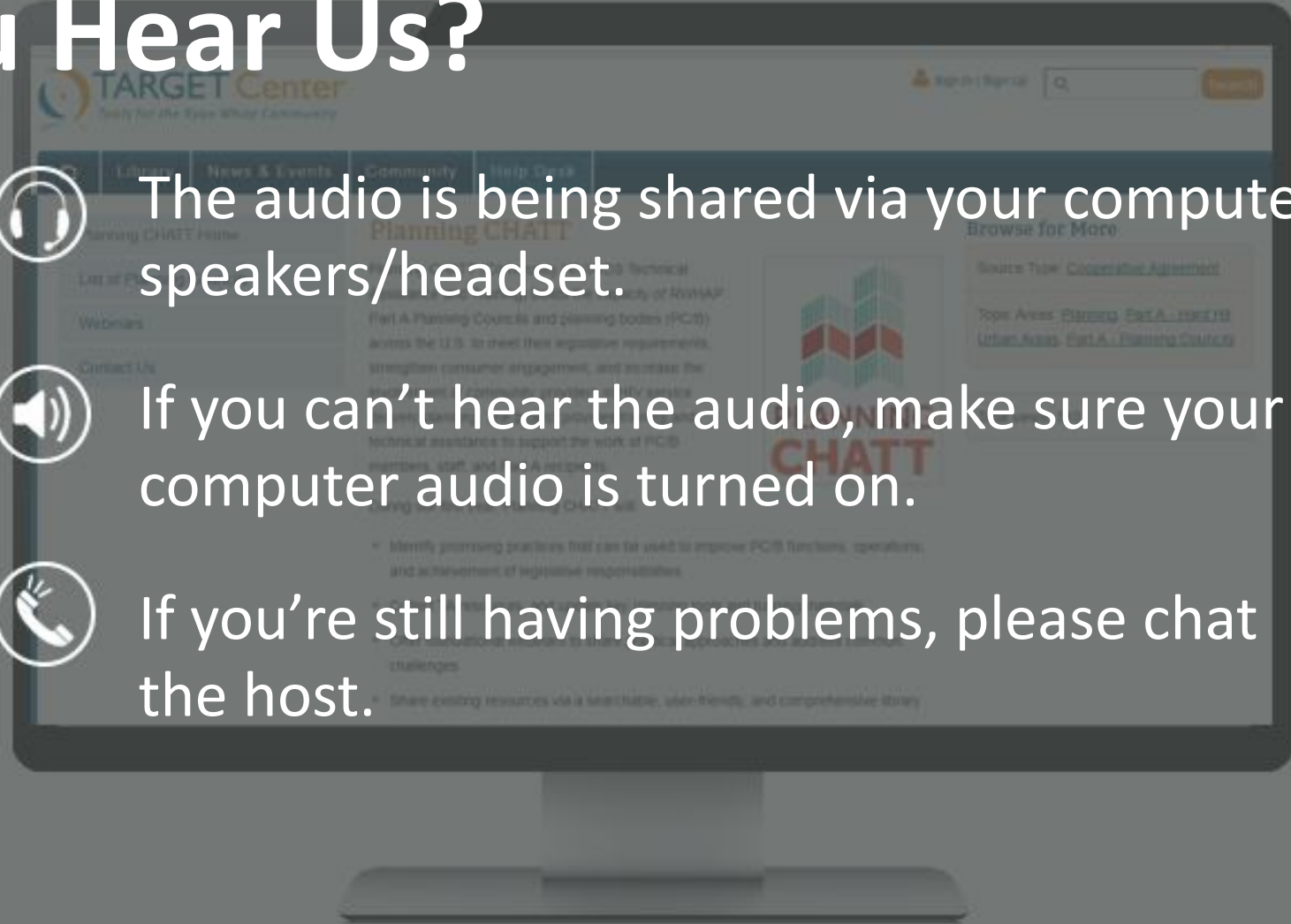
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# Puedes escucharnos?



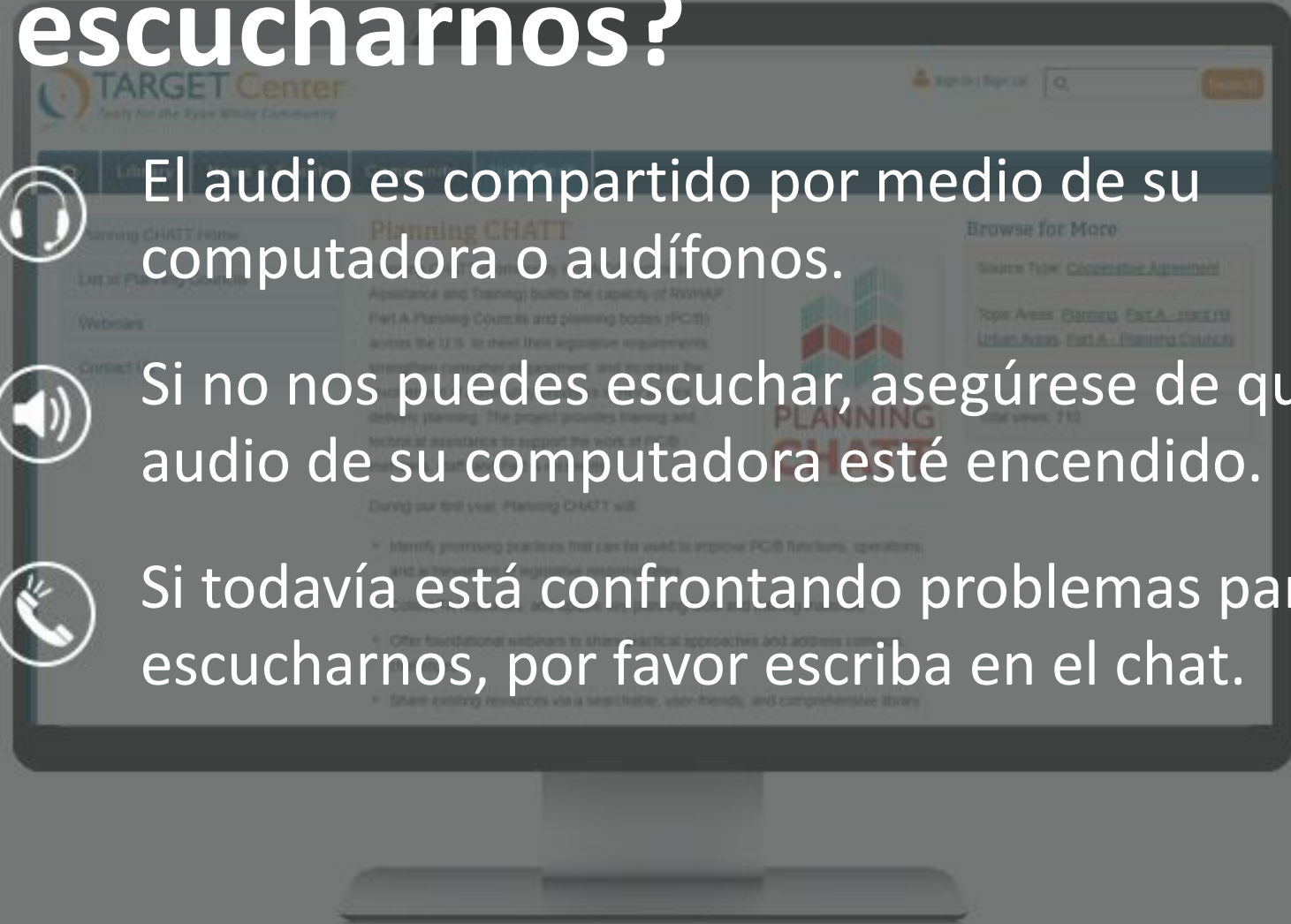
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# I Am Somebody!

## Developing Leaders in Your Planning Council/Body Membership

**December 8, 2022**

**Evany Turk** - CEO, Heartworks Consulting

**Steven Vargas** – Consultant, Trainer/Faculty NMAC's *Building Leaders of Color* (BLOC), *ESCALATE* and *ELEVATE* programs

**Eddie Wiley** - Training and Technical Assistance Coordinator, Planning CHATT, JSI

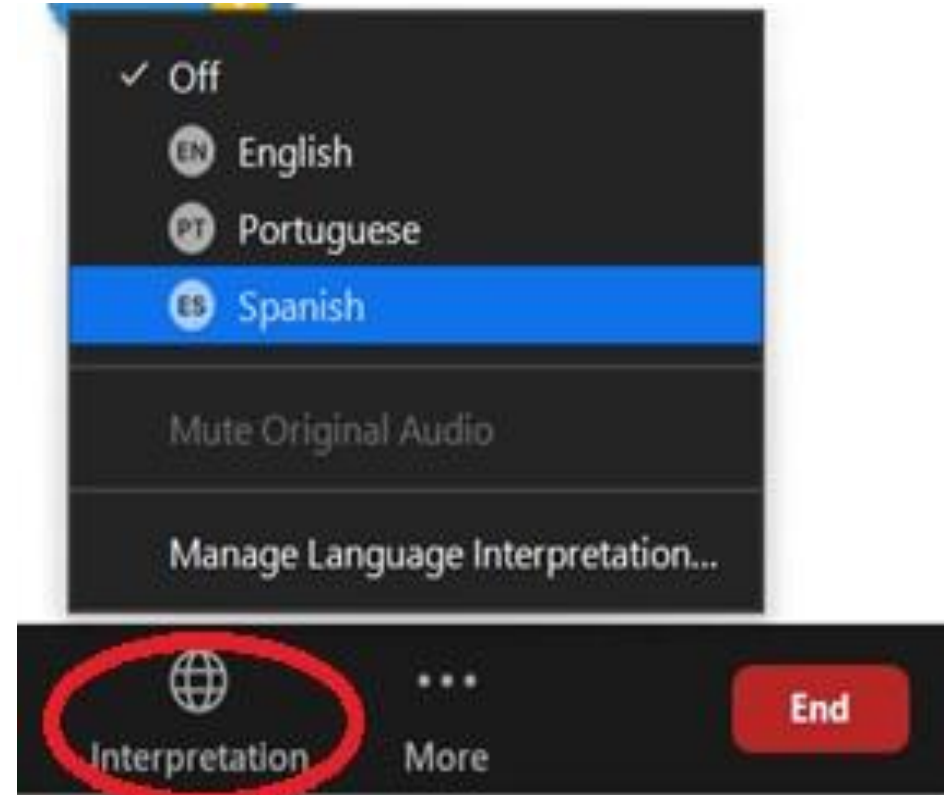
**Alexandra Bonnet** - Training and Technical Assistance Coordinator, Planning CHATT

**Travis Barnhart** - Training and Technical Assistance Coordinator, Planning CHATT



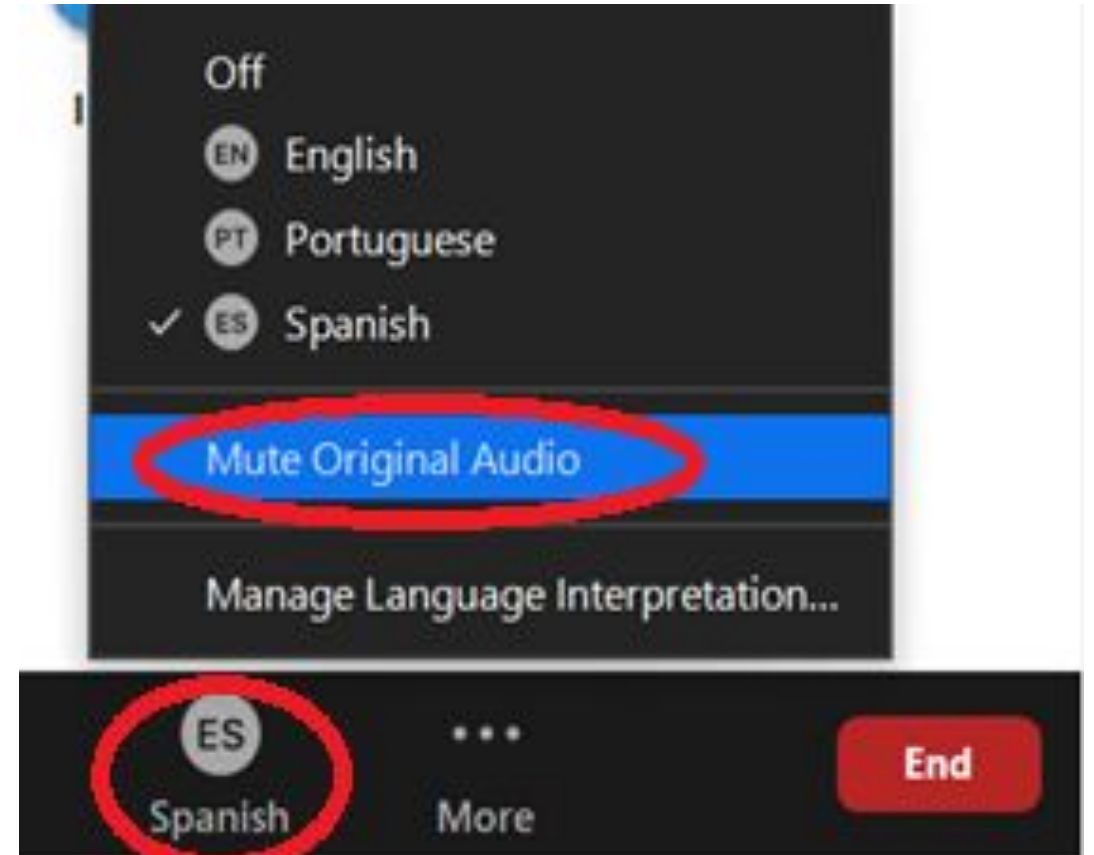
# Simultaneous Interpretation Is Available in Spanish

1. Please click on the globe button on the bottom of your screen and select the language that you would like to hear.
  1. Por favor, haga clic en el globo en la parte inferior de su pantalla y seleccione el idioma que quiere escuchar.



# Simultaneous Interpretation Is Available in Spanish

2. Once you have selected a language, click once again and select *mute original audio* in order to hear only the selected language.
2. Una vez que haya seleccionado un idioma, haga clic una vez más y seleccione *silenciar el audio original*, para escuchar sólo el idioma seleccionado.



# How to Ask a Question

- Attendees are in **listen-only** mode.
- If you have a question, **use the chat box** at the lower-left of your screen to chat with the presenter.
- You may also **email questions** to [planningCHATT@jsi.com](mailto:planningCHATT@jsi.com) after the webinar.



# Agenda

1. Objectives
2. Introductions
3. Typical Responsibilities of PC/PB Leaders
4. Key Knowledge Areas and Important Skills
5. Officer Training and Support
6. Questions and Answers



# Objectives

By the end of this webinar you will be able to:

- ❑ Describe the typical responsibilities of Planning Council/Body (PC/PB) and committee Chairs, Co-Chairs, and Vice Chairs
- ❑ Identify at least four key knowledge areas and four important skills for PC/PB leaders
- ❑ Describe the types of orientation and training typically needed by PC/PB leaders, along with a suggested process and strategies to provide leadership orientation, training, and support



# Part One: Introductions



Interpreters

HRSA Project Officer

Presenters

Planning CHATT Staff



# Webinar Interpreters



**Pablo and Diana Donatti, Donatti Translation & Interpreting**  
**Today's Interpreters: Martha Florez and Adriana Marcela Arias de Hassan**  
US Federal Court Certified-Conference-Medical & Technical Translations

# Planning CHATT: A HRSA-supported Cooperative Agreement (U69HA39085)



**Lennwood Green**

Project Officer

Division of Metropolitan HIV/AIDS Programs

HIV/AIDS Bureau, HRSA

# Webinar Presenters



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(he/her/any)  
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Consultant



**Evany Turk**  
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# Webinar Presenters



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Webinar Co-Lead, Planning CHATT



**Alexandra M. Bonnet, MSW**  
**(she/her/they)**  
Senior Consultant  
Webinar Lead, Planning CHATT

# Glossary

- ❑ **EMA** - Eligible Metropolitan Area
- ❑ **TGA** - Transitional Grant Area
- ❑ **PC/PB** - Planning Council / Planning Body
- ❑ **CEO** - Chief Elected Official
- ❑ **HRSA** - Health Resources and Services Administration
- ❑ **HAB** - HIV/AIDS Bureau
- ❑ **RWHAP** - Ryan White HIV/AIDS Program

# Part Two: Typical Responsibilities



HRSA HAB Expectations  
for Officers

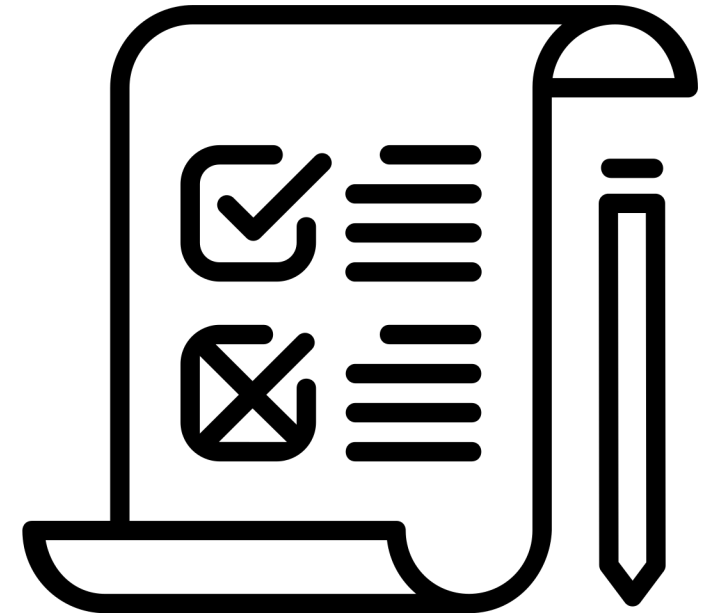
Officer Roles



# HRSA HAB Expectations for PC/PB Chairs/Co-Chairs

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- ❑ The PC/PB **may not** be chaired solely by an employee of the recipient [p 148]
- ❑ The Chair **may be** appointed by the CEO or elected by the PC/PB [p 103]
- ❑ Chairs/Co-Chairs **must reside** within the boundaries of the EMA/TGA [p 120]



*Ryan White Part A Manual, 2013*



# HRSA HAB Expectations for PC/PB Chairs/Co-Chairs

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- ❑ Sign the **letter of assurance (PC) or concurrence (PB)** included in the Part A application\* [p 51]
- ❑ At meetings, help ensure that **everyone is heard**, the **agreed-upon process for running meetings** is followed, and **time limits** are placed on discussion [p 206]
- ❑ **Review and certify** the accuracy of the detailed **minutes** of each PC/PB meeting [p 95]\*
- ❑ Help review and manage **conflict of interest** [p 151]

*Ryan White Part A Manual, 2013*

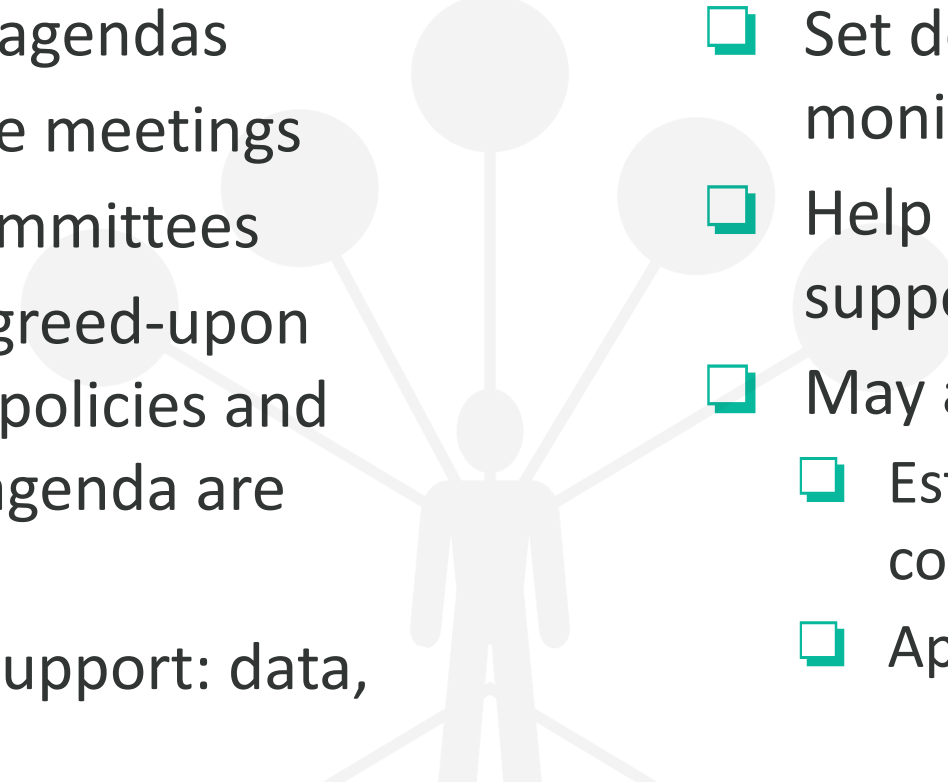
# Differentiating Chair, Co-Chair, and Vice-Chair Roles

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- ❑ **Chair** – the leader of the PC/PB or committee, elected or appointed
- ❑ **Vice-Chair** – the number two leader of the PC/PB or committee, who fills in for the Chair when needed and carries out assignments from the Chair
  - ❑ Sometimes automatically becomes the next Chair
- ❑ **Co-Chairs** – two or more individuals who share leadership of the PC/PB or a committee
  - ❑ Both may have equal status or one may be more senior due to tenure
  - ❑ Sometimes one Co-Chair is required to be a person with HIV or only one is allowed to represent a provider


# Typical Responsibilities for PC/PB Chairs

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- 
- ❑ Develop meeting agendas
  - ❑ Chair and facilitate meetings
  - ❑ Assign tasks to committees
  - ❑ Ensure that the agreed-upon meeting process, policies and procedures, and agenda are followed
  - ❑ Request needed support: data, staffing
  - ❑ Set deadlines and timelines and monitor progress on work plan
  - ❑ Help direct the work of the PC/PB support staff/manager
  - ❑ May also:
    - ❑ Establish work groups or committees
    - ❑ Appoint members to committees

# Typical Responsibilities for Committee Chairs

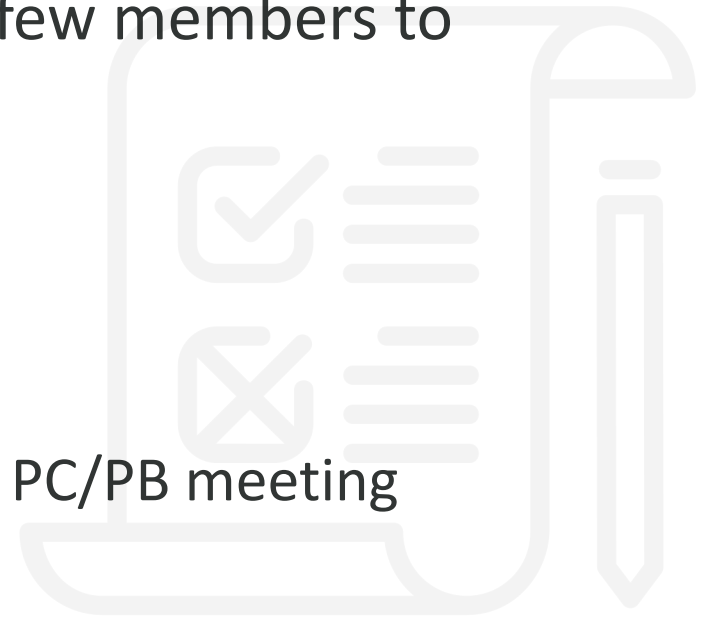
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- 
- ❑ Develop committee agendas
  - ❑ Chair and facilitate committee meetings
  - ❑ Ensure that the agreed-upon meeting process, policies and procedures, and agenda are followed
  - ❑ Work with PC/PB support staff to plan committee meetings and identify data, materials, staffing needs
  - ❑ Ensure development of committee work plan and monitor progress/timelines
  - ❑ Ensure training and mentoring for committee members
  - ❑ Help prepare and review work products and reports
  - ❑ Work collaboratively with other committees
  - ❑ Represent/report for the committee at Executive Committee and PC/PB meetings

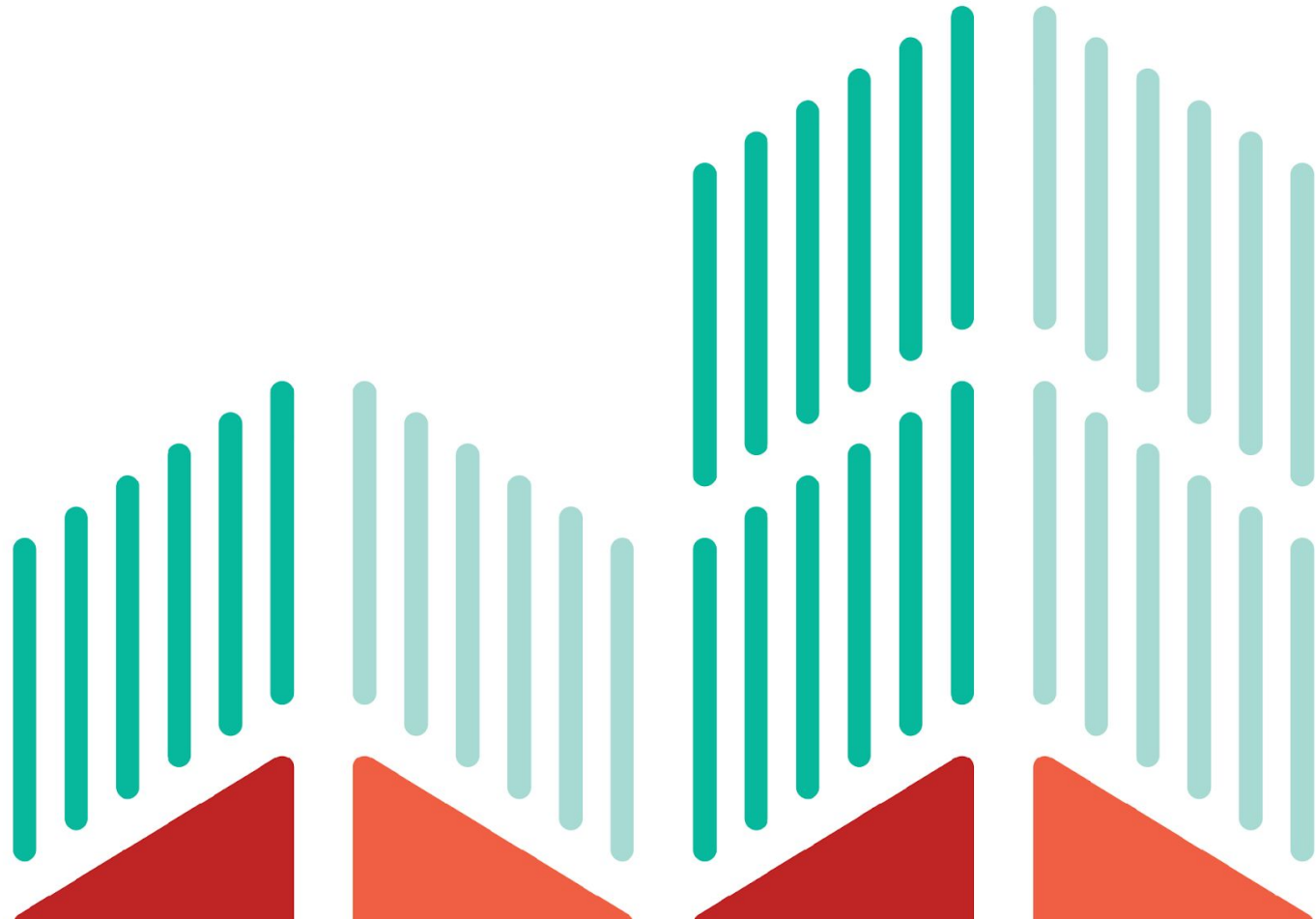
# Actions for Officers to Avoid

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- ❑ Holding a meeting when there are no tasks to complete
- ❑ Making decisions without consulting PC/PB or committee members
- ❑ Favoring some members over others or allowing a few members to dominate discussion
- ❑ Allowing unlimited discussion
- ❑ Making any member feel uninformed or unvalued
- ❑ If parliamentary procedure is in use:
  - ❑ Advocating for a particular decision while chairing a PC/PB meeting
  - ❑ Voting, except when there is a tie



# Community Perspective: Roles



# Part Three: Key Knowledge Areas and Important Skills



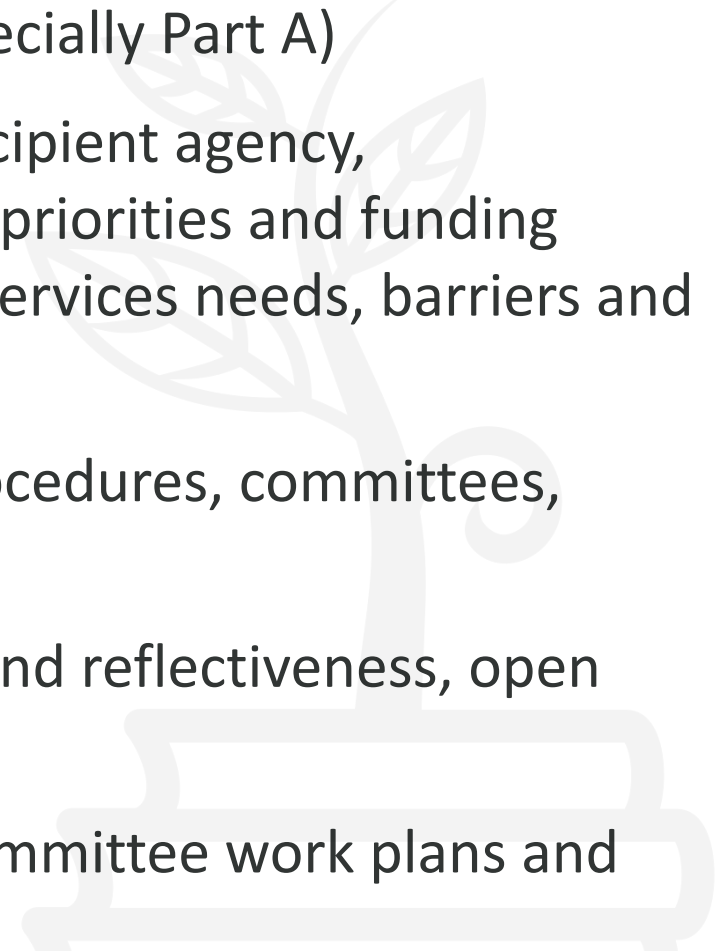
Knowledge Areas

Skill Areas



# PC/PB Officer Knowledge Areas

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- ❑ **RWHAP:** RWHAP legislation, guidance, and history (especially Part A)
  - ❑ **Your EMA/TGA and Part A Program:** Local epidemic, recipient agency, integrated/comprehensive plan, system of care, service priorities and funding allocations, service expenditures, HIV care continuum, services needs, barriers and gaps for people with HIV.
  - ❑ **PC/PB governance/operations:** Bylaws, policies and procedures, committees, meeting rules and process, staffing, MOU
  - ❑ **PC/PB membership:** Roster, vacancies, representation and reflectiveness, open nominations process
  - ❑ **PC/PB status and plans:** Annual calendar, PC/PB and committee work plans and status
- 



# PC/PB Officer Skill Areas

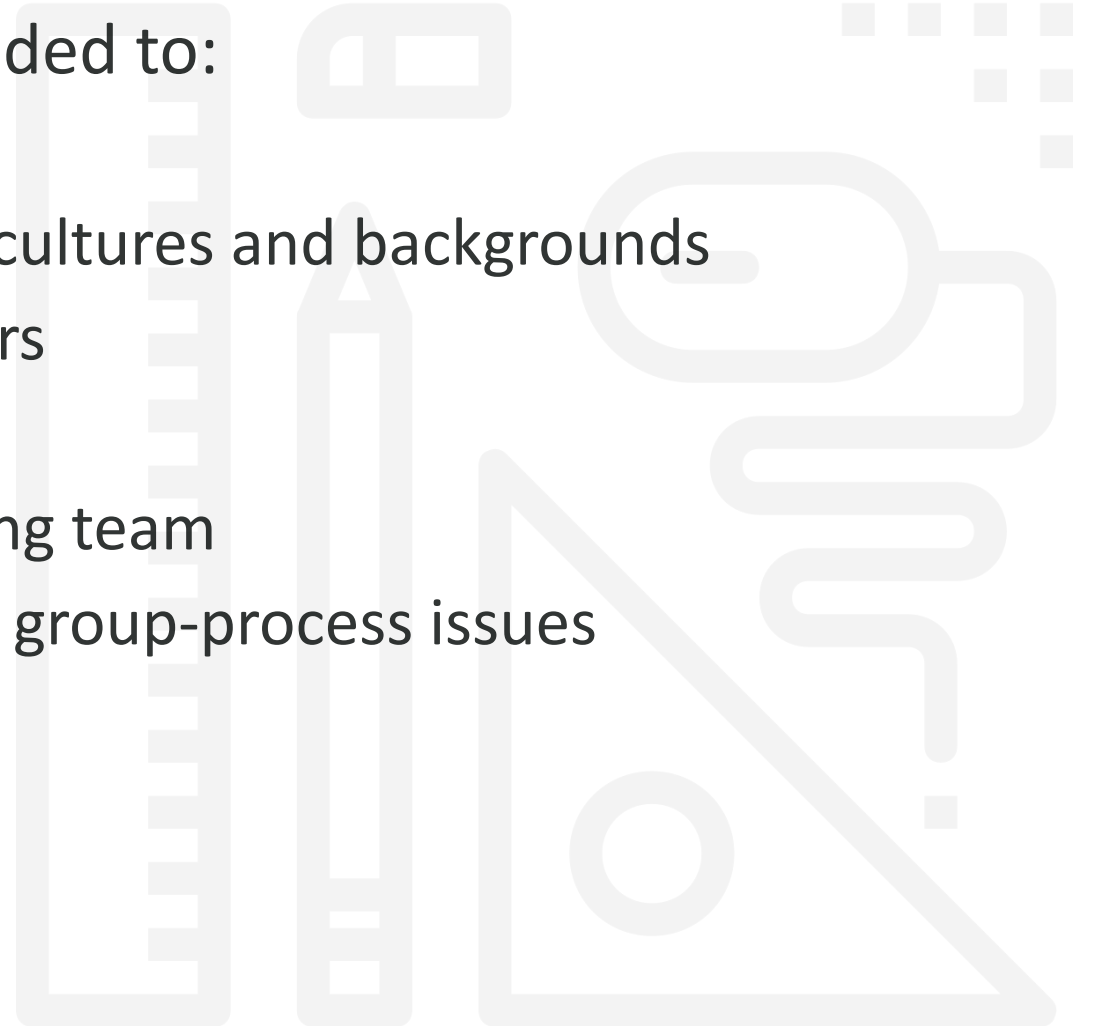
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- ❑ **HIV community planning:** Organizing and implementing key planning tasks, especially legislatively defined roles of PC/PB
- ❑ **Communications:** Especially oral, but also concise written communications
- ❑ **Meeting rules/procedures:** Using your PC/PB's chosen method of running meetings
- ❑ **Recipient relations:** Working productively with recipient staff

# PC/PB Officer Skill Areas

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- ❑ **Leadership and group process** – as needed to:
  - ❑ Chair and facilitate meetings
  - ❑ Work well with members from diverse cultures and backgrounds
  - ❑ Motivate, engage, and support members
  - ❑ Manage public comment and input
  - ❑ Establish and maintain a high-performing team
  - ❑ Analyze and resolve conflicts and other group-process issues
  - ❑ Implement truly inclusive planning



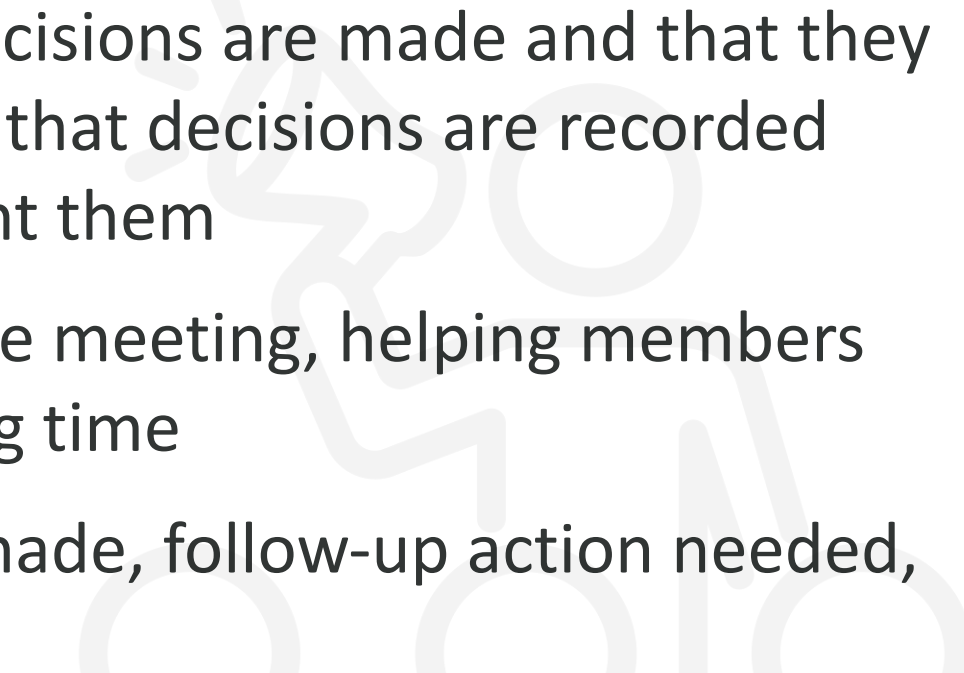
# Communication Skills for Running a Meeting

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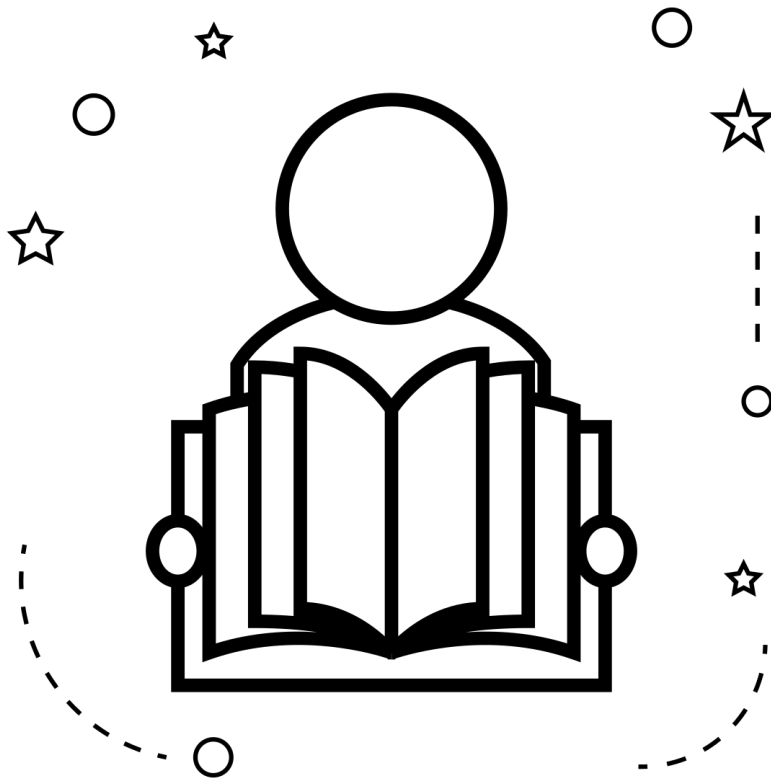
- ❑ **Communicate:** Start the meeting, welcome new members, make introductions, address agenda, set the scene
- ❑ **Control:** Maintain order, manage time, be flexible but keep to the agenda
- ❑ **Coax:** Encourage full participation without anyone dominating; ask hard questions and raise hard issues
- ❑ **Compare:** Summarize various views presented
- ❑ **Clarify:** Make sure everyone understands the discussion, and minimize jargon and technical terms

# Communication Skills for Running a Meeting

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- ❑ **Support decision making:** Ensure that decisions are made and that they reflect the PC/PB's purposes, and ensure that decisions are recorded and have someone assigned to implement them
  - ❑ **Guide:** Remember your role in guiding the meeting, helping members work as a productive team, and managing time
  - ❑ **End the meeting:** Summarize decisions made, follow-up action needed, and focus items for the next meeting
- 

# Community Perspective: Skills and Knowledge Areas



# Part Four: Officer Training and Support

Initial Orientation and Training

Strategies for Training and Supporting Officers



# Training and Support for PC/PB Officers

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- ❑ All officers should **receive orientation immediately** after election/appointment
  - ❑ Officers chosen to fill a vacated seat should receive immediate orientation
- ❑ All officers should receive additional training during their terms – as a group, based on roles, or as individuals
- ❑ **Executive Committee meetings** provide an opportunity for brief updates/training if all officers serve on that committee
- ❑ **General orientation** should provide information on topics important for all officers
- ❑ **Training** should cover skills like group process, team building, and planning/managing meetings

# Suggested Strategies for Training and Supporting PC/PB Leaders

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- 1. Orientation:** Provide a structured, interactive orientation for new officers immediately after their election, and before they chair their first meeting
- 2. Self-assessments:** Ask all new officers to self-assess their knowledge and skills and identify most-needed orientation, training, and materials
- 3. Officer Development Plan:** Prepare a concise but specific Officer Development Plan for the PC/PB each year that includes shared and individual training needs and provides strategies and a timeline for planned officer development opportunities (template on next slide)
- 4. Budgeting of funds for officer development:** Set aside some PC/PB support funds for officer training and support



# Sample Format for an Annual Officer Development Plan

*For each topic listed, put a checkmark to indicate which officers should be trained on it.*

Type of Opportunity and Topics	All Officers	PC/PB Officers	Committee Officers	Individuals (Names)	Strategies/ Methods	Timeline/ Responsibility
<b>Orientation Session(s)</b>						
[List topics, with separate lines for separate sessions]						
<b>Training Sessions</b>						
[List topics, with separate lines for separate sessions]						
<b>Individual Development</b>	N/A	N/A	N/A			
[List topics, with separate lines for separate sessions]	N/A	N/A	N/A			
<b>Other Opportunities</b>						
[List topics, with separate lines for separate sessions]						

[See Module 9: Working Together: Effective Committee and PC/PB Meetings, “Preparing and Supporting PC/PB Officers”](#) for a training plan development activity and to download a template of this development plan.

# Suggested Strategies for Training and Supporting PC/PB Leaders

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- 5. Access to materials:** Be sure all officers have quick access to needed documents
- 6. Use of Executive Committee meetings:** Set aside time during Executive Committee meetings for quick, focused training sessions and information updates
- 7. Periodic sessions:** Hold periodic training and consultation sessions for all officers or all committee and work group officers to learn new tools, share experiences, and address identified information or skill development needs
- 8. Mentoring:** Arrange for former PC/PB officers or appropriate staff to serve as mentors or advisors to new officers, formally or informally

# Suggested Strategies for Training and Supporting PC/PB Leaders

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9. **Continuing support from PC/PB support staff:** Ensure access to needed information and materials, logistical and administrative assistance, and advice for meeting planning and follow up and for successful completion of other tasks
10. **Other officer development:** Think creatively in arranging other opportunities for officer development, for example:
  - Attendance at meetings or conferences that provide training, and sharing of skills and tools with other officers
  - Observation of other planning bodies that provide useful models – by attending in person or virtually
  - Debriefing, online training, and access to materials and tools on leadership

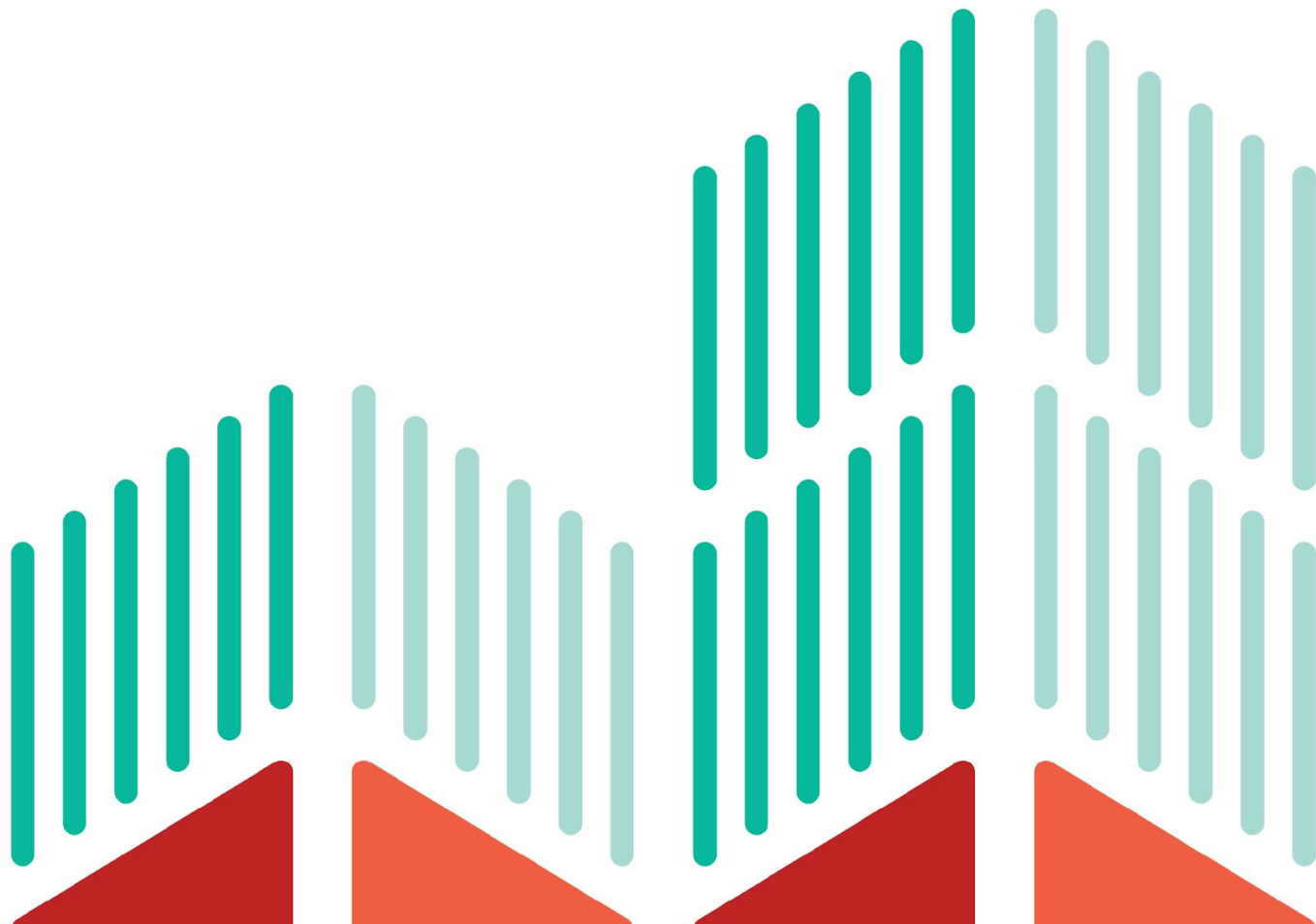
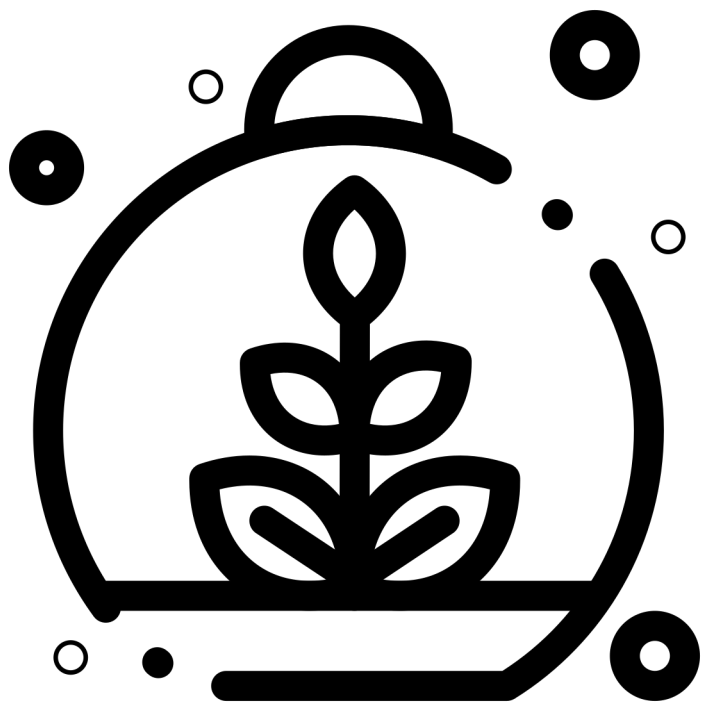
# Planning CHATT Resources for PC/PB Officer Training and Support

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- ❑ [Ryan White HIV/AIDS Program Part A Planning Council Primer](#)
- ❑ [Using Training Guide Materials to Develop Orientation and Training for PC/PB Members](#)
- ❑ [Ryan White HIV/AIDS Program Part A Manual](#)
  - Section X. Planning Council Operations
  - Section XI. Planning and Planning Bodies
- ❑ [Training Guide for RWHAP Part A Planning Councils/Planning Bodies](#)
- ❑ [Compendium of Materials for PC Support Staff, especially:](#)
  - Section 3. PC/PB Support
  - Section 8. PC/PB Operations

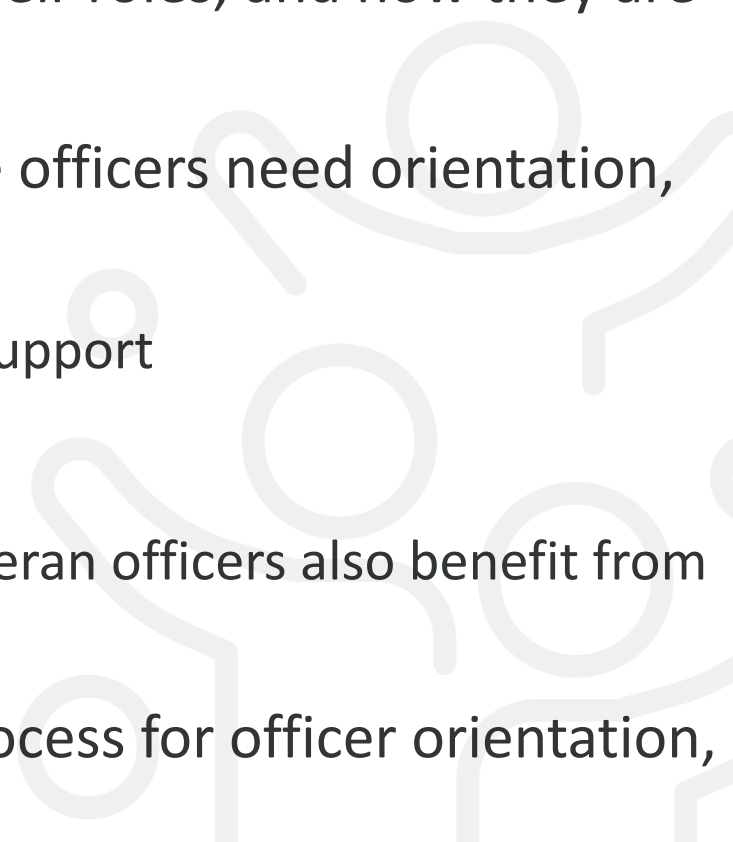
*Disclaimer: the updated Ryan White Part A Manual has not yet been finalized*

# Community Perspective: Training and Support



# Summary

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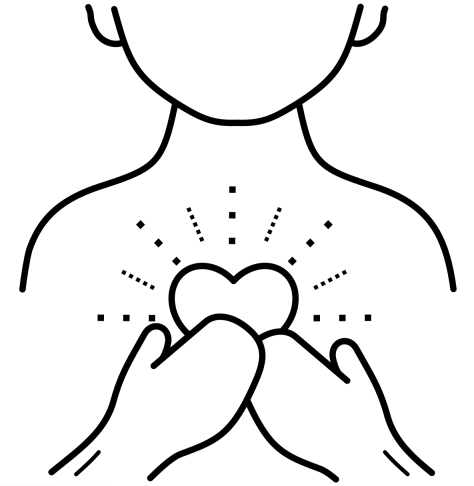
- ❑ PC/PBs vary in the number and types of officers, their roles, and how they are selected
  - ❑ As the PC/PB's leaders, both PC/PB and Committee officers need orientation, training, and support
    - ❑ Work Group and Caucus Chairs also need training, support
  - ❑ Officers need a variety of knowledge and skills
    - ❑ Training needs are greatest for new officers, but veteran officers also benefit from training and can mentor others
  - ❑ PC/PBs benefit from implementing a structured process for officer orientation, training, and development
- 

# Questions and Answers



# Thank You!

## Please complete the evaluation!



### I Am Somebody! Developing Leaders in Your PC/PB Webinar Evaluation

Thank you for participating in this Planning CHATT Webinar. Please take a moment to provide us with feedback on your experience of the webinar. Your feedback is important to us, and will help us provide high quality training/TA in the future. All of your responses will be kept confidential and will only be presented in summary form. *Thank you in advance for your feedback!*

**The objectives for this webinar were:**

**By the end of the webinar, participants will be able to:**

- Describe the typical responsibilities of PC/PB officers, including committee Chairs, Co-Chairs, and Vice Chairs
- Identify key knowledge areas and important skills for PC/PB officers
- Describe the types of orientation and training typically needed by PC/PB officers

- Fully met
- Mostly met
- Somewhat met
- Not at all met

Next

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# Planning Community HIV/AIDS Technical Assistance and Training



The Community HIV/AIDS Technical Assistance and Training for Planning project (Planning CHATT) builds the capacity of Ryan White HIV/AIDS Program Part A planning councils and planning bodies (PC/PB) across the U.S. to fulfill their legislative responsibilities, strengthen consumer engagement, and

[Planning CHATT Home](#)

[List of Planning Councils](#)

# Thank You!

[TargetHIV.org/planning-CHATT](https://TargetHIV.org/planning-CHATT)

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