



WEBINAR QUESTIONS AND ANSWERS

Recruitment and Retention of New Members to Planning Councils and Planning Bodies

Wednesday, January 16, 2019 | 2:00 p.m.

QUESTIONS ABOUT RWHAP LEGISLATION

Is there a description each type of entity on the list of recommended membership categories (e.g. definition for a Social Service Provider)?

The legislation and [RWHAP Part A manual](#) has a Planning Council matrix that speaks to each category.

Can the Administrative Agency (AA) serve as a representative for the RWHAP Part B recipient mandated seat if the AA administers Part B programs?

The Part B representative must be the state government, including the state Medicaid agency and the agency administering the program under RWHAP Part B. The representative needs to know and get input from state representatives.

RECRUITMENT & RETENTION STRATEGIES

What is the difference between orientation of new members and training?

Orientation provides familiarity with the components of the PC/PB program, whereas training provides instruction and experience to act in the capacity of the seat one occupies. Training should occur at least annually, and as needed when there are changes in guidance, legislation, or policy clarifications.

What is an “at-large” member, and what is their role?

In Detroit, an “at-large” member is an individual who wants to serve as a Council member, but is unable to fulfill the time and meeting attendance requirements for full membership. At-large members are required to participate on at least one standing committee and are permitted to vote within the standing committee. However, the at-large members are not required to attend Full Council (FC) meetings, and if they do attend, are not permitted to vote during the FC meeting.

Do community events [in Detroit] result in new members, or are they more information distribution? We have had very low return on gaining new members at our community events.

Detroit EMA has found that holding community events both results in new members and information dissemination. The Planning Council works with our RWHAP Part A Recipient’s office and community partners to advertise the event. The PC/PB uses their social media networks to spread the word about upcoming events. These strategies facilitate strong attendance. During events, the EMA begins with a brief presentation about SEMHAC and ends the presentation by

encouraging attendees to join the PC. These presentations and the structure of the events help the community want to be a part of the Council.

Who provides trainings to your PC/PB members? Do you engage outside contractors, or do PC/PB staff conduct trainings?

PC staff in the Detroit EMA provide the majority of the trainings to PC/PB members, though they also engage outside contractors (e.g. for Facilitating and Interview Skills training to conduct Needs Assessments).

At what times are your PC/PB meetings held? Have you found that meeting times affect attendance?

Detroit EMA has found that many members of their PC work, and have found that it is best to schedule meetings during lunchtime or after business hours. Standing committee meetings are held on the first Monday of each [month] between 12:00 and 4:00PM. On some days, they hold two consecutive meetings because there are members who attend both standing committee meetings. Detroit's full Planning Council meeting is held in the evening every fourth Wednesday.

Bergen-Passaic TGA's meetings take place every second Tuesday of the month. Lunch is served at 11:30AM and the meeting begins at 12. The full meeting is preceded (on the same day) by a meeting of the Steering Sub-Committee. Two days later (on the second Thursday of the month), the Quality Management team meets with the Planning and Development team. These meetings are followed immediately by the meeting for the City seat.

What specific advantages do people gain from being members of a PC/PB?

Members gain a better understanding of the needs of the community and receive information about the different categories of services and their availability to RWHAP participants. Members are also able to provide insights into how service delivery actually occurs, and shed light on needs or challenges that community members experience, and how they can be addressed or improved.

USE OF FUNDS

Our jurisdiction does not have a funding line item for food. From where are you securing funding for offering food?

Many jurisdictions do have a line item for food (including those of the presenters). HRSA recognizes that it is important that food be offered during meetings that occur at mealtimes. If your jurisdiction does not have a line item for food, you may want to reach out to your RWHAP Part A Recipient or Project Officer to find out how to add a line item.

Are RWHAP funds used to put on community events (i.e. gala), or are other funds used?

Detroit is able to use their RWHAP funds to cover the cost of food (with a monetary cap) as well as the trophies. We seek the [financial] help of pharmaceutical organizations and other organizations to cover the cost of the venue and other necessary items.

MISCELLANEOUS

Will there be any training or technical assistance provided on equity and diversity, and how to make decisions using an equity lens?

Equity and diversity are addressed in several upcoming training modules in the [*Training Guide for RWHAP Part A Planning Councils/Planning Bodies: A Member's First Planning Cycle*](#). The concepts of health disparities and diversity as part of reflectiveness are discussed in Module 8. A portion of the forthcoming Module 9 will address the importance and relevance of addressing issues of equity and the importance of using an equity lens in order to ensure sound decision-making that results in a comprehensive system of care appropriate for all PLWH subpopulations. The equity and diversity aspects of the modules incorporate suggestions made by attendees of the Planning CHATT Listening Session held at the 2018 Ryan White HIV/AIDS Program Conference.

Mentoring is not possible for Florida PC/PBs due to the “Sunshine Law”.

This is true. In Florida, all meetings must be open and noticed to the public. A meeting is defined as any gathering of two or more members of the same board to discuss some matter that will foreseeably come before that board for action. Since the discussion between a Mentor and Mentee would be pertaining to matters to be brought to the PC/PB, it would not be open and noticed to the public, therefore, that discussion would be in violation of the law.

In Florida, video conferencing seems not to be permissible due to the “Sunshine Law”.

Video conferencing is permissible if it can be done in a way to be open and noticed to the public. That means that the link for the public to access the meeting must be available to the public, and there must always be a physical location available so that the public who may not have access to video conferencing equipment is still able to participate.

As an example, Orlando EMA allows meeting participation via webinar. The link to access the meeting via webinar is posted along with the time and location of the meeting location and time of the meeting on the County Bulletin Board and the County Calendar, both of which are accessible to the public. Orlando EMA bylaws also require that there must be a physical location for all meetings that is accessible to the public.

*Note: For more information on Florida’s Sunshine Law, we recommend reviewing the [*Florida Government-In-The-Sunshine Manual*](#).*