

**SAN ANTONIO EMA HIV HEALTH SERVICES PLANNING COUNCIL
APPLICATION FORM**

The information you provide on this form is "PUBLIC INFORMATION".

Name: _____
(First) (Middle Initial) (Last)

Address: _____
(Street) (City) (State) (Zip)

Home Phone: _____ Work Phone: _____ FAX: _____

Email: _____

Employer: _____ Position: _____ Length of employment: _____

Address: _____
(Street) (City) (State) (Zip)

Gender: Male Female Other: _____

Ethnicity: White/Anglo Hispanic/Latino Black/African-American

Asian/Pacific Islander Native American Other: _____

Applying for: Membership Alternate: _____ Advisor
Member's Name

Please indicate the area the individual represents (check only **ONE**):

- 1. Health Care Provider, including Federally Qualified Health Centers
- 2. Community Based-Organizations and AIDS Service Organizations serving the affected populations
- 3. Social Service/Housing/Homeless Provider
- 4. Mental Health Provider*
- 5. Substance Abuse Provider*
- 6. Local Public Health Agency
- 7. Hospital Planning Agencies or Health Care Planning Agencies
- 8. Affected Communities, including individuals with HIV disease or AIDS and historically underserved groups and sub-populations: willing to at least acknowledge HIV status to the Planning Council. (Including a person released within the last three years from a correctional facility or an individual providing direct client services to persons in a correctional facility.)
- 9. Non-Elected Community Leader
- 10. State Medicaid Agency#
- 11. Ryan White CARE Act Title II#

7. What Planning Council committee(s) would you like to serve on?
(Members are required to serve on a committee, and attend any extra scheduled Planning Council meetings. Please indicate below which committee(s) you are interested in joining.)

Needs Assessment and Priority Setting (NAPS)

The following are the NAPS Committee core responsibilities:

1. Developing and implementing a needs assessment strategy that will provide data that guides:
 - The development of the EMA continuum of care;
 - Service needs priority setting;
 - Funding allocations;
 - Contents of grant applications; and
 - The intent and strategic direction of the Comprehensive Plan.
2. Assessment strategy will be developed in collaboration with the Grantee (Administrative Agent).
3. Performing other duties as may be required or assigned by the Planning Council.

Service Allocations and Evaluations (SAE)

Membership of the committee shall be limited to persons living with HIV/AIDS (PLWH/A) and service providers not funded under any Ryan White Title I program. Ryan White funded Title I programs can be given the opportunity to come before committee and present pertinent information.

The following are the SAE Committee core responsibilities:

1. Making recommendations to the Planning Council for the distribution of funds among service categories in accordance with committee policy and procedures;
 2. Drafting guidance regarding the purchase of services. Such guidance shall be used in developing Requests for Proposals;
 3. Reviewing and evaluating the performance of the Administrative Mechanism; and
 4. Performing other duties as may be required or as assigned by the Planning Council.
- Once Committee has developed recommended priorities and percentages for service categories, two (2) Public Comment meetings will be held between the months of May and July.

Comprehensive Plan/Continuum of Care (CPCC)

The following are the CPCC Committee core deliverables:

1. Developing the EMA's Continuum of Care, service category Standards of Care, service category Definitions, and defining service category Units of Service;
2. Assuring and coordinating the development of the Comprehensive Plan;
3. Serve as the host committee for the sub-committee of Case Management, which will be responsible for the definition of and qualifications for case management services in the EMA;
4. Participating in and utilizing information of the Statewide Coordinated Statement of Need; and
5. Performing other duties as may be required or as assigned by the Planning Council.

Membership/Nominations/Elections (MNE)

The following are the MNE Committee core deliverables:

1. Responsible for recruiting, screening and recommending potential candidates for Membership to the Planning Council;
2. Tracking Planning Council membership classifications and demographics as well as changes in population affected by HIV/AIDS;
3. Recommend appropriate Membership classification and representation modifications;
4. Notifying the Planning Council of vacancies;
5. Responsible to ensure that each new member and alternate receives adequate orientation and training for effective Planning Council participation;

6. Responsible for establishing a training curriculum;
7. Reviewing the nomination process;
8. Creating a public relations process;
9. Establishing a mentoring program;
10. Tracking member attendance at Planning Council and committee meetings; and
11. Performing other duties as may be required or as assigned by the Planning Council.



People's Caucus

These bylaws establish a San Antonio Area People with HIV/AIDS Caucus, in accordance with the Ryan White Comprehensive AIDS Resources Emergency Act, to be formally recognized as affiliated with the Planning Council, to strengthen full and effective participation of people with HIV/AIDS, and to provide feedback on Planning Council activities and regular input into planning council processes. The Caucus will have one community elected Chair and one appointed by the Planning Council Co-Chairs.

The following are the Caucus core deliverables:

1. Assisting the other committees of the Planning Council to assure that the work of the Planning Council is performed in a culturally sensitive manner;
2. Identifying traditionally underserved and/or hard to reach populations;
3. Creating liaisons and/or relationships within the traditionally underserved and hard to reach populations; and
4. Performing other duties as may be required or as assigned by the Planning Council.

ATTENDANCE POLICY

In recognizing that Boards and Commissions are often demanding on one's time and schedule, members are required to attend all regularly scheduled Planning Council meetings and expected, to dedicate **a minimum of 10 hours per month.** The Planning Council Members will be allowed two (2) absences every six (6) months per grant year. Any member unable to attend a Planning Council or Committee meeting is responsible for notifying the Planning Council Support Staff. Each member will be required to submit an explanation for their absence(s). After the Membership/Nominations/Elections Committee will review all and notify members of their attendance record. The Membership/Nominations/ Elections Committee will be responsible for recommendations to the Planning Council to excuse the absence(s) or to remove the member.

Any Member can designate an Alternate pursuant to Section 4.3-Alternates, and attendance by an Alternate shall suffice as attendance of the Member, however, a Member represented by an Alternate at three consecutive meetings is subject to removal and replacement by the Alternate.

Please return this application and resume (optional) to:

San Antonio Area HIV Health Services Planning Council
P.O. Box 7878
San Antonio, Texas 78207-0878

For information, call (210) 212-7508 or send an email to rrecio@bexar.org.

Applicant's Signature: _____ Date _____

Planning Council Member's Signature: _____ Date _____
(This signature is needed if the applicant is applying as an alternate)

OFFICE USE ONLY

Received Date	Interview Date	Committee Approval	Planning Council Approval	Commissioner's Approval	Beginning Term

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