



**Oakland Transitional Grant Area
Collaborative Community Planning Council
Contra Costa HIV/AIDS Consortium
Operating Procedures**

The Contra Costa HIV/AIDS Consortium is an umbrella network of clients, providers and interested community members addressing the issues of HIV and AIDS in Contra Costa County and has been in existence since 1992.

In addition to serving as a local advisory body for the Contra Costa Health Department, the Consortium is a committee of the Community Collaborative Planning Council (CCPC) for the Oakland Transitional Grant (TGA), which includes Contra Costa and Alameda Counties.

In order to coordinate efforts and plan the community response to the AIDS epidemic in Contra Costa, the Consortium oversees planning for both HIV prevention and care and treatment services in Contra Costa County. Decisions and recommendations requiring CCPC approval are forwarded to the CCPC Executive Committee and then the full CCPC.

Contra Costa HIV/AIDS Consortium assumes responsibility for:

- A. Assessing prevention and care service needs in Contra Costa County,
- B. Developing local priorities for education and direct care services in Contra Costa County,
- C. Developing local HIV Prevention Plans for Contra Costa County,
- D. Prioritizing HIV prevention populations and HIV service needs,
- E. Monitoring and evaluating services provided in Contra Costa County,
- F. Developing and delivering recommendations to regional Oakland TGA Collaborative Community Planning Council (CCPC), and
- G. Advising the Contra Costa County Health Services Department HIV/AIDS and STD Program.

MEMBERSHIP

- A. Consortium meetings are open to all members of the public.
- B. Any individual who attends the Consortium may participate in discussions. Membership requires an application and allows voting privileges.
- C. Membership in Contra Costa Consortium does not automatically entail membership in Collaborative Community Planning Council. Interested parties must apply for membership to CCPC separately.
- D. As a recognized subcommittee of the Oakland TGA Planning Council membership in Contra Costa Consortium counts towards sub committee participation requirements for CCPC members.

See Contra Costa By-Laws for information on eligibility, applying for membership and terms of membership.

LEADERSHIP

Chairs

- A. The Consortium has at least three chairpersons.
- B. The Consortium shall strive to have one chairperson who represents consumer issues or is an individual with HIV or an affected family member.
- C. One chair will be appointed to represent the Contra Costa Health Department at the Oakland TGA CCPC.



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- D. One chair who is an at large member.

Chair responsibilities

The primary responsibilities of the chairpersons include:

- A. Calling and facilitating the Executive Committee and General meetings of the Consortium,
- B. Setting agendas with input from members and staff
- C. Reviewing minutes for all meetings,
- D. Coordinating the work of the committees as necessary,
- E. Reviewing grievances pertaining to the Consortium and its activities
- F. Acting as spokesperson for the Consortium,
- G. Ensuring involvement of people living with HIV in the Consortium's work and
- H. Presenting to the CCPC as required.

Chair Term

- A. Chairs shall be elected for a term of one year;
- B. The CCPC member who is a chair will remain in place for the duration of the CCPC term.
- C. If a vacancy occurs in a chair position during the term of such position, it may be filled by special election.
- D. The newly elected chair will serve the remainder of the vacated term, which he or she has filled.

Executive Committee:

- A. The Consortium has an Executive Committee that is comprised of the Consortium chairpersons and any other members appointed by the Consortium.
- B. HIV/AIDS & STD Program staff shall announce Executive Committee meetings and participate in meetings.
- C. The terms of Executive Committee members runs concurrently with the terms of the chairpersons.
- D. The Executive Committee has the authority to make decisions on behalf of the Consortium on any matter which requires action be taken before the next regularly scheduled Consortium meeting.
- E. When time allows, the Executive Committee may solicit feedback from Consortium Members by electronic or other means of communication.
- F. Any decisions made and actions taken by the Executive Committee shall be reported to the Consortium at the next Consortium meeting.

See Contra Costa By-Laws for information on other committees and Consortium Staff duties.

MEETINGS

- A. All meetings of the Consortium have an agenda.
- B. The agenda is prepared by the chairs of the Consortium and presented at the beginning of each meeting.
- C. General meetings are held at least four times per year. The specific dates, times and locations to be determined by the Consortium Executive Committee.
- D. The chairs of the Consortium may call special meetings.
- E. All meetings of the Consortium and its committees are open to the public.



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- F. Notice of meetings is provided at least 96 hours ahead of time.
- G. Members and other interested people may participate in meetings by conference telephone, or other similar means of electronic or other communication, provided all members and others participating can hear one another and be heard by others when participating.

VOTING PROCEDURES

Only Consortium members can vote in those matters that require formal action or decision making from the Consortium.

Decisions requiring Planning Council approval must be taken to Planning Council Executive Committee and on to the full body for approval.

- A. The Consortium strives to formulate general business decisions based on consensus.
- B. In those instances when consensus cannot be attained, the chairs will call a vote of the active members participating in the meeting.
- C. Decisions will be made by majority vote of all members in attendance in all matters requiring a vote except CARE Act Funding Decisions.
- D. Majority vote will be the majority of all non-abstaining members participating in any meeting at which a quorum has at any time been constituted.

GRIEVANCE PROCEDURES

- A. Complaints with the improper conduct of any member or officer of the Consortium will be submitted in writing to the Contra Costa Health Services Department HIV/AIDS & STD Program, which will in turn acknowledge receipt of the complaint in writing within ten working days of receipt.
- B. The acknowledgment will include a specific plan for independent review of the complaint and a time frame for resolution.
- C. Should the review process determine that an individual or individuals should be removed from office and/or barred from further Consortium activities, the individual will be dropped from the roster.
- D. Recipients of this action are allowed to submit and appeal in writing within 5 working days to the Director of Public Health at:

Contra Costa Health Services Department
597 Center Avenue, Suite 200
Martinez, CA 94553

- E. The Consortium will utilize the Oakland Transitional Grant Area (TGA) Grievance Policy and Procedures to address concerns and prevent disputes about the Consortium or Ryan White Part A Programs. Grievances will be addressed by the Consortium Executive Committee before proceeding to the CCPC.

<http://www.hivccpc.org/links/downloads/GrievancePolicyandProcedure.pdf>

See Contra Costa Consortium By-Laws for further details.