



COMMISSION STRUCTURE & RESPONSIBILITIES

JANUARY 2019



The **Washington, D.C. Regional Planning Commission on Health and HIV** (COHAH) serves as the new regional planning body for HIV prevention and care services in the federally defined Washington, D.C. Eligible Metropolitan Area (EMA). The Washington, D.C. EMA spans the District of Columbia, five counties in suburban Maryland, eleven counties and six independent cities in Northern Virginia, and two counties in West Virginia. The Commission has the responsibility to prioritize a range of medical and support services totaling over \$30 million in federal and other funds.

The Commission shall:

- A. Increase collaboration, efficiency, and innovation with government partners and community stakeholders to achieve a more coordinated response to the HIV continuum of services;
- B. Conduct community planning activities for the EMA, related to the implementation of the Ryan White HIV/AIDS Program (RWHAP), funded by Ryan White Parts A (Grants to Eligible Metropolitan and Transitional Areas) and F (Minority AIDS Initiative) by the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA); and, where feasible, Ryan White Part B (Grants to States and Territories) and Centers for Disease Control and Prevention (“CDC”) HIV prevention funds;
- C. Inform the development or update of an Integrated HIV Prevention and Care Plan (“Integrated Plan”) to be implemented and monitored, ensuring that activities and funding are aligned with the National HIV AIDS Strategy (NHAS) and the successful execution of High-Impact Prevention (HIP) programs and activities within communities. With regard to prevention, the Integrated Plan will address prevention activities within the District of Columbia but will consider information and activities from across the EMA in integrating multiple HIV community needs and setting priorities for HIV prevention interventions and strategies for populations at high risk of HIV infection.

EXECUTIVE OPERATIONS COMMITTEE (EOC)

Usually the 4th Thursday from 5pm-6pm

Main Tasks:

- *Overall Operations*
- *Membership/Nominations*
- *Bylaws*
- *Policies and Procedures*

DUTIES: *The Executive Operations Committee (EOC)*, in conjunction with the Commission's Government and Community Co-Chairs, shall set the overall direction of the Commission; coordinate the work of the Commission and its committees, ensuring that all federal legislative responsibilities are being met. It shall review all committee reports and recommendations before they go to the full Commission, request revisions or additional work as needed, and set the agenda for the Commission meetings.

- It shall also take urgent action as required between Commission meetings, as authorized by the Commission. The Executive Operations Committee shall report to the full Commission, and its decisions shall be reviewed and ratified by the full Commission.
- The committee shall also be responsible for developing and implementing an open nominations process (which may also be referred to as the membership application process), for Planning Commission member recruitment, review of applications, interviews with applicants, and recommendation of nominees for Planning Commission action.
- The committee is responsible for working with staff to ensure new member orientation as well as development of a training plan and provision of member training and development.
- The committee works with support staff to monitor Planning Commission and committee meeting attendance and, when necessary, recommends removal of members for non-participation based on bylaws requirements.
- The committee shall ensure that the Planning Commission membership meets representation requirements based on legislatively required membership categories and is reflective of the epidemic in the EMA.
- The committee shall also be responsible for the development and periodic review and update of the Planning Commission bylaws and other policies and procedures such as Conflict of Interest and Grievance procedures. It shall review policies developed by other committees to ensure that they meet federal guidelines, and are consistent with these bylaws.
- The Committee shall also be responsive for overseeing the grievance process, which includes establishing panels as necessary to review grievances filed against the Planning Commission.

INTEGRATED STRATEGIES COMMITTEE (ISC)

Usually the 3rd Wednesday from 1pm-3pm

Main Tasks:

- *Results-oriented engagement process*
- *Service Standards*
- *Directives*

DUTIES: *The Integrated Strategies Committee (ISC)* shall lead the Commission's efforts to identify and disseminate effective strategies and best practices that enhance coordinated, collaborative and seamless access to HIV prevention, care and treatment services, including mental health and substance abuse, to achieve the greatest impact on reducing incidence and HIV-related health disparities/inequities.

- The committee shall work to strengthen integrated health efforts across the continuum of HIV prevention, care and treatment, including social determinants of health associated with but not limited to HIV, STDs, hepatitis, tuberculosis, housing, substance abuse and mental health.
- The committee shall collaborate with the Research and Evaluation Committee on the implementation and update of the Integrated HIV Prevention and Care Plan.
- The committee shall focus on areas such as:
 - Biomedical HIV Prevention (PrEP, PEP, TaSP, U=U)
 - HIV-Testing & Linkage to Care
 - High-Impact Prevention
 - Specialized focus populations
 - Ryan White HIV/AIDS Program Service Standards

<p>RESEARCH AND EVALUATION COMMITTEE (REC) Usually the 3rd Tuesday from 3pm-5pm</p>	<p><u>Main Tasks:</u></p> <ul style="list-style-type: none"> • Needs Assessment • Integrated HIV Prevention and Care Plan • Assessment of the Efficiency of the Administrative Mechanism (AEAM)
<p>DUTIES: <i>The Research and Evaluation Committee (REC)</i> shall lead the research and evaluation of HIV Prevention and Care efforts in the EMA; including consumer surveys, needs assessments, and policy analyses. This committee shall also bring relevant external research to the general body to inform its efforts. Advancing public policy would also be a task of this committee.</p> <ul style="list-style-type: none"> • The committee shall lead efforts to inform and monitor the implementation of the Integrated HIV Prevention and Care Plan in collaboration with the Integrated Strategies, Community Engagement and Education, and Comprehensive Planning Committees. • The committee shall have primary responsibility for coordinating the comprehensive needs assessment process, and for receiving and reviewing data from a wide range of sources; ensuring that it is made available in user-friendly formats for the Commission to review and use in decision-making. This includes working with the recipient to ensure a comprehensive, ongoing, multi-year needs assessment effort that meets legislative requirements, and reviewing and comparing many types of data such as epidemiologic, unmet need, other needs assessment, cost and utilization, quality improvement, and evaluation data from other committees, the recipient, and other sources. • The committee also manages the annual Assessment of the Efficiency of the Administrative Mechanism (AEAM). 	

<p>COMMUNITY ENGAGEMENT AND EDUCATION COMMITTEE (CEEC) Usually the 3rd Thursday from 5pm-7pm</p>	<p><u>Main Tasks:</u></p> <ul style="list-style-type: none"> • Recruitment • Stakeholder Identification • Engagement and Education Activities with Focus Populations
<p>DUTIES: <i>The Community Engagement and Education Committee (CEEC)</i> shall lead efforts to identify community members, key stakeholders, and other HIV service providers involved in HIV prevention, care, and treatment services to participate in a comprehensive engagement process.</p> <ul style="list-style-type: none"> • The committee shall also coordinate linkages between the Commission and persons living with HIV (PLWH) and focus populations who are more likely to acquire and transmit HIV. This can be done through continuously conducting outreach to seek input and the identification of emerging issues, ensuring Commission members are educated regarding issues affecting these focus populations, and communicate the work of the Commission to the community. • The committee plays the lead role on behalf of the Commission in community education, arranging for community leadership training, and active engagement of the community in the work of the Commission. For example, the Committee shall work closely with the Research and Evaluation and Comprehensive Planning Committees in arranging Town Hall meetings targeting focus populations in the design of needs assessment efforts. • The committee shall lead collaborative efforts with the Executive Operations Committee in recruiting potential members, especially consumers for the Commission. 	

COMPREHENSIVE PLANNING COMMITTEE (CPC)

Usually the 4th Wednesday from 11am-1pm

Main Tasks:

- *Financial Oversight*
- *Priority Setting and Resource Allocation (PSRA) Process*

DUTIES: *The Comprehensive Planning Committee (CPC)* shall be responsible for the prioritization, allocation and monitoring of HIV programmatic funds; such as those provided by Ryan White Parts A and B, and the Centers for Disease Control and Prevention. This committee shall also be responsible for leading the Ryan White Priority Setting and Resource Allocation (PSRA) process; this includes developing and regularly reviewing policies and procedures that guide PSRA activities carried out in the jurisdictions and the final decision making by the Planning Commission.

The committee shall review PSRA recommendations from the jurisdictions and forward them to the full Planning Commission with any recommended revisions. It shall establish procedures for reallocations across service categories during the program year and work closely with the recipient to develop recommended reallocations for Planning Commission action.

- The responsibilities of a Planning Commission member include approximately 12-14 hours of work per month, including regular attendance/participation at Planning Commission meetings and one (1) standing committee meeting, generally held on weekday evenings in the District of Columbia.
- All new Planning Commission members must also attend mandatory orientation sessions.
- Standing Committee members are expected to regularly attend/participate at their respective Standing Committee meetings, generally held monthly.

*The **Washington, D.C. Regional Planning Commission on Health and HIV (COHAH)** will invigorate planning for HIV prevention and care programs that will demonstrate effectiveness, innovation, accountability, and responsiveness to our community.*

****For further information, please contact a member of the Planning Commission Support Unit.****

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