



# Updates to the HPG Protocols

August 2020 proposed updates

# HPG Protocols workgroup

Activated by the HPG Steering Committee in July 2020

All HPG members invited to participate via email

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# Change 1

## 9.3. PUBLIC MEETINGS.

**9.3.1. Gathering for Meetings.** All meetings are to be held face-to-face unless a virtual meeting is jointly enacted by the DOH Co-Chair and the Community Co-Chair on a per-meeting basis. If such a meeting is authorized, the voting principles above (9.2) and meeting guidelines below (9.3) will still be applied to the fullest extent possible.

**9.3.2. Publicizing Meetings.** The HPG actively encourages community participation. Meetings are open to the public and meeting dates are advertised in the Pennsylvania Bulletin and on StopHIV.org, the HPG's statewide planning website.

**9.3.3. Participation from Members of the Public.** The views, perspectives, and needs of key stakeholders and all affected communities are actively solicited and included. ...

# Change 2

## SECTION IX. MEETINGS

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**9.1.3. Ad Hoc Subcommittees.** Ad hoc subcommittees will meet as needed via conference calls, **virtual meetings**, or face-to-face times surrounding the HPG meetings, but likely will not have meeting time allocated during the HPG meetings. They will deliver status updates to the full HPG.

**9.1.4. Work Groups.** Work groups will meet as needed via conference calls, **virtual meetings**, or face-to-face times surrounding the HPG meetings, but will not have meeting time allocated during the HPG meetings.

**9.1.5. Additional Meetings.** The HPG may add additional in-person meetings to the schedule throughout a planning year if additional meetings are deemed necessary.

**9.1.5.a. Pop-Up Stakeholder Meetings.** The HPG may hold 1-2 additional townhall format meetings at various locations throughout the state during any planning year.

**9.1.6. Web-Based Technology.** Web-based meeting technology will be used **between-to support in-person** HPG meetings **if-as** needed, including for additional subcommittee time. ~~These web-based meetings cannot replace full length HPG meetings and cannot exceed two hours at a time.~~

# Change 3

## 9.2. QUORUM AND VOTING.

**9.2.1 Quorum.** A quorum is defined as more than one-half of the current HPG Community members. This quorum must be met to conduct official business of the HPG, (i.e. voting).

**9.2.2 Voting.** A quorum (*see above*) is required to vote on any motion or resolution. A simple majority of the Community members present is required to pass any motion or resolution. Proxy voting is not permitted. Absentee voting **during in-person meetings** is not permitted, with the exception of the concurrence vote for approving or updating the IHPCP. However, distance voting procedures may be enacted jointly by the DOH Co-Chair and the Community Co-Chair on a case-by-case basis if timely resolution of HPG business is required, **including** to meet state or federal deadlines.