

**NOMINATING AND SELECTING MEMBERSHIP ON THE PENNSYLVANIA  
HIV PREVENTION COMMUNITY PLANNING COMMITTEE**

**BACKGROUND**

Based on requirements issued by the Centers for Disease Control and Prevention (CDC) in 1994, the Pennsylvania Department of Health formed a statewide HIV Prevention Community Planning Committee, to help the Department develop its annual HIV Prevention Plan. The planning group is co-chaired by staff of the Division of HIV/AIDS, and a co-chair elected by the Committee. Details of the membership and criteria for selection are set forth below. These criteria should be used for nomination and will be used for selection of future replacement members to serve on the Committee.

**I. STRUCTURE AND FUNCTION**

This statewide HIV Prevention Community Planning Committee is representative of the populations at risk for HIV infection; relevant state and local governmental organizations; experts in fields related to prevention (such as Epidemiology, social research, market research, behavioral science, and public health planning and evaluation); organizations providing HIV prevention and related services, and people living with HIV/AIDS. Members do not attend as representatives of their organization and may not benefit financially as a direct result of being on the Committee. Applicants are screened to determine if there is any conflict of interest, either personally, or through an employer.

In cooperation with the Pennsylvania Department of Health, the Planning Committee develops a community prevention plan for the entire Commonwealth, with the exception of Philadelphia, which develops its own. The Health Department's use of CDC funds for the planning, implementation and evaluation of HIV prevention programs are guided by the plan. The HIV Prevention Community Planning Committee membership is restricted to a size that, while accomplishing the intent of the HIV Prevention Community Planning process, does not become so large that it cannot function effectively (approximately 35-45 members).

A considerable amount of the work of the committee will be conducted in four sub-committees (Epidemiology, Needs Assessment, Interventions, and Evaluation). New members are required to participate in a subcommittee.

**II. PROCEDURES FOR RECRUITING AND SELECTING MEMBERSHIP**

Following are lists of expertise and experience factors and criteria for nomination, as well as the nomination and selection process, which is used to select members for the statewide HIV Prevention Community Planning Committee.

**A. EXPERTISE**

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| Community Representative            | Corrections                        |
| Community Organization              | Business and Labor                 |
| Person Living with HIV/AIDS         | Substance Abuse                    |
| Intervention Specialist             | HIV Care and Social Services       |
| Behavioral or Social Scientist      | State/Local Education Agency       |
| Evaluation                          | Local Health Department (HIV, STD) |
| Health Planner                      | Mental Health                      |
| Epidemiologist                      | Homeless Services                  |
| Faith Community                     | Academic Institution               |
| Research Center                     |                                    |
| Non-Agency/Community Representative |                                    |

**B. EXPERIENCE**

Individuals who represent the perspectives of populations at high risk for HIV (through personal life experiences, work responsibilities, or other affiliations):

- Person Living with HIV/AIDS
- Men who have sex with men and are at high risk through unsafe sex (MSM)
- Men who are at risk from both unsafe sex with other men and unsafe drug injection practices (MSM/IDU)
- Men and women who are at risk through unsafe injection drug practices (IDU)
- Men and women who are at risk through unsafe heterosexual sex with an infected partner (Heterosexual)
- Mother with/at risk for HIV transmission (Perinatal Transmission)
- Men and women in emerging risk groups: Minority Populations, Young People, Homeless, Incarcerated, Transgender

**C. CRITERIA FOR NOMINATION**

1. Ability and willingness to attend and actively participate in all meetings.
2. Interest and/or knowledge of HIV/AIDS issues.
3. Knowledge of, or willingness to learn the principles of community HIV prevention planning.
4. Expertise or experience as listed above.
5. Ability to represent a particular constituency.

**C. SELECTION PROCESS**

Nominating Committee member's review and rate each application for membership and select from a list of candidates. Since the Department is striving to make the nomination and selection process as open as possible, self-nominees are considered.

**D. EXPENSES**

The Health Department pays legitimate expenses associated with travel to the meeting in Harrisburg. Plane tickets can be provided in advance of the meeting and hotel vouchers are provided the day of the meeting. (Please be advised that the meeting site hotel requires a personal credit card to guarantee a room reservation. A list of local hotels that do not require a credit card to secure reservations is available.) Other transportation costs (bus, train, taxi, mileage) are reimbursed after the fact. Car rentals are not permitted. A continental breakfast and full lunch are provided the day of the meeting. In addition, a daily subsistence allowance is provided to cover meal expenses during a 24-hour travel period. The Department does not reimburse childcare expenses, lost wages, or entertainment expenses.

**SPECIAL NOTE: ALL MEETINGS OF THE HIV PREVENTION COMMUNITY PLANNING COMMITTEE ARE SUBJECT TO PENNSYLVANIA'S SUNSHINE LAW. THIS MEANS THAT THEY ARE OPEN TO THE PUBLIC, ALTHOUGH, ONLY COMMITTEE MEMBERS ARE PERMITTED TO PARTICPATE.**