

Ryan White Planning Council Overview



The Ryan White Planning Council is a community group that has been appointed by the Maricopa County Board of Supervisors to plan the organization and delivery of HIV services funded by the Ryan White HIV/AIDS Treatment Modernization Act. The Ryan White HIV/AIDS Treatment Modernization Act is a federal law that provides funds to help pay for medical and support services for people living with HIV who cannot pay for the care they need.

A unique aspect of this program is that each Eligible Metropolitan Area (EMA) that receives Ryan White funding must establish a community group, comprised of people infected and affected by HIV, to determine how to best provide services in their area. The Planning Council is comprised of volunteer members representing HIV/AIDS service providers; institutional members or those that work in the field but do not receive Ryan White funding; and consumers who are receiving services paid by Ryan White Part A funds.

More about Part A

Ryan White services are provided through five parts, Parts A, B, C, D, and F. The Planning Council oversees the Part A component (Ryan White Part A (RWPA)) which provides the funding for primary medical care, dental, case management, mental health, nutrition and other services. Funding is provided to “grantees.” The grantees are non-profit agencies who serve the HIV community. RWPA grantees are required to have a planning body to oversee the program.

“It is an honor to serve as the leader of such a diverse, dedicated and compassionate group of people who are appointed to the Phoenix EMA Ryan Planning Council. The Council does an incredible job of planning services that provide a quality continuum of health care and medical outcome support services for people living with HIV/AIDS in Phoenix. Their collaborative efforts successfully promote engagement and retention in care.” - Randall Furrow, Chairman, Phoenix EMA Ryan White Planning Council

The Planning Council's Mission and Duties

The mission of the Phoenix EMA Ryan White Planning Council is to ensure an integrated, holistic, and comprehensive system of health care for people living with HIV that is culturally appropriate, multilingual, full-service, family-friendly, and accessible to the entire community.

The Planning Council has specific responsibilities related to the financial oversight of the funds provided to the Phoenix EMA for services to People Living with HIV/AIDS in Maricopa and Pinal Counties. These responsibilities include:

- Planning Council members work together to identify the care needs of people living with HIV. The Council then determines the services of the highest priority, and the Part A funding dedicated to each service. Council members also evaluate the cost effectiveness and the quality of the services provided.
- The Planning Council only makes decisions about service categories—we do not directly fund or contract with any agency to provide client services. Contracts with service providers are established and maintained by Maricopa County per the Administrative Agent of the Ryan White Part A program.
- Assessment of the administrative mechanism. Evaluating the Administrative Agency's process for procuring services and disbursing funds to the areas of greatest need within the EMA.
- Evaluation. On a consistent basis, assessing the effectiveness of the services offered in meeting the identified needs via aggregate data or special studies provided by the Administrative Agency.

Phoenix EMA Ryan White Planning Council

The council consists of 25 to 40 caring and dedicated volunteer members who have been carefully selected to reflect the diversity of our community. Members represent the general public, people living with HIV, Part A service providers, and other health and social service organizations.

Planning Council members are appointed for three-year terms. Members commit four to six hours per month to attend meetings, and additional time as needed to review documents and/or data. Planning Council members are required to attend one general planning council meeting and





serve on at least one committee that also has a monthly meeting. No prior experience is necessary. Training and guidance is provided throughout a member's term on the Council.

Planning Council Committees

Executive: Oversees the administration of the Planning Council. (Minimum two-year Planning Council membership requirement.)

Allocations: Oversees the priority setting and resource allocation process. Recommends service category prioritization and the allocation of funds.

Community Health Planning & Strategies: Develops strategic plans and long-term goals for the Planning Council. Conducts research to determine the needs of our community.

Training, Education & Membership: Develops and implements health literacy programming for HIV positive individuals, collaborates with community stakeholders to present consumer-focused events, and oversees the Council's membership recruitment and appointment process.

Rules: Ensures that the Council conducts its business according to the Bylaws.

Standards: Develops standards of care for services provided by Ryan White Part A funds, and monitors the quality of the care that is provided.

How to participate

If you would like to participate in the Phoenix EMA Planning Council, there are two ways to do so:

1. Attend a meeting. The Planning Council enjoys an outstanding reputation for well-run meetings. We encourage the public to attend and participate. Every Planning Council meeting is conducted in accordance with the Arizona Open Meeting Law. Your input is critical in helping the Council determine how to best provide services for the HIV community. By taking an active role in meetings and activities you will experience the role Planning Council members play in the HIV community.
2. Make the commitment to join the Planning Council. Becoming a Council member is an important way to help the people in our community who are living with HIV. The Council needs dedicated people who can serve as both compassionate HIV advocates and thoughtful health care planners.



Attending a meeting



Most meetings are conducted, as follows:

- An agenda of the topics for discussion is provided to all attendees;
- Public introductions are made;
- Agenda items are discussed.*
- Only Planning Council members may vote on any issue.
- At the end of each meeting, Council members may provide brief summaries of current events, and the public will be allowed to comment on any issue.

****Discussions are conducted according to Robert's Rules of Order—everyone is expected to respect the authority of the Chair, raise their hand to be recognized to talk, be courteous when others are talking, and to remain calm and focused on the topic at hand. The public is encouraged to take part in all of our discussions. However, due to time constraints, the Chair may choose to limit the number of people who may speak and/or the length of time allowed for discussion.****

To receive email reminders of the meeting schedule and other important Planning Council information, please contact Planning Council Support staff at the phone number or email address listed below.



Special meeting accommodations

Persons with a disability may request reasonable accommodation to attend any Planning Council meeting. Other accommodations, such as teleconferencing or translation services, can also be requested. Please contact Planning Council Support at **602 506-6321** at least **48 hours** prior to any meeting to make these arrangements.

The application process

The application process generally takes two to three months. To apply for appointment to the Council, you must:

1. Complete an application. The application asks easy-to-answer questions about the reasons you are applying and how you see yourself representing the community.
2. Submit a completed Conflict of Interest form. This form requires you to declare any actual or perceived interest in any Planning Council decision that will result—or has the appearance of resulting—in personal, organizational, or professional gain. Having a



conflict of interest will not prevent you from being appointed to the Council, but it will limit your participation in any decisions related to your declared conflict(s).

3. Read and sign the Code of Conduct.
4. Agree to a personal and criminal background check.

Our Membership Committee meets regularly to review the composition of the Council and determine the current membership needs. We strive to ensure that the Council is as diverse as our HIV population. Council membership must also meet Federal and County mandates.

Once membership needs are determined, applicants are interviewed by members of the Planning Council. When all the interviews are complete, the Membership Committee recommends applicants to the Council and then a background check is conducted.

Successful applicants are then forwarded to the Maricopa County Board of Supervisors (BOS) for final approval. On rare occasions and for any reason, the BOS may decline to appoint an individual. The decisions of the BOS are final and are fully supported by the Planning Council. If you have any concerns regarding your appointment to the Council, please talk to the Planning Council Support staff when you apply. Your discussion and disclosures will be kept confidential.



Thank you for considering participation in the Ryan White Planning Council. It is a worthwhile and important group that makes a difference in the lives of individuals living with HIV/AIDS.

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<http://www.maricopa.gov/publichealth/Services/RyanWhite/default.aspx>

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