



LOS ANGELES COUNTY COMMISSION ON HIV

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www.hivcommission-la.info

MEMBER DUTY STATEMENT

Seat: DEPARTMENT OF PUBLIC HEALTH (DPH)- PART A REPRESENTATIVE

In order to be an effective, active member of the Commission on HIV, an individual must meet the following demands of Commission membership and constituency representation:

RESPONSIBILITY/ACCOUNTABILITY:

General:

- ① A thorough knowledge of the particular HIV/AIDS community, constituency and/or body that you are representing;
- ② A commitment to continually and consistently inform those bodies you represent of Commission and Commission-related activities and information.
- ③ Provide the perspective of your entity on matters before the Commission regardless of your personal viewpoint.
- ④ Cast your vote in a manner that is best for the County regardless of your entity's or your personal opinion.

Specific:

- Act as an advocate to ensure that the broad personal health needs of people with HIV/AIDS are adequately served, and the public health needs of the HIV-affected/impacted community and the community at large are appropriately addressed through Commission planning and activities.
- Serve as a liaison between DPH and the Commission in the context of grantee-to-planning council communications, and as two County-chartered organizations.
- Function as a chief proponent of the public health perspective in all Commission dialogue and discussion.
- Present Ryan White and Part A issues from the grantee's perspective, and relay planning council Ryan White, Part A and public health issues back to the grantee for resolution and/or follow-up.
- Reflect DPH's perspectives and interests in discussions that entail or involve the investment of other County and public health resources, and the allocation of those resources to the HIV/AIDS continuum of care.
- Liaison between DPH and the Commission on collaborative projects advanced to or by the Board of Supervisors and other governmental organizations beyond that level.
- Provide channels of communication between the Commission and other non-HIV specific DPH programs (e.g., ADPA, STD Control) and other County departments (e.g., DMH, DHS).

Duty Statement: Department of Public Health (DPH)-Part A Representative

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PARTICIPATION:

General:

- ① A willingness to fill a full two-year Commission term.
- ② Each year of the two-year term, the Commissioner is expected to attend* and participate in, at a minimum, these activities:
 - One all-day Commission orientation (*first year only*) and assorted trainings throughout the year;
 - One half-day Board of Supervisors Executive Office orientation (*first year only*);
 - One half- to full-day Commission meeting once a month;
 - One two-hour to half-day Committee meeting once a month;
 - One or two full-day priority- and allocation-setting meetings;
 - One two-day, one-night Commission annual meeting in November;
 - Assorted voluntary workgroups, task forces and special meetings as required due to Committee assignment and for other Commission business.
- ③ A commitment to devote a minimum of ten hours per month to Commission/Committee attendance, preparation and other work as required by your membership on the body.
- ④ A pledge to:
 - respect the view of others regardless of their race, ethnicity, sexual orientation, HIV status or other factors;
 - abide by “Robert’s Rules of Order, Newly Revised”, the Ralph M. Brown Act, and the Commission’s Code of Conduct;
 - consider the view of others with an open mind;
 - actively and regularly participate in the ongoing decision-making process; and
 - support and promote decisions resolved and made by the Commission when representing the Commission.

****Stipulations:*** *Failure to attend the required meetings may result in a Commissioner’s removal from the body.*

Specific:

- Participate in establishing strategies for identifying HIV-positive persons not in care and coordinating services with existing prevention, health care, substance use and mental health services inside and outside the Ryan White-funded system.
- Discuss and contribute to wider-scale Commission strategic planning about HIV/AIDS services/care, Ryan White and HRSA on a national level.
- Assist in the evaluation of activities focusing on quality and service improvement.
- Represent the DPH perspective in the Commission’s comprehensive care planning, priority- and allocation-setting, quality improvement, evaluation and policy development processes.
- Facilitate communication between the grantee and the planning council that may extend beyond or above the parameters of the administrative agency.
- Serve as a principle resource about other County services, programs and activities, especially other initiatives within the Department of Public Health.
- Help link the Commission’s and DPH’s service delivery and continuum of care planning efforts for mutually constructive partnerships.
- Characterize and describe DPH’s other (besides OAPP-related) policy and programmatic activities and initiatives.

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- Help strategize activities in which DPH and the Commission can partner.
- Exposes the Commission to other, related public health and health policy concerns beyond the scope of Ryan White Part A.
- Link a more global public health focus on demographics and special populations to the work and planning the Commission is conducting.
- Help find solutions to empower consumer, providers and communities to assess and access existing available resources to meet identified needs.

KNOWLEDGE:

General:

- ① A commitment to constantly develop, build and enhance knowledge about the following topics:
 - general information about HIV/AIDS and its impact on the local community;
 - a comprehensive plan for delivery of CARE Act-funded services;
 - the Commission's annual priorities and allocations;
 - Ryan White CARE Act information and other information related to funding and service support.

Specific:

- Thorough understanding of the DPH's internal structure and organization.
- Conversant in all aspects of the County's public health activities, inside and outside of DPH.
- Authority on Ryan White and local Part A policy and implementation.
- Proficient and high-level health care planning experience.
- Understands the broader health care and public health care/service delivery system and network, and the County's broader public health policy focus and direction.
- Familiar with the resources and services related to the County's health care, public health and mental health systems of care.
- Public health organizational expertise.
- Familiar with practices and protocols for planning, research, study, assessment and evaluation activities.
- Cognizant of the health needs of the community in general and special populations in the variety of LA County demographics, especially HIV-affected/impacted populations.
- Knowledgeable about the availability of other County, governmental and non-governmental service and planning resources for people with HIV.
- Understands and supports the mission and objectives of Ryan White planning councils and community planning in general.