

# Philadelphia EMA HIV Integrated Planning Council

## Description of Open Nominations Process

*Revised 8 May 2003 (updated April 2018)*

The following steps shall be utilized to solicit, review, recommend, and appoint new members to the Philadelphia EMA HIV Integrated Planning Council. It is expected that this process will be utilized at least annually.

### **Step One. Solicitation of Members**

The Office of HIV Planning advertises the availability of seats on the Planning Council through local media outlets and through distribution of applications at places where interested parties, particularly consumers, are likely to have access to them. The application shall include open-ended questions, an HIV disclosure form (for those applying for relevant seats), and conflict of interest information (including the Council's policy and disclosure form).

### **Step Two. Application Review**

The Planning Council's Nominations Committee solicits members for and appoints an application review panel from among members of the Planning Council. The panel shall be comprised of no fewer than six members and shall reflect the demographics of the epidemic locally. At least 50% of the panel members must be HIV-positive. *The review panel shall recommend applicants for membership twice during the planning cycle, once in the spring and once in the fall period.* Utilizing objective criteria, each panel member completes an independent review of each *blinded* application reflecting whether or not an applicant should be appointed to the Planning Council. The review panel members evaluate each of the applicant's responses on the application separately, utilizing the following criteria:

*Understanding of the Planning Council*

*Skills/Experiences of the Applicant Relative to HIV Care*

*Representational Needs of the Planning Council*

*Applicant's Clarity regarding their contribution to the Planning Council*

Each panel member then scores each of the applicant's responses based upon the following range:

4=Clearly fulfills this criteria.

3=May fulfill this criteria.

2=May not fulfill this criteria.

1=Clearly does not fulfill this criteria.

The panel shall also consider the list of categorical seats that are to be filled, paying attention to demographics of the epidemic locally. The panel may consider additional documentation including, but not limited to, meeting attendance records for applicants seeking appointment for an additional term. Each panel member submits his or her ratings to the Office of HIV Planning staff. The staff tabulates results and develops a score sheet showing each reviewer's ratings for each applicant along with a cumulative rating for each applicant. The staff convenes a meeting of the review panel to discuss the applications and ratings. In assembling its recommendations for membership, the panel shall also consider the list of categorical seats that are to be filled, paying attention to demographics of the epidemic locally, as well as the applicants' cumulative rating.

The list of candidates, along with the group's overall rating for each, is then sent to the CEO (Chief Executive Officer for the Part A grant award) or the CEO's designee for consideration. The review panel may make additional recommendations to the CEO (such as a recommendation for representation by geographic area, recommending candidates for specific seats, etc.). This application review step may require more than one meeting of the review panel. If a member of the panel is applying for membership, s/he shall not review his/her own application nor be present during discussion of his/her candidacy.

### **Step Three. Review and Appointment by CEO or CEO's Designee**

The CEO or designee reviews the panel's recommendations and, after full consideration, makes all appointment decisions. Each applicant is notified as to whether or not s/he is appointed and for what term length. Candidates not selected for appointment remain in the applicant pool for future consideration.

### **Step Four. Filling Vacancies**

The CEO or designee fills vacancies from among candidates whose applications have been reviewed by the Council's review panel. If a vacancy arises for which there are few qualified applicants, the review panel may solicit additional applications for review and recommendation to the CEO or designee, utilizing the process described above. Applications may be submitted throughout the year; the application review panel may be convened as needed to review these applications so that candidates may be considered when filling vacancies.

#### ***Guidance and Considerations for Membership & Recommendation***

- *Membership on the Planning Council shall not exceed more than two members of the same affiliation. The review panel shall consider applicants' affiliation(s) as an additional guidance of the nomination*

*process, if there are more than one applicant and/or member of the same affiliation. (Spring 2007)*

- *Determination of applicants' area of representation: determination is based on whether the applicant represents their place of employment/the work that they do/their area of interest or as an individual. (April 2008)*
- *Sub-committee attendance policy (Article VI, Section 5): individuals who are in violation of the attendance policy will be removed from Planning Council. The Nominations Committee shall oversee and track the sub-committee attendance record noting members' attendance status and forwarding the notation to the respective sub-committee for further action. Co-chairs of the respective sub-committee will determine the individual's participation/contribution level and take appropriate action(s), with the removal of member carried out by the Nominations Committee. (May 2008)*
- *The committee shall recommend applicants for membership to the CEO or designee for official appointment of membership, understanding that the CEO or designee may or may not appoint all recommended applicants. During this process, recommended applicants shall attend an orientation and at least one scheduled RWPC meeting prior to their official appointment process. (February 2009)*
- *The committee may have a separate membership waiting list for unaligned consumers and others (i.e. providers). The waiting list would place qualified applicant(s) on "hold" until vacancy is available on the Planning Council. Applicants on hold will need to have attended meetings prior. (April 2009)*
- *Any resignation from members shall be reported to the Nominations Committee for formal documentation. (March 2010)*
- *Based on the attendance policy, members in violation will be removed. However, they will be given an opportunity to schedule an appeal in front of the Nominations Committee. The committee will require members who qualify for the appeal to commit and attend the next consecutive 5 council and sub-committee meetings in order to re-instate their membership (if the appeal is approved). (December 2017)*