

ILHPG Committee Descriptions (*Final-adopted October 23, 2012*)

The Illinois HIV Planning Group (HPG) has five standing committees that complete work related to community planning goals. The committees generally meet monthly by conference call. HPG members must serve on at least one committee, but may serve on additional committees. All committee goals and objectives are directly related to the tasks and responsibilities identified for planning groups as specified in the July 2012 CDC HIV Planning Guidance.

1. Membership Committee

The Membership Committee will assist the HIV/AIDS Section in activities related to membership and structure of the HPG. Two standing subcommittees will be identified on this Committee. Committee members may work on activities of both subcommittees simultaneously since each function primarily in certain months of the calendar year.

Parity/Inclusion/Representation and Technical Assistance (PIR/TA) Subcommittee

Assists the HIV/AIDS Section with the recruitment, interview and selection of new HPG members; the annual collection and analysis of HPG membership professional and demographic data, including region, race, risk group, age, and HIV status; and the report to the HPG on the gaps in membership demographics and professional representation of current members for recruitment purposes; and participates in orientation and mentoring of new HPG members. The recruitment/interview/ selection cycle is conducted annually beginning in June and concludes with the election of new members at the last meeting in a calendar year of the full planning group. The PIR/TA Subcommittee and the Evaluation Committee jointly review HPG meeting surveys to determine technical assistance needs of the HPG and may conduct additional surveys of members to assist in that determination. The majority of the work of this subcommittee will occur annually June-December.

Materials Review Subcommittee

With guidance from the HIV/AIDS Section, develops, reviews, and maintains the Bylaws for the HPG; Assists the Health Department in the revision or drafting of policies when needed, based on identification of need for new policy or policy clarification by HPG members or committees. Draft policy is reviewed, discussed, revised and voted on by the full HPG before final adoption. The majority of the work of this subcommittee will occur annually January-June.

2. Interventions and Services Committee

Provides input to and assists the HIV/AIDS Section as needed in the annual review of emerging national and local data on High Impact prevention, public health strategies, and effective interventions. The HIV/AIDS Section will present these findings as well as HIV/AIDS Section and Committee recommendations for revisions or additions to the prioritized list of prevention services and interventions for the Jurisdictional HIV Prevention Plan as the HIV/AIDS Section prepares the Funding Opportunity Announcement (FOA) Application or the Interim Progress Report to the CDC.

3. Evaluation Committee

Conducts and analyzes surveys of HPG meetings and trainings to determine effectiveness of HIV planning activities and continued training needs of members; assists the HIV/AIDS Section in collection and annual profile analysis of key stakeholders who have participated in HPG meetings and related activities; assists in the development, documentation and monitoring of the HPG and annual engagement process as specified in the July 2012 CDC HIV Planning Guidance; assists the HIV/AIDS Section, as requested and as able, in the planning, conduct, and analysis of needs assessment activities (focus groups, surveys, etc.).

4. Epi Profile/Needs Assessment Committee

Provides input to and assists the HIV/AIDS Section in the review and analysis of data sources and information related to the HIV epidemic in Illinois, utilization and delivery of prevention services and resources, and gaps in services; Makes recommendations to the HIV/AIDS Section on data sets in the Jurisdictional Epi Profile, additional data sets that identify emerging trends, social determinants, and disparities, and information on current prevention services, regional services needs and gaps in prevention services to present to the HPG for review. Provides input and guidance to the Health Department to ensure the HPG informs HD decisions on prioritized populations and funded services and interventions, and that the HIV/AIDS Section demonstrates the linkage of these decisions to the Jurisdictional Plan in preparation for the concurrence process.

6. Executive Committee

The Executive Committee is comprised of the Community Co-Chair, Community Co-Chair Elect, Health Department Co-Chair, and co-chairs of the other five committees. The Executive Committee oversees the annual Strategic Planning process for the upcoming project period; holds monthly conference calls to develop the agenda for HPG meetings and trainings; discusses matters of policy and determine whether the matters should be handled by the Executive Committee or referred to another committee for research or drafting; Representing the HPG, issues special requests, letters or comments to the HIV/AIDS Section or to CDC that are beyond the scope of other HPG committees.