

POLICIES  
AND PROCEDURES  
MANUAL

*Orlando EMA HIV  
Health Services  
Planning Council*

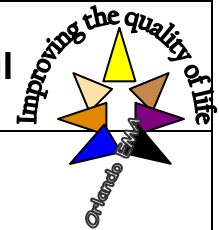
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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-001

Title: [Planning Council Bylaws](#)

Effective: 4/26/12

Revised: 8/31/16

### Purpose:

The Planning Council must have written rules, called bylaws, which explain how the Planning Council operates. Bylaws must be clear, exact and approved by the CEO.

### Policy:

The Planning Council shall review and revise if necessary, the Bylaws at least every three years.

### Procedures:

1. The Chair of the Planning Council shall appoint an ad hoc committee, along with the Parliamentarian to review the Bylaws, as needed.
2. When recommended edits are completed, the proposed draft shall be sent to the Executive Committee for review.
3. The Executive Committee shall either accept the draft and forward it to the CEO for approval or reject the draft and return it to the ad hoc committee.
4. After approval by the CEO, the Bylaws shall be forwarded to the Planning Council.
5. If the proposed edit/s is/are minor, then the edit/s may be explained at the Planning Council meeting and a vote taken.
  - a. If the edits are not minor then the Planning Council shall be given 30 days to review before being asked to vote on the document.

The Bylaws and/or any amendments must be adopted by a two-thirds vote of the Planning Council.

See attachment A - Bylaws

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Article III: Section 3.7

Program procedure: OHSPC-POLICY-002

Title: [Attendance Policy](#)

Effective: 4/27/11

Revised: 8/31/16

### Purpose:

To establish guidelines for attendance at Planning Council and committee meetings for members to remain in good standing in compliance with of the most recently adopted Planning Council Bylaws.

### Policy:

Regular attendance at Planning Council and regular committee meetings is expected

### Procedures:

1. Regular attendance at Planning Council and committee meetings is expected.
  - a. All members shall be present physically, via teleconference call or webinar for a majority of each assigned committee meetings, elected committee meetings, mandatory trainings and planning council meetings.
  - b. No member shall attend more than two full Planning Council meetings via teleconference in any 12 month period.
    - a) Under special circumstance, this rule may be suspended by a two-thirds vote of members in attendance
  - c. No member shall attend more than four committee meetings via teleconference in any 12 month period.
    - a) Under special circumstance, this rule may be suspended by a two-thirds vote of members in attendance.
2. Notification shall be given to Planning Council Support, to the Chair of the Planning Council or committee chair, if a member is unable to attend a meeting.
  - a. Such notice shall constitute an excused absence.
  - b. If a member misses two (2) consecutive meetings without proper notification he/she shall be contacted by the Planning Council chair or

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- his/her designee and be instructed to attend the next meeting or resign.
- a) The third consecutive unexcused absence, shall at the outset of that third meeting, be considered a resignation and shall automatically remove the member from the Planning Council.
- c. The Membership Committee shall report participation and attendance to the Executive Committee.
    - a) The Membership Committee shall monitor attendance at all meetings based on the Planning Council planning year (October through September).
3. The Planning Council shall meet at least ten (10) times per year and may meet more frequently if necessary.
- a. There shall be an annual meeting of the Planning Council in September of each year.
  - b. Officers shall be elected at the annual meeting.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-003

Title: [Meeting Etiquette](#)

Effective: 4/27/11

Revised: 12/07/16

### Purpose:

To establish a set of guidelines on expected behavior of Planning Council members attending Planning Council activities.

### Policy:

In order to ensure maximum participation of all members at Planning Council activities, members shall follow established procedures.

### Procedures

1. Be prepared. Review the agenda, minutes and all other documents received prior to the meeting.
2. Be on time.
3. Turn off cell phones.
4. Be polite. Do not talk when someone else is speaking-no sidebar conversations.
5. Refrain from making comments that may be adversarial in nature.
6. Do not discuss providers or their employees. It is important to remember that the Planning Council's focus is service and not providers. It is inappropriate to mention providers or their employees by name.
7. Speak clearly and audibly. Remember the meeting is being recorded and the recording needs to be clear.
8. Address the Chair as Mr. Or Madam Chairperson. "Customs of formality that are followed by the presiding officer and members under parliamentary procedure serve to maintain the chair's necessary position of impartiality and help to preserve an objective and impersonal approach, especially when serious divisions of opinion arise. "For this reason, The Chair shall always refer

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to him/herself in the third person\*.

9. Be recognized by the Chair before speaking. In order to facilitate the taking of minutes, the phrase "The Chair recognizes..." should be used and then the person that has been recognized may speak.
10. Members participating via teleconference or webinar shall sign on within the first ten (10) minutes of the start of the meeting to be recognized as in attendance.
11. Community members wishing to address the Planning Council shall complete a comment card and shall wait to be recognized by the Chair.
12. All comments shall be addressed directly to the Chair. Members shall address each other only through the Chair.
13. The Chair shall clearly restate a motion before calling for discussion. This eliminates any confusion on the motion for discussion. The individual seconding the motion shall be clearly identified.
14. Requests to Planning Council Support shall come through or be made by the Chair.

\*Robert's Rules of Order Newly Revised Current Edition

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Article IV Section 4.2

Program procedure: OHSPC-POLICY-006

Title: [Nominations of Officers](#)

Effective: 11/30/11

Revised: 12/07/16

### Purpose:

To establish a fair and equitable process for nominating officers of the Council.

### Policy:

Only Planning Council Members, who have served for one full year on any Part A Planning Council, shall be eligible to be nominated for Planning Council offices.

### Procedure:

1. The current Chair-Elect shall automatically ascend to the Chair position at the end of the term of the Chair or upon any vacancy in the office of the Chair.,
2. Nominations for officers shall be opened and forwarded to the Membership Committee beginning on June 1st and closed at the August Planning Council Meeting. The Planning Council shall not entertain any nomination for an office prior to review and presentation by the Executive Committee. Chair-Elect nominees must be forwarded to the CEO for approval prior to election.
3. All nominees shall accept their nomination by forwarding a letter of intent to Planning Council Support.
4. A Planning Council member may nominate his/herself by submitting a letter of intent prior to the close of nominations.
4. Letters of Intent shall include:
  - a. A statement of willingness to serve
  - b. Previous Part A Planning Council experience
  - c. Why he/she shall make a good officer
5. Letters of Intent accepting nominations shall be submitted no later than the close of business on the day preceding the Membership Committee meeting in September.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Article VI and Article VII

Program procedure: OHSPC-POLICY-007

Title: [Meetings](#)

Effective: 4/27/11

Revised: 12/07/16

### Purpose:

To establish a set of guidelines that produces a cohesive meeting and effective facilitation.

### Policy:

All planning council activities shall follow established parliamentary procedures and shall be conducted in accordance with the following procedures.

### Procedure:

1. **Convening of Meetings:** The Planning Council Chair shall convene each Planning Council meeting. In the absence of the Planning Council Chair, the Chair-Elect shall conduct the meeting. If neither is available, the Secretary shall call the meeting to order and facilitate the election of a Chairperson pro tem. If all three officers are absent the meeting shall not be convened.

In the absence of both the Committee Chair and Vice-Chair from a regularly scheduled committee meeting, the Planning Council Chair or Chair-Elect acting as an ex-officio member may call the meeting to order; otherwise the meeting shall not be convened. At the Executive Committee meeting, if the Chair and Chair-Elect are both absent, the Secretary shall call the meeting to order and a Chair pro tem shall be elected for the meeting.

2. **Attendance:** Planning Council members shall meet the guidelines as set forth in the Attendance Policies.
2. **Open Meeting Requirements:** The following are Open Meeting Requirements in accordance with criteria established by HRSA and the Florida Sunshine Law.
  - a. The meetings of the Planning Council shall be open to the public and shall be held only after adequate notice to the public. Planning Council Support staff shall provide at least ten business days' notice of the date, time and location of Planning Council and Committee meetings. Special meetings require a notice of at least five business days. Emergency meetings require a notice of at least two business days.

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- b. The records, reports, transcripts, minutes, agenda or other documents, which were made available to, or prepared for or by the Planning Council, shall be available for public inspection and copying at the offices of the Planning Council Support.
  - c. All requests for Planning Council documents shall be made through Orange County's Public Records Office.
  - d. Detailed minutes of each meeting of the Planning Council and its committees shall be kept. The accuracy of all minutes shall be certified by the Chair of the Planning Council or the Committee Chair within one week of the approval and posted on the County Calendar.
  - e. Certified minutes shall be posted on the Planning Council's website within one week of approval.
4. **Voting:** Voting privileges for Planning Council members commence after appointment by the CEO and completion of orientation. Each member eligible to vote shall have the right to do so. The Chair has the same voting rights as any other member but may choose not to disclose his/her vote unless to break a tie. Each Member shall vote yes or no on each issue with which they have no conflict of interest. Abstention from voting shall only be due to a conflict of interest. Any member with a conflict of interest on a specific issue shall abstain from voting on that issue.
5. **Quorum:** A quorum is the presence of two-thirds of the members at any Planning Council or Executive Committee meeting, including Annual Data Presentation, Annual Priority Setting and Annual Resource Allocation. If quorum is not established, the only action that can legally be taken is to fix the time for adjournment, adjourn, recess, or to take measures to obtain a quorum.

A quorum at committee meetings is the presence of three committee members, provided that at least one PLWH member of the Planning Council is present. If a quorum is not established, the only action that can legally be taken is to fix the time for adjournment, adjourn, recess, or to take measures to obtain a quorum.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-008

Title: [Violations of Code of Conduct](#)

Effective: 4/26/12

Revised: 1/25/17

### Purpose:

Implement and support procedures which shall result in the fair resolution of complaints related to violations of the Code of Conduct.

### Policy:

It shall be the policy of the Orlando HIV Health Services Planning Council to insure an open and equitable process for managing violations of the Code of Conduct.

### Procedure:

1. In the event an interested party feels that a violation of the Code of Conduct ([See Appendix A](#)) has occurred, a written complaint must be received by the Executive Committee within ten (10) days of the alleged violation. A letter acknowledging receipt of the written complaint shall be sent by Planning Council Support within five (5) business days.
2. The Executive Committee shall determine if the complaint is valid and warrants further investigation by the next scheduled committee meeting.
3. If the Executive Committee determines:
  - a. The complaint to be valid, it shall:
    - 1) Convene a special Executive Committee session to further investigate the complaint.
    - 2) Facilitate a full investigation into the complaint to include: questioning all parties involved as a participant or observer to the incident from which the complaint was generated; provide notification to all parties of the first consideration by the Executive Committee of the complaint; provide written documentation to the complainant and accused of the nature and details of the complaint
    - 3) Hear testimony from both the complainant and the accused. Both have the right to present testimony and witnesses to the incident.

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- 4) Make every effort to provide opportunities for all parties to present testimony before further action can be considered.
  - 5) Remain objective in its inquiry and all complaints shall be considered alleged violations of the Code of Conduct until resolution is finalized by the full Planning Council.
- b. The complaint to be invalid
- 1) Planning Council Support shall notify the complainant in writing of the findings within five (5) business days following the Executive Committee meeting.
4. The investigative process should be completed within sixty days of the Executive Committee receiving the complaint.
  5. Written findings and recommendations shall be forwarded to the Planning Council and the parties involved.
  6. The Planning council vote shall determine the final resolution of the alleged violation of the Code of Conduct.
  7. Failure to adhere to the guidelines provided in this policy shall result in the nullification of the complaint.
    - a. The Executive Committee may recommend no violation of the Code of Conduct that warrants further action.
    - b. Single violations of the following codes, as deemed by the Executive Committee, shall result in a recommendation to the Planning Council for a letter of reprimand from the Planning Council Chair to be placed in the member's membership file.
      - 1) Rule #2 - Planning Council Members shall treat everyone with respect at all times.
      - 2) Rule #3 - Planning Council Members shall declare their Conflict of Interest at the beginning of each meeting.
      - 3) Rule #5 - Planning Council Members present shall accept and abide by the agreed-upon process for decision-making. Planning Council Members shall accept and abide by the decisions made unless the decision has been rescinded or reversed by procedures utilizing Robert's Rules of Order.
      - 4) Rule #6 – Planning Council Members shall behave in a manner that reflects their responsibility to represent the Planning Council during business meetings and when representing the Council in public.
      - 5) Rule #7 - Planning Council Members shall accept and follow the Council's policies and procedures.
      - 6) Rule #8 - Planning Council Members shall be proactive in preventing and resolving conflicts within the group.
      - 7) Rule #10 - Planning Council Members shall accept shared

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- responsibility for determining the highest priority needs for services by using data and the agreed upon process for determining priorities and resource allocation.
- 8) Rule #13 - Planning Council Members shall ensure that each matter is dealt with in a fair, equitable, impartial and just manner based on what is in the best interest of the PLWH community.
  - 9) Rule #19 - Planning Council Members shall value and respect the diversity of the Council. Planning Council Members shall carry out their duties and responsibilities with due regard to the need to promote equality of the opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.
- c. Three letters of reprimand within a Planning Council year shall result in a recommendation from the Executive Committee to the Planning Council for immediate removal of the member from the Planning Council in accordance with the current approved Bylaws – “Termination of Membership”.
- d. Single violations of the following codes, as deemed by the Executive Committee, shall result in a three-month suspension from the Council.
- 1) Rule #9 - Planning Council Members shall refrain from conduct that is deemed detrimental to the mission of the Council and from jeopardizing the safety of fellow members.
  - 2) Rule #11 - Planning Council Members who feel they cannot support and adhere to the Mission of the Planning Council should reconsider their membership on the Council.
  - 3) Rule #14 - Planning Council Members shall not speak or act for the Planning Council without the proper authorization from the Executive Committee or Planning Council body.
  - 4) Rule #17 - Planning Council Members shall comply with all local, state, and federal laws as they pertain to criminal activities.
  - 5) Rule #18 - Planning Council Members shall refrain from engaging in individual or group conduct that is violent, abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others, or disturbs the peace or the orderly process of meetings.
  - 6) Planning Council Members must never:
    - i. Take improper advantage of their position.
    - ii. Make improper use of information they have obtained.
    - iii. Disclose confidential information

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- e Two or more suspensions within a given term shall result in a recommendation from the Executive Committee to the Planning Council for immediate removal of the member from the Planning Council in accordance with the current approved Bylaws – “Termination of Membership”.
9. When the Planning Council is considering the recommendations received from the Executive Committee it may allow for testimony by all parties involved prior to casting a final vote on the recommendation.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Article X Section 10.1

Program procedure: OHSPC-POLICY-009

Title: [Grievance and Dispute](#)

Effective: 8/31/11

Revised: 1/25/17

**Purpose:** To develop and support procedures which shall result in the fair resolution of grievances related to processes of the Planning Council. This process shall provide an opportunity for community members, consumers, and providers of HIV services to resolve concerns, complaints and formal grievances against the Council in an expeditious manner.

**Policy:** It shall be the policy of the Orlando HIV Health Services Planning Council to insure an open and equitable process of establishing HIV service priorities and the allocation of Ryan White Part A program funds to said priorities, compliance with the nomination process and resolution of Conflict of Interest processes.

### Procedure:

1. To facilitate the prevention of grievance, the Planning Council shall:
  - a. Review and monitor all aspects of the setting of service priorities and the allocation of funds to said service priorities to insure comprehensive, inclusive participation in all levels of the decision making process.
  - b. Monitor the management of conflict of interest at every level of the decision making process.
  - c. Provide clarity to all participants by providing frequent communication with communities affected by HIV disease, consumers and providers of HIV services.
  - d. Provide clarity to all participants by providing frequent communication with communities affected by HIV disease, consumers and providers of HIV services.
  - e. Provide notification to all interested persons at every aspect of the priority setting and funds allocation processes.
2. Provide opportunity for public comment prior to finalization of Planning Council priorities and allocations.
  - a. All decisions relating to the priority setting process including:
    - 1) Needs Assessment Process
    - 2) Comprehensive Planning

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- 3) Conflict of Interest procedures
3. The following entities and individuals may bring a grievance against the Planning Council:
  - a. Individuals affected by HIV disease
  - b. Consumers of HIV related services
  - c. HIV service providers
4. A grievance shall be in writing on the Grievance and Dispute Resolution form. The grievant shall:
  - a. Specifically identify the decision to be grieved, i.e., the service priorities set, the allocation of funds to priorities.
  - b. Specifically identify the basis for the grievance, that is; the exact manner in which the grieved decision deviated from the established priorities and/or procedures.
  - c. File the grievance with the Planning Council Support Office at the address on the form within ten (10) working days from the date the action occurred.
  - d. Request a review by the Executive Committee. Immediate mediation, if so requested, is available only upon prior approval of the Committee. The Committee shall respond to all requests within ten (10) working days.
5. To facilitate the informal resolution of a grievance
  - a. The Executive Committee shall:
    - 1) Appoint a Grievance Coordinator who shall be responsible for coordinating all aspects of the process; obtaining feedback from communities affected by HIV disease, consumers and providers of HIV services on the functioning of the priority setting and allocation process and to solicit suggestions on its improvement.
    - 2) The Executive Committee of the HIV Services Planning Council shall review every grievance, expedite and facilitate early resolution, or recommend informal mediation or arbitration.
    - 3) The Council shall make this grievance procedure available to all communities affected by HIV disease, consumers and providers of HIV services as stakeholders in the priority setting and allocation process.
  - b. Action by the Executive Committee
    - 1) The Committee or Planning Council Support shall contact the grievant(s) within two (2) business days upon receipt of the grievance to arrange an informal session to attempt to resolve the grievance.
    - 2) If the grievant and the Committee are unable to reach a resolution, the Executive Committee shall issue a Notice of Right to Proceed to Mediation.

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- 3) All meetings between the Executive Committee, the grievant and any outside mediator shall be held at a time and place that is readily accessible to the grievant.

6. Mediation

- a. Mediation may be requested if:
  - 1) The Executive Committee so approves, or
  - 2) The grievant is not satisfied with the resolution, and
  - 3) The Committee issues a Notice of Right to Proceed, which is sent by certified mail to the grievant.
- b. Mediation shall be requested in writing within five (5) working days of receipt of the Notice of Right to Proceed to Mediation.
- c. The mediator may be mutually decided upon by all parties.
- d. If the parties are unwilling or unable to decide upon a mediator, the Grievance Coordinator shall refer the matter to the professional mediator, previously identified by the recipient. The mediation shall be conducted in accordance with generally accepted principles of professional mediation.
- e. If the parties are unable to resolve the grievance through mediation within one (1) day and do not agree to an extension, the mediator shall issue a Notice of Right to Proceed to Arbitration which is sent by certified mail to the parties.

7. Arbitration

- a. Upon receipt of the Notice of Right to Proceed to Arbitration, the grievant may request arbitration.
- b. Upon receipt of the Notice of Right to Proceed to Arbitration, the grievant may request arbitration.
- c. Within five (5) working days after receipt of the written Request for Arbitration, the Grievance Coordinator will request a list of arbitrators from the professional mediator.
- d. The parties shall select an arbitrator within five (5) working days. Formal notice of the hearing shall be sent by the arbitrator to the parties at least seven (7) days in advance of the hearing date.
- e. The decision shall be rendered no later than fourteen (14) days from the date of the closing of the hearing.
- f. The maximum amount of time between the date of issuance of the Notice of Right to Proceed to Binding Arbitration and a final decision is rendered by the arbitrator shall not exceed 60 days.

8. The grievant in requesting mediation and/or arbitration agrees that:

- a. Costs for all non-binding and binding Grievance Processes will be the initial responsibility of the grievant. A \$100.00 non-refundable filing fee, payable to Orange County, is required to initiate arbitration. The grievant is expected to pay all filing fees and initial costs for both

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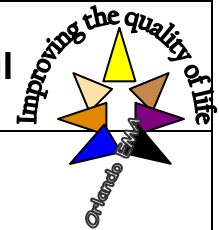
mediation and/or arbitration. In the event of a decision against the grievant reached at any step in the process, the grievant is expected to pay all incurred costs. At any time in the process that a decision is made in favor of the grievant, the Planning Council shall assume responsibility and reimburse for all costs incurred during the current Grievance Process as allowable under administrative caps established by the Ryan White HIV/AIDS Program.

- b. In most circumstances, the relief shall be prospective rather than retroactive unless the parties agree that a specific grievance requires retroactive application.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Article II Section 2.3

Program procedure: OHSPC-POLICY-010

Title: [Mission Statement](#)

Effective: 4/26/12

Revised: 1/25/17

### Purpose:

To develop a mission statement for the Planning Council.

### Policy:

Planning council Support shall assist the HIV Health Services Planning Council in developing and maintaining a Mission Statement.

### Procedure:

1. The Mission Statement shall be approved by a majority of the Planning Council.
2. The Mission Statement shall be reviewed by the Planning Council at least every three years.
3. The Mission Statement shall be incorporated into the Comprehensive Plan.

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**Orlando EMA HIV Health Services Planning Council**



Bylaws Reference: Article II Section 2.2

Program procedure: OHSPC-POLICY-011

Title: [Vision Statement](#)

Effective: 4/26/12

Revised: 1/25/17

**Purpose:**

To develop a vision statement for the Planning Council

**Policy:**

Planning Council Support shall assist the HIV Health Services Planning Council in developing and maintaining a Vision Statement.

**Procedure:**

1. The Vision Statement shall be approved by a majority of Planning Council members.
2. The Planning Council shall review the Vision Statement at a minimum of every three years.
3. The Vision Statement shall be incorporated into the Comprehensive Plan.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-012

Title: [Expense Reimbursement](#)

Effective: 10/29/08

Revised: 1/25/17

### Purpose:

To outline the process by which a Planning Council member who is receiving HIV-related services (PLWH) may be reimbursed for “reasonable and out of pocket” expenses which are a direct result of participating in a recipient or Planning Council activity.

Policy: Consumer members of the Planning Council shall be reimbursed for reasonable out of pocket costs for meeting attendance or other approved Planning Council or Recipient activity.

These expenses may be:

- a. Meals
- b. Babysitting fees
- c. Consumable supplies
- d. Transportation

### Definitions:

Meal – reimbursement is only applicable for out-of-town travel. Meals are reimbursed based on the rate for breakfast, lunch and dinner approved by the Orange County Comptroller's Office. In accordance with the Orange County Comptrollers reimbursement policies.

Childcare – justifiable care of a PLWH's dependent while the member is involved in a recipient or Planning Council activity.

Lost wages – wages lost provided that the employer does not supplement their absentees. Loss of wages must be verifiable through submission of an employee time card and pay stub.

Consumable supplies – items which are required to operate equipment used for faxing and/or printing. Such items may include, but are not limited to fax cartridges, ink cartridges and paper.

Travel – is the mileage driven and tolls and parking fees paid.

### Procedures:

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1. All attempts shall be made to fully complete and submit expense reimbursement forms by the 15<sup>th</sup> day of the month following the expense being incurred. (In cases of illness or physical unavailability, attempts should be made to submit expense vouchers at the earliest convenience.)
2. Consumers who are unable to submit expense reimbursement forms during the course of the month shall need to complete a late submission justification form, in order to be reimbursed.
3. Meal reimbursement is only applicable for out-of-town travel. Meals are reimbursed based on the per diem rate established by the Orange County Comptroller's Office for breakfast, lunch and dinner.
  - a. Out of County travel shall be preapproved by the Health Services Director and the Planning Council Health Planner or designee.
  - b. After travel, all receipts shall be submitted to Planning Council Support.
5. Reimbursement for consumable supplies requires the submission of the Expense Reimbursement Form and receipts for the purchases. The Expense Reimbursement form is available at the Planning Council Support Office.
6. The Statement of Local Travel form shall be used to request reimbursement of travel. (Form available through Planning Council Support) [[See Appendix D: Local travel Administrative Regulation 7.10](#)]
  - a. PLWH members may use personal vehicles to attend meetings and request reimbursement at the rate approved by Orange County Comptroller's Office.
  - b. In completing the Statement of Local Travel Form the following must be included:
    - 1) Date of travel (in numeric month/day/year)
    - 2) Point of Origin (include the name of the location, i.e. residence, name of agency, name of employer and the physical address)
    - 3) Destination (include the name of the location, i.e. residence, name of agency, name of employer and the physical address)
    - 4) Purpose of travel
    - 5) Miles driven
    - 6) Parking fees (receipts for parking are required by the Orange County Comptroller's Office for reimbursement)
    - 7) Tolls (toll receipts or transponder verification are required)
  - c. The Orange County Comptroller's Office mandates that expense reimbursement vouchers reflect accurate out of pocket expense and/or accrued expenditures that have supporting documentation; therefore Planning Council Support shall verify travel distances to ensure compliance through the use of Mapquest.com or Google Maps.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-013

Title: [Planning Council Application](#)

Effective: 10/31/12

Revised: 04/27/16;  
06/28/17

### Purpose:

To develop and support procedures which shall result in an open and fair application process for prospective new members to the Planning Council.

### Policy:

It shall be the policy of the Orlando HIV Health Services Planning Council to insure an open and equitable process for interested parties wishing to apply for Planning Council membership.

### Procedure:

1. It shall be the responsibility of all Planning Council members to recruit new members.
2. The Membership Committee is responsible for ensuring that the Council membership meets the Membership Matrix and reflectiveness requirements established by the Health Resources Services Administration (HRSA) and the most recently approved Bylaws.
3. The following steps shall be followed in the application process:
  - a. Applications for membership shall be submitted to Planning Council Support.
  - b. Planning Council Support shall review applications for completeness.
  - c. Planning Council support shall send each applicant a letter of receipt of the application within three (3) business days. This letter shall contain instructions for the applicant to attend a meeting of the full Planning Council body and either a standing committee or the Ryan White Community meeting.
  - d. To insure protection of confidential information, Planning Council Support shall Provide summary of the candidate's knowledge, skills, and experience. Each file shall be stamped 'confidential' and stored according to CFR Title 42, section 2.16.

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- e. After the applicant has met the attendance requirements, Planning Council Support shall forward a summary to the Membership Committee for consideration at the next scheduled meeting.
- f. The Membership Committee shall review applications to determine eligibility for membership.
- g. Prospective members shall be required to attend a Planning Council Business meeting and at least one standing committee meeting or a PLWH Caucus a/k/a the Ryan White Community meeting before an interview is scheduled. (Attendance will be verified based on sign in sheets.) **Note: This requirement shall be waived for former Planning Council members who completed their term.**
- h. Planning council Support shall contact eligible applicants to schedule interviews within then (10) business days following the Membership Committee meeting.
- i. A letter shall be sent out to applicants who are not eligible for membership, within ten (10) days from the conclusion of the Membership Committee meeting.
- j. The interview panel shall consist of no less than three (3) members with at least one (1) Membership Committee member and one (1) Planning Council Support staff.
- k. A set of predetermined questions will be used during the interview.
- l. Recommendations from the interviews will be discussed at the next membership Committee meeting. Recommendations may include committee assignments.
- m. If Planning Council Support is unsuccessful in scheduling an interview with a candidate after at least three (3) documented attempts of different types (e.g. telephone, letter, etc.) The application shall be closed.
- n. Membership Committee shall forward the recommendations to the Executive Committee for review. The recommendation shall consist of a summary of the applicant's experience, the seat to be filled and any special conditions that the applicant brings to the Council.
- o. The Executive Committee shall review all recommendations and shall forward applications to the Planning council for review and recommendation to the CEO.
- p. The Membership Committee in conjunction with Planning Council Support shall schedule new members for orientation after appointment by the CEO. Orientation shall be scheduled quarterly, as needed. Upon successful completion of Orientation, voting privileges shall commence for Planning Council members.

**Note: Should the CEO choose not to appoint a recommended applicant, the Membership Committee shall be notified that a vacancy still remains in that particular mandated category. Planning Council Support shall notify the non-selected applicant by mail within ten (10) business days.**

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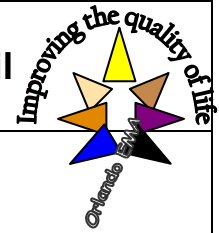
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2. The Membership Committee may determine that an applicant is ineligible for any of the following reasons:
  - a. Applicant does not fill a mandated seat
  - b. Applicant does not help maintain the reflectiveness or PIR (parity, inclusion and representation).
  - c. Applicant has been convicted of a “sex” crime or a 1<sup>st</sup> degree felony involving violence.
  
3. The following steps shall be taken in the event that a member wishes to extend or serve a second term.
  - a. Members shall submit a letter of intent during the last year of the member’s term to PCS prior to the August meeting of the Membership Committee. (Should there be no Membership Committee meeting in August the letters will be forwarded to the Executive Committee.)
  - b. Membership Committee shall review the matrix to determine membership needs and forward their recommendations to the Executive Committee.
  - c. The Executive Committee shall forward to the Planning Council for a vote at the meeting prior to the annual Meeting.
  - d. The Planning council vote shall be by written ballot. The ballot shall indicate the name of the voter and his/her selection.
  - e. Reappointments will be submitted to the CEO for approval.

**Note: PLWHs shall not be counted or transported unless documentation of their status has been received by Planning Council Support.**

## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-014

Title: [Transportation](#)

Effective:  
01/27/2010

Revised: 07/29/15;  
03/30/2016

### Purpose:

To support strong PLWH participation as members and as a part of the public

### Policy:

Ryan White funds will be used to cover Transportation expenses for eligible Ryan White Part A consumers who are Planning Council members to attend Planning Council business and committee meetings and eligible Ryan White Part A consumers who are not Planning Council Members to attend the PLWH Caucus d/b/a Ryan White Community Meeting.

### Definitions:

PLWH: People Living With the Human Immunodeficiency Virus (HIV) or AIDS, Acquired Immune Deficiency Syndrome.

Consumers: Individuals "receiving HIV-related services" from Ryan White Part A providers and include PLWH receiving services themselves and the parents and caregivers of minor children who are receiving such services.

### Procedure:

1. Transportation will be provided:
  - a. To consumer members of the Planning Council in order to attend required meetings.
  - b. To consumers who wish to attend the PLWH Caucus a/k/a The Ryan White Community Meeting.
  
2. Consumers will initiate the process by:
  - a. Contacting the Planning Council Support Coordinator or designee at least three (3) business days prior to the meeting by calling or emailing.
  - b. Consumer will schedule individual trips for going to or leaving the

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- meeting.
- c. Providing the following information:
    - 1) Name
    - 2) Contact information
    - 3) Time and date of meeting
    - 4) Location to pick up the consumer (physical address)
    - 5) Location of meeting
    - 6) Special needs
3. Planning Council Support Coordinator or designee will:
    - a. Create a transportation voucher using the Provide system.
    - b. The voucher will be printed, signed and faxed to the transportation provider.
  4. The transportation provider will:
    - a. Call the consumer and confirm the ride
    - b. Pick up the consumer at the appointed location and time.
    - c. Drop of the consumer at the appointed location and time
    - d. Ensure that the voucher is signed by the driver and the consumer at drop off point.
  5. The transportation agency will submit the following documentation to the Planning Council Support Project Coordinator no later than the 5th working day of the month.
    - a. Copy of signed voucher (must have the Planning Council Coordinator's or designee's signature, the driver's and the consumer's signature at each drop of point)
    - b. A printed MapQuest route to verify mileage
    - c. Final invoice for reimbursement
  6. A copy of the final invoice will be sent to Health Services Fiscal Office.
  7. The consumer is responsible for:
    - a. Ensuring that his/her Ryan White Part A eligibility is current
    - b. The address and phone number in the system is correct. The consumer is responsible for notifying his/her case manager when their home address or phone number changes.
    - c. Contacting Planning Council Support should the ride need to be cancelled or pick up or drop off location needs be changed.

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**Orlando EMA HIV Health Services Planning Council**



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-015

Title: [Ryan White Carry Over Funds](#)

Effective: 5/26/10

Revised: 1/25/17

**Purpose:**

To provide a provision for the Ryan White Orange County Recipient's Office to request carryover funding as necessary.

**Policy:**

The Recipient's Office, in collaboration with the Resource Allocation Committee shall annually request the maximum amount of carryover funds allowable by HRSA

**Procedure:**

1. The Recipient's Office shall work closely with the Resource Allocation Committee and provide the most up-to-date projections of the potential carryover dollars that might exist at the end of a grant year.
2. The Resource Allocation Committee shall discuss recommendations for service categories to which carryover dollars shall be allocated. This may vary from year to year based on the service category (categories) that is determined by emerging needs. Considerations for this designation include current consumer needs, expenditure data and potential shortfalls in service categories.
3. The request for carryover dollars shall be consistent with the HRSA guidelines for making such request.
4. The maximum amount of the request shall be consistent with HRSA guidelines.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-016

Title: [Rapid Reallocation](#)

Effective: 4/26/10

Revised: 1/25/17

### Purpose:

To outline a process by which the Planning Council approves the rapid reallocation of Part A funds to ensure that all funds are obligated and spent.

### Policy:

During the last quarter of the funding year, the Recipient has the authority to reallocate funds across service categories without prior approval from the Planning Council, provided reallocations are consistent with Planning Council priorities.

### Procedure:

1. The Recipient shall notify the Planning Council of any reallocation of service dollars across service categories.
2. Reallocations shall be consistent with the Planning Council's allocations, ensuring that at least 75% of service dollars are used for core medical services.
3. The Recipient shall reallocate funds in a timely manner so that all funds are obligated and can be spent during the funding year.
4. Whenever a rapid reallocation has been carried out, the action shall be reported to the Resource Allocation Committee at its next scheduled meeting.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-017

Title: [Reallocation of Funds](#)

Effective: 4/26/10

Revised: 1/25/17

### Purpose:

To outline a process by which the Planning Council approves periodic reallocation of funds across service categories, to ensure that all Part A funds are appropriately obligated and expended.

### Policy:

It is the policy of the Planning Council to ensure that reallocation of Part A funds across service categories is done quickly and appropriately and is based on sound data.

### Procedure:

1. It is the Recipient's responsibility to reallocate funds within service categories to ensure full expenditure of funds. It is the Planning Council's responsibility to reallocate funds across service categories. Once the Recipient's Office makes allocation recommendations to the Resource Allocation Committee the Resource Allocation Committee shall be responsible for recommending reallocations to the Executive Committee and Planning Council.
2. In order to use available funds efficiently and effectively the Recipient is responsible to present adequate data to support the need for reallocation and the proposed movement of funds between service categories. The Resource Allocation Committee considers the proposal, and makes recommendations based on data to the Executive Committee and the Planning Council. This may include additional recommendations made by the Resource Allocation Committee.
3. All members with conflicts of interest in a category being considered shall identify their conflicts prior to discussion and vote and refrain from voting
4. Upon approval of the reallocation by the Planning Council, implementation is the responsibility of the Recipient.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-018

Title: [Assessment of the Administrative Mechanism](#)

Effective: 4/27/11

Revised: 1/25/17

### Purpose:

The Planning Council is required to assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area. However, assessing the administrative mechanism is not an evaluation of the Recipient or individual service providers, which is a Recipient responsibility.

### Policy:

An assessment of the administrative mechanism shall be conducted annually by the Evaluation Committee directly or through contract with an outside entity. The results of the assessment shall be presented to the Planning Council and to the Recipient by the July Planning Council meeting.

### Procedure:

1. The committee shall develop a scope of work and qualifications for prospective bidders.
2. The committee shall conduct the Assessment through a consultant with procurement assistance from Planning Council Support.
3. The Committee is responsible for the design of appropriate tools for the assessment.
4. Within thirty (30) days of the close of the procurement process for services, the Recipient shall communicate to the Planning Council the results of its procurement process. The Planning Council shall then assess the consistency of the procurement process with its stated service priorities and allocations.
5. The assessment shall be based on time-framed observations of procurement, expenditure and reimbursement processes.
6. The Planning Council and Recipient shall establish a mutually acceptable timeline for sharing data necessary to evaluate the Administrative Mechanism.

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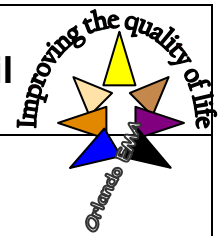
7. If the result of the assessment finds that the existing mechanism is not working effectively, a formal recommendation for improvement and change shall be incorporated in the report.
8. The Planning council shall accept the final Assessment of the Administrative Mechanism report by majority vote.
9. The Recipient shall have thirty (30) days to respond to the recommendations in writing.
10. If the report indicates that the disbursement of funds is inconsistent with its priorities and resource allocations, the Planning Council has the right to bring a formal grievance.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-019

Title: [Planning Council Support Budget](#)

Effective: 5/25/11

Revised: 1/25/17

### Purpose:

To develop a balanced budget that meets the needs of the Planning Council.

### Policy:

The Planning Council and Recipient together shall decide what funds are needed and how best to spend those funds. The use of Part A funds is guided by HRSA's requirements and expectations.

### Procedure:

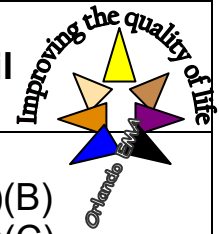
1. Planning Council Support negotiates with the Recipient's Office to determine the total amount of the budget.
2. Planning Council Support develops a budget based on identified needs and previous year's expenditures.
3. The Planning Council Chair reviews the proposed budget with the Planning Council Support Manager and comes to an agreement on the budget.
4. The Planning Council Support budget is presented to the Executive Committee and body at large for vote.
5. The Resource Allocation Committee reviews this budget quarterly and recommends reallocation of funds as needed.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Article VIII Section 8.1

Public Health Services Act Section 2602(b)(5)(B)

Public Health Services Act Section 2602(b)(5)(C)

Program procedure: OHSPC-POLICY-020

Title: **Managing Conflict of interest**

Effective: 1/25/17

Revised:

### Purpose:

To manage and minimize the potential of Conflict of Interest in Planning Council decision making responsibilities.

### Policy:

Planning Council members are expected to comply with the provisions for managing Conflict of Interest in all processes.

### Definitions:

Conflict of Interest: A Conflict of Interest is an actual or perceived interest in an action that will result or has the appearance of resulting in personal, organizational, or professional gain. Conflict of Interest does not refer to persons living with HIV Disease (PLWH) whose sole relationship to a Part A funded provider is as a client receiving services or serving as an uncompensated volunteer. (Ryan White HIV Program, Part A Manual, Revised 2013.)

### Procedure:

1. All Planning Council Members shall disclose their Conflict of Interest in writing and orally.
  - a. Planning Council Members shall disclose their conflicts in writing via the Conflict of interest form.
    - 1) Each member shall complete a Conflict of Interest form annually during the Planning Council meeting in September.
      - a) It is the responsibility of any member who is not present during that meeting to ask for the form from Planning Council Support staff, complete the form and return it to Planning Council Support.
      - b) Members “who are receiving HIV-related services” from Ryan White Part A funded providers; but “who are not officers, employees, or consultants to any entity that receives amounts from such a grant, and do not represent

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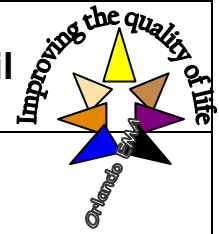
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- any such entity” are considered to not have a conflict of interest.
- 2) Members are responsible for updating their Conflict of Interest Form within five (5) days:
    - a) Of acquiring a new conflict, or
    - b) Of losing a conflict: Conflict of Interest shall remain on the grid for a period of six (6) months after the conflict no longer exists
  - b. Members shall disclose their Conflict of Interest orally at the beginning of each meeting.
2. Provisions on Conflict of Interest prohibit three types of activities:
    - a. Planning Council involvement in the management of grant funds.
    - b. Planning Council participation in the selection of particular entities as sub-recipients of those funds (procurement).
    - c. A financial or governance relationship with funded providers on the part of “unaligned” consumer members of the Planning Council.
  3. Planning Council Member shall refrain from referring to specific agencies and individuals at all times.
    - a. A member with a conflict of interest shall not address the Planning Council on any issue relating to the agenda item creating the conflict of interest nor may the member vote on such issue.
    - b. A member shall not address the Planning Council or an individual member of the Planning Council as an advocate for any person or entity.
    - c. Planning Council members shall not use in meetings or decision-making any information about individual providers, even if the information is available to members through the Public Records and Freedom of Information Act.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-021

Title: [Comprehensive Plan](#)

Effective: 05/27/15

Revised:

### Purpose:

To develop an integrated comprehensive plan (Comp Plan) in collaboration with the Ryan White Part A Recipient and other key stakeholders for the provision of services; the plan must include strategies for identifying HIV-positive persons not in care and strategies for coordinating services to be funded through existing HIV prevention and substance abuse treatment programs

### Policy:

The Planning Council will work with the Part A Recipient, and other stakeholders to develop a 3 to 5 year integrated Comprehensive Plan, as described by HRSA. The Planning Council shall then monitor the progress of the plan and update as needed.

### Procedure:

1. Establish a work group.
  - a. In addition to Planning Council members, the work group should include representation from Part B, Part C, Part D, Prevention and other key stakeholders.
  - b. Planning Council Support may engage a contractor to write the narrative sections of the Plan.
  - c. Set routine meeting dates, times and locations.
2. Collect data to be used in setting the goals of the Comp Plan. The data shall include but is not limited to:
  - a. Epidemiology Profile
  - b. Utilization Reports
  - c. Community Needs Assessment
  - d. Resources available in the community
  - e. Updates and status of the current Comp Plan
  - f. EIIHA/Unmet Needs
  - g. National HIV/AIDS Strategy

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- h. Clinical Outcome Measures
  - i. Service Provider Capacity
3. Determine and assess (1) the number of individuals who are unaware of their status, (2) the service delivery gaps and (3) unmet needs of the population.
  4. Create a strategy to close the gaps.
  5. Develop the 3-5 year integrated Comprehensive Plan.
    - Where are we now?
    - Where are we going?
    - How are we going to get there?
  6. Create an annual implementation plan to include:
    - a. Goals
    - b. Action steps to reach the goals
    - c. Measurements or indicators to determine the success or challenges with the goal.
    - d. Who is responsible for the action step
    - e. Start and completion dates
  7. Monitor the progress of the implementation plan at least quarterly.
    - a. The Recipient and other responsible parties shall report the progress of each action to the Evaluation Committee
    - b. The Evaluation Committee shall evaluate the progress and make recommendations for amending and updating the Comp Plan to the Planning Committee.
    - c. The Planning Committee shall review the recommendations, update the Comp Plan as necessary and report to the Recipient.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-022

Title: [Data Presentation](#)

Effective: 6/24/15

Revised: 7/27/16

### Purpose:

To provide current and comprehensive data on HIV epidemiology, Ryan White service utilization, needs assessment, available funding and resources, and barriers to and gaps in care. The provided data shall drive the Priority Setting and Resource Allocation Processes. Any questions concerning the data which cannot be answered during the data presentation shall be recorded on a flip chart to be researched later. If an answer is found, it shall be presented at the beginning of the Priority Setting meeting.

### Policy:

The Planning Council shall receive current and relative data annually for use in Priority Setting, Resource Allocation, Ways to Best Meet Needs, and Comprehensive Planning.

### Procedure:

1. The Health Planner shall collect, analyze and present data needed by the Planning Council to fulfill its roles and responsibilities.
2. Data shall be collected as it becomes available.
3. Training on the different types of data, what it means, what it can be used for shall be provided to the Planning Council based on an approved schedule.
4. An 8-hour data presentation shall be provided to the Planning Council prior to the Planning Council completing the Priority Setting and Resource Allocation Processes. The Data Presentation shall be scheduled to ensure that both the Priority Setting and Resource Allocation processes are completed within sufficient time in order for the results to be incorporated into the Grant Application annually.
  - a. The data presentation shall include, but is not limited to:
    - a) Needs Assessment, including unmet needs, and service gaps
    - b) Early Identification of Individuals with HIV/AIDS (EIIHA)
    - c) Epidemiological profiles
    - d) Service Utilization and Expenditures

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- e) Other funding sources and alternate resources
  - f) Outcome Measurement Data
  - g) Trends and events in the Health Care arena
  - b. The data shall be presented in a manner that is easy to understand
  - c. Hard copies of the data presentations shall be provided to the Planning Council.
  - d. The Planning Council Members shall be given the opportunity to ask questions and discuss the data.
5. Three (3) roll calls shall be taken at the Data Presentation meeting: one at the beginning of the meeting, the second following lunch and the final one at the end of the data presentation (prior to the question and answer session).  
**Members who are not present for the full presentation will not be eligible to submit motions or vote at the Priority Setting or Resource Allocation meetings. An exception will be made for a bona fide emergency as approved by the Planning Council Chair if a member is present for at least 2 roll calls.** All PC members are encouraged to attend and be part of the discussion and provide pros and cons.
6. A list of the established priorities for the current year and their HRSA definition shall be provided as part of the Data Presentation.
7. A summary of key data points shall be included at the end of each section followed by 15-20 minute discussion of the data presented and what it means to the EMA by the Planning Council members, PLWH, and community members for the purpose of Priority Setting and Resource Allocation.
8. At the end of the presentation, a survey to evaluate the Data Presentation and suggest improvements shall be distributed by Planning Council Support staff, completed by the Planning Council members and collected by Planning Council support staff, before the meeting is adjourned.
9. The responses to each question on the evaluation survey shall be summarized and presented to the Evaluation Committee for analysis.
10. The Evaluation Committee shall evaluate the results and make recommendations to the Planning Committee on how to improve the process.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not applicable

Program procedure: OHSPC-POLICY-023

Title: [Priority Setting](#)

Effective: 6/24/15

Revised:

### Purpose:

To establish an annual process for prioritizing service categories for funding.

### Policy:

The Priority Setting Process shall be developed, revised or updated prior to the annual prioritizing of services for the upcoming grant year.

### Procedure:

1. The process for the prioritization of service categories shall be developed, revised or updated by the Planning Council
  - a. To ensure consistency between the Data Presentation, Priority Setting, Ways to Best Meet Needs and Resource Allocation, the Planning Committee shall develop the process.
  - b. The draft Priority Setting Process shall be forwarded to the Executive Committee for approval and placement on the Planning Council agenda.
  - c. The draft Priority Setting process shall be distributed to the Planning Council members for a 30-day review prior to the vote for approval.
2. The Council shall review, consider, and analyze the data presented at the Annual Data Presentation as part of the decision making process in prioritizing services. Data includes but is not limited to:
  - Needs Assessment including unmet needs and service gaps
  - Early Identification of Individuals with HIV/AIDS (EIIHA)
  - Epidemiological Profiles
  - Service provider capacity
  - Service Utilization and Expenditures
  - Other funding sources and alternate resources
  - Outcome Measurement Data
  - Trends and Events in the Health Care arena
  - Other variables that may impact the Part A consumers
3. The full Planning Council shall meet for the specific purpose of prioritizing services for the EMA.

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4. At the conclusion of the Priority Setting Process, the participants shall complete a survey to evaluate the process. The results of the survey shall be reviewed and used to improve the process for the next year.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-024

Title: [Annual Resource Allocation](#)

Effective: 07/29/15

Revised: 08/30/2017

### Purpose:

To establish a process by which resources are allocated to service categories that has been prioritized by the Planning Council on an annual basis.

### Policy:

The Resource Allocation Process shall be developed, revised or updated prior to the annual resource allocation of grant funds for the upcoming grant year.

### Procedure:

1. The process for the allocation of funds shall be developed and/or updated by the Planning Council.
  - a. To ensure consistency between the Data Presentation, Priority Setting, Ways to Best Meet Needs and Resource Allocation, the Planning Committee in collaboration with the RA Committee shall develop the process.
  - b. The draft RA Process shall be reviewed, updated and completed by the Resource Allocation Committee.
  - c. The draft RA process shall be forwarded to the Executive Committee for approval and placement on the Planning Council agenda.
  - d. The draft RA process shall be distributed to the Planning Council members for a 30-day review prior to voting for its approval.
  
2. The Council shall review and consider data presented at the Annual Data Presentation as part of the decision making process in allocating resources. Data includes but is not limited to:
  - Needs Assessment including unmet needs and service gaps
  - Early Identification of Individuals with HIV/AIDS
  - Epidemiological Profiles
  - Service provider capacity
  - Service Utilization and Expenditures
  - Other funding sources and alternate resources
  - Outcome Measurement Data

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- Trends and Events in the Health Care arena
  - Other variables that may impact the Part A consumers
3. The full Planning Council shall meet to allocate resources to prioritized service categories.
    - a. A slate based on level funding shall be determined during this meeting.
    - b. The recommended slate from the Resource Allocation Committee shall be presented along with the explanation for each allocation by service category shall be presented to the Council for discussion and approval. Should the slate be rejected, the Council shall make motions to increase or decrease a recommended allocation.
    - c. Each motion to assign an allocation to a particular service category or categories shall be recorded. The record shall annotate by whom the motion was made; arguments for and against (pro and con) as well as the final vote.
    - d. A roll call vote shall be taken for each motion to allocate resources to a specific service category as well as for each final slate.
    - e. The final slates, listing the allocated resources shall be provided to the Ryan White Grant Administration Office (RWGAO)
  4. Starting at the beginning of the grant year, the resource allocations and expenditures by service category shall be monitored by the Resource Allocation Committee. The committee shall provide a full report to the Planning Council body on a quarterly basis.
  5. As established in OHSPC-Policy 17, the Recipient shall provide recommendations for the Planning Council's approval before moving funds across service categories that differ from original Planning Council allocations.
  6. As established in OHSPC-Policy 16, the Recipient is authorized to sweep funds at grant closure without the prior approval of the Planning Council.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-025

Title: [Ways to Best Meet Needs](#)

Effective: 5/27/15

Revised:

### Purpose:

To provide a process by which the Ways to Best Meet Needs may be developed as part of the Priority Setting and Resource Allocation Processes.

### Policy:

On an annual basis the Planning Council shall develop directives (Ways to Best Meet Needs) for the Recipient to follow in developing requirements for providers for use in procurement and contracting. This guidance shall address populations to be served, geographic areas to be targeted, and/or service models or strategies to be used.

### Procedure:

1. A process for determining the Ways to Best Meet Needs shall be developed as part of the Annual Data Presentation, Priority Setting and Resource Allocation Processes.
  - a. The process shall be written and or updated by the Planning Committee
  - b. The draft process shall be forwarded to the Executive Committee for approval.
  - c. The Executive Committee shall forward the approved draft to the Planning Council for a 30 day review prior to the final approval by the Council.
2. During the Annual Data Presentation Process, the Council shall review the available data including, but not limited to:
  - Epidemiology
  - Unmet needs and service gaps
  - Utilization,
  - Expenditures
  - Early Identification of Individuals with HIV/AIDS (EIIHA)
3. The Planning Council shall make recommendations for directives to the Recipient on how to meet these priorities, including a description of populations to be served, geographic areas in which services are delivered or service

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models that shall be used to provide these services based on the data presented in the resource allocation and priority setting process.

- a. Directives shall be limited to service categories that are prioritized and subsequently funded.
  - b. Directives shall be limited to no more than four.
  - c. Directives shall not limit the procurement process.
  - d. Cost implications are to be factored when crafting directives to the Recipient.
  - e. Planning Council shall be aware that outcomes cannot be guaranteed.
4. The Recipient shall provide quarterly reports on the status of the directives to the Evaluation Committee.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-026

Title: [Needs Assessment](#)

Effective: 7/29/15

Revised:

### Purpose:

Section 2602(b)(4) of Title XXVI of the Public Health Service (PHS) Act requires the planning council to:

- A. “determine the size and demographics of the population of individuals with HIV/AIDS, as well as the size and demographics of the estimated population of individuals with HIV/AIDS who are unaware of their HIV status”;
- B. “determine the needs of such population, with particular attention to:
  - a. individuals with HIV/AIDS who know their HIV status and are not receiving HIV-related services;
  - b. disparities in access and services among affected subpopulations and historically underserved communities, and
  - c. individuals with HIV/AIDS who do not know their HIV status.”

2602(b)(4)(G) of the PHS Act requires planning councils to “establish methods for obtaining input on community needs and priorities which may include public meetings, (in accordance with paragraph (7)), conducting focus groups, and convening ad-hoc panels.”

Ryan White Part A Programs are required to participate in the Statewide Coordinated Statement of Need (SCSN).

### Policy:

The Planning Council will participate in the SCSN every three years. In year 2 and 3, updates will be provided. The needs assessment is a partnership activity of the planning council, Recipient, and community, with the planning council taking the lead role.

### Purpose:

1. Data will be collected on each of six components.
  - a. Epidemiologic Profile (EPI)
  - b. Estimates of the Number and Characteristics of PLWHA with Unmet Need and Individuals with HIV/AIDS who do not know their status.
  - c. Assessment of PLWHA Service needs

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- d. Provider inventory
  - e. Profile of Provider Capability and capacity
  - f. Assessment of Unmet Need/Service Gaps (using data from all other needs assessment components)
2. Methods for collecting data may include the following but is not limited to:
- a. Surveys
  - b. Focus groups
  - c. Key informant interviews
  - d. Surveillance data
3. A three year cycle will be established, year one will include participation in the SCSN, years two (2) and three (3) will include updates on the information collected during the SCSN.
- a. A full written epi profile will be provided in year one.
    - 1) In years two (2) and three (3), the epi profile will be updated
  - b. An unmet need estimate and profile and an estimate of the number and probable characteristics of individuals with HIV/AIDS who do not know their status will be completed in year one (1). In year two (2) and three (3), this estimate will be updated.
    - 1) In year two (2), an updated estimate of number and probable characteristics of individuals with HIV/AIDS will be done.
    - 2) In year three (3), an updated number needs estimate and profile will be completed.
  - c. In year one (1) a survey to assess the needs of the PLWHA will be completed as part of the SCSN.
    - 1) In year two (2), an assessment of service needs of PLWHA who are out of care and an in-depth review of client utilization data from Recipient will be done.
    - 2) In year three (3), special studies involving 2-3 PLWHA groups and their service needs will be done.
    - 3) In year three (3), special studies involving 2-3 PLWHA groups and their service needs will be done.
    - 4) In year two (2), a provider inventory will be created. In year three (3) the provider inventory will be updated.
    - 5) A profile of provider capability and capacity will be a continuous process.
      - a) In year one (1), provider panels for selected service categories will be held.
      - b) In year two (2), providers will be surveyed and interviewed regarding their capacity, capabilities and any issues that may be occurring.
      - c) In year three (3), a provider community meeting will be held to discuss capacity and capabilities.
    - 6) An assessment of unmet need/service gaps (gaps using data from

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all other needs assessment components will be done annually.

4. In year one (1), the planning council will participate in the development of the SCSN.
  - a. The Planning Council will appoint a representative of the council to participate in the SCSN workgroup.
  - b. The Council's representative will report to the Planning Committee on the activities of the SCSN workgroup.
  - c. The council will ensure that any participation required on the part of the council is met.
  - d. Data collected will be analyzed and made available to the Planning Council.
  
5. Population needs identified and any other data from the needs assessment process will be provided to the Planning Council during data presentation. This information will be available for all Planning Council processes.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Not Applicable

Program procedure: OHSPC-POLICY-027

Title: [Committee Assignments](#)

Effective: 06/28/17

Revised:

### Purpose:

To establish guidelines for assigning members to committees

### Policy:

Each member shall be assigned to a committee based on the needs of the committee and the skills and abilities of the member

### Procedure:

1. Each Planning Council member shall be assigned to one standing committee.
  - a. The Membership Committee shall review the standing committee rosters to determine the membership needs of each Committee.
    - a) Each committee shall have at least one PLWH assigned.
    - b) Each committee shall have an equal number of assigned members.
  - b. The Membership Committee shall review the member's application to determine the skills and abilities of the applicant as well as the member's committee preference.
  - c. The Membership Committee shall make a recommendation to the Executive Committee on assignments.
  - d. The Executive Committee shall either:
    - a) Approve the recommendation
    - b) Disapprove the recommendation and make an alternative assignment.
2. Members wishing to serve on an elected committee shall make the request in writing to the Membership Committee.
  - a. Membership Committee shall review the request and determine if a recommendation to the Executive Committee is warranted.
  - b. The Executive Committee shall approve or disapprove the request.
3. The Planning Council Chair shall assign members to ad hoc committees as needed.

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## Orlando EMA HIV Health Services Planning Council



Bylaws Reference:

Program procedure: OHSPC-POLICY-028

Title: [Outreach and Recruitment](#)

Effective: 4/27/11

Revised: 06/28/17

### Purpose:

To ensure an open membership nominations process in order to obtain a planning council whose membership meets both legislative requirements and the practical needs of the Ryan White Part A program

### Policy:


All Planning Council members shall participate in outreach and recruitment activities. In order to ensure an adequate number of applicants, recruitment shall be an ongoing process.

### Procedure:

1. The practical and legislative needs of the Planning Council shall be determined by the Membership Committee.
2. The practical and legislative needs of the Planning Council shall be communicated to all Planning Council members at the monthly Planning Council meeting. The needs shall include the status of the following:
  - a. Mandated seats
  - b. The mandated unaligned consumer representation
  - c. Reflectiveness
  - d. Expertise and/or experience needed by the council
4. The Planning Council members shall participate in the strategies presented in the Marketing plan. The recruitment and marketing plan shall:
  - a. Clearly define goals and the strategies for each goal.
  - b. Be reviewed and updated by the Membership Committee at least annually.
5. Outreach to the community shall be done through but not limited to:
  - a. A presence at community events
  - b. The use of flyers and posters
  - c. Inclusion of membership information in the quarterly Newsletter
  - d. Announcements at community meetings

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<b>Orlando EMA HIV Health Services Planning Council</b>		
Bylaws Reference: Not Applicable		
Program procedure: OHSPC-POLICY-029		
Title: <u><a href="#">Newsletter</a></u>	Effective:	
	Revised:	

**Purpose:**

The purpose of the Newsletter published by the Orlando HIV Health Services Planning Council is to serve as a vehicle for communicating among the HIV community, and as a voice of our membership to communicate full and accurate information about the activities, purposes and goals of the Planning Council to the HIV community as well as in the broader community.

**Policy:**

A newsletter shall be published on a regular basis that provides up-to-date information pertinent to the HIV community and that is relevant to the goals of the Planning Council. Articles deemed useful to the community, from other sources, including members and associate members of the Planning Council may be included in the publication.

**Procedure:**

The Membership Committee shall be responsible for the Newsletter publication.

- The Newsletter shall be named “The Red Ribbon Times”.
- Publication shall be quarterly and shall correspond with the seasons (winter, spring, summer and fall).
- Planning Council Support shall act as the editor of the publication and shall facilitate the planning of content, offer recommendations for consideration regarding articles. PCS shall also recommend deadlines for issue to ensure the timing of publications agree with these policies. Whenever possible, PCS shall submit a draft copy of the Newsletter for review by the Membership Committee.

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- Articles for publication shall be submitted to the Membership Committee no later than 30-days before the beginning of each season.
- When possible, the publication shall highlight a provider of services and an article from a consumer receiving Ryan White services.
- In general, positions of the Planning Council on any matter shall be clearly identified as such when published in the Newsletter. All unofficial opinions, statements, and calls to action from members or associate members shall be accompanied by the member's or associate member's name. Anonymous submissions shall not be accepted.

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**Orlando EMA HIV Health Services Planning Council**



Bylaws Reference:

Program procedure: OHSPC-POLICY-030

Title:

[Website](#)

Effective:

Revised:

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Note: The CEO establishes the Planning Council and thus has the authority to review and approve Planning Council policies.

## Orlando EMA HIV Health Services Planning Council



Bylaws Reference: Article 3 Section 3.2

Program procedure: OHSPC-POLICY-031

Title: **Associate Membership**

Effective: 1/27/17

Revised:

### Purpose:

It is the purpose of the Planning Council to create an Associate Member category in order to provide community members an opportunity to more formally participate in the planning of care and treatment services for PLWH residing in the Orlando EMA.

### Policy:

The Planning Council defines an Associate Member as any interested community member who lives or works within the boundaries of the Orlando EMA but cannot meet the full requirements of Planning Council membership. However, an Associate Member shall have no vote in the meetings of the Planning Council, but shall have full rights in the following Standing Committee meetings:

- Planning
- Evaluation
- Caucus/RW Community (Restricted to Consumers)
- Ad Hoc Committees (with the exception of a Bylaws or Ethics Ad Hoc Committee)

The CEO shall appoint all Associate Members.

### Procedure:

1. Individuals seeking Associate Membership shall complete an Associate Member Application inclusive of the Conflict of Interest and the Planning Council Information Forms.
2. Attend an Associate Member Orientation.
3. Attend two (2) out of three (3) consecutive meetings of the specific committee, as documented by the meeting sign-in sheets.
4. Associate Members shall meet the same conflict of interest, attendance, Code of Conduct and other policies and requirements as Planning Council members.

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5. Associate Members shall submit their completed application to the Committee Chair for membership and be recommended by the committee for appointment.
6. Associate Member applications shall be forwarded to the CEO for appointment after recommendation from the Committee.
7. Associate Members shall participate fully in committee activities.
8. Associate Members shall be appointed for a one (1) year term. Terms are renewable, but shall not exceed 5 consecutive years.
9. Committees shall consist of a majority of Planning Council members.
10. Committees shall have no more than 13 members.
11. Planning Council members who have served for five (5) consecutive years are ineligible for Associate Membership until they have fulfilled their requirement of a break consisting of twelve (12) consecutive months.

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## Appendix A

### Rules of Conduct

1. The Planning Council operates under the current approved Bylaws and uses Robert's Rules of Order to conduct meetings.
2. Planning Council members shall treat everyone with respect at all times.
3. Planning Council members shall declare their conflict of interest at the beginning of each meeting.
4. The Chair shall establish procedures for discussion.
5. Planning Council members present shall accept and abide by the agreed-upon process for decision-making. Planning Council members shall accept and abide by the decisions made unless the decision has been rescinded or reversed by procedures utilizing Robert's Rules of Order.
6. Planning Council members shall behave in a manner that reflects their responsibility to represent the Planning Council during business meetings and when representing the Council in public.
7. Planning Council members shall accept and follow the Council's policies and procedures.
8. Planning Council members shall be proactive in preventing and resolving conflicts within the group.
9. Planning Council members shall refrain from conduct that is deemed detrimental to the mission of the Council and from jeopardizing the safety of fellow members.
10. Planning Council members shall accept shared responsibility for determining the highest priority needs for services by using data and the agreed upon process for determining priorities and resource allocation.
11. Planning Council members who feel they cannot support and adhere to the Mission of the Planning Council should reconsider their membership on the Council.
12. Planning Council members shall take responsibility not only for following the rules of conduct but for speaking out to assure that all Planning Council members follow them.

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13. Planning Council members shall ensure that each matter is dealt with in a fair, equitable, impartial and just manner based on what is in the best interest of the PLWH community.
14. Planning Council members shall not speak or act for the Planning Council without proper authorization from the Executive Committee or Planning Council body.
15. Planning Council members shall prepare for, attend and participate in the meetings of the Planning Council and Committees in which appointment has been accepted.
16. The appointed parliamentarian shall only speak to the Chair and allow the Chair to call for adherence to order.
17. Planning Council members shall comply with all local, state, and federal laws as they pertain to criminal activities.
18. Planning Council members shall refrain from engaging in individual or group conduct that is violent, abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others, or disturbs the peace or the orderly process of meetings.
19. Planning Council members shall value and respect the diversity of the Council. Planning Council members shall carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.

**Planning Council members must never:**

- Take improper advantage of their position.
- Make improper use of information they have obtained.
- Disclose confidential information.

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Appendix B

ORLANDO EMA HIV HEALTH SERVICES PLANNING COUNCIL  
RULE OF CONDUCT COMPLAINT/RESOLUTION FORM

Date of alleged violation: \_\_\_\_\_

Rule of Conduct that has allegedly violated: (Brief Description of alleged violation):

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\_\_\_\_\_  
Signature of Planning Council Member (Complainant)

\_\_\_\_\_  
Date

**Resolution:**

Date Presented to Executive Committee for Resolution: \_\_\_\_\_

Resolution of Complaint:

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\_\_\_\_\_  
Signature of Planning Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Planning Council Member (Complainant)

\_\_\_\_\_  
Date

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Appendix C  
**ORLANDO HIV SERVICES PLANNING COUNCIL**  
**GRIEVANCE AND DISPUTE RESOLUTION FORM**

The undersigned party(ies) submit(s) the following dispute for resolution under the grievance procedures of the Orlando HIV Services Planning Council.

Procedure designated by receiving authority:

- Informal resolution
- Mediation
- Binding arbitration (can be used with consent of all parties or after non-binding approaches have been tried and issues have not been resolved)

**Determination/Decision Grieved:** (should include date questioned decision was taken and by what entity)

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**Specific Grievance:** (in what way did the decision(s) violate the established process or standards?)

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**State of previous action taken** (if mediation or arbitration is sought, indicate results of previous attempts at resolution)

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**Statement of what result the grievant would like** (the remedy sought by the grievant; use back of form if necessary) Note that remedies may be limited to future action and the grievance

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If the procedure to be used is binding arbitration, signatures constitute agreement to be bound by the decisions of the arbitrator.

\_\_\_\_\_  
Name of responding party

\_\_\_\_\_  
Name of responding party

\_\_\_\_\_  
If grievant is an organization, name of  
authorized individual

\_\_\_\_\_  
If responding party is an organization, name of  
responsible individual

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/state/zip code

\_\_\_\_\_  
City/state/zip code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Please file this completed form with the Orlando EMA HIV Health Services Planning Council Support, 2012 E. Michigan Street, Orlando, FL 32806.

Appendix D  
7.10 LOCAL MILEAGE

I. POLICY

All persons traveling on official County business are expected to follow procedures and exercise good judgment in incurring expenses. It is the responsibility of each Department Director and Division Manager to ensure compliance with these Regulations. Exceptions and/or variations from these Regulations require approval from the Orange County Administrator or designee. Except as otherwise noted, these Regulations shall apply to all Orange County employees and all others who are authorized to travel on County business. The Department Director, Division Manager or designee approving the local mileage shall be responsible for ensuring all approved expenses are necessary and reasonable.

Travel and training outside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties is considered non-local travel and shall be governed by Administrative Regulation 7.12. Travel and training inside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties is considered local travel and shall be governed by Administrative Regulation 7.11.

II. PROCEDURES

A. Definitions.

- *Local Mileage* shall mean all travel inside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties for official business, in which mileage, tolls and/or parking are the only expenses. The travel must be in connection with the official business of the County or the activity must provide a direct, job-related educational benefit for the employee, or the employee must have been requested by a sponsoring organization to participate in the official program. However, an educational class, which the employee is voluntarily enrolled in, does not fall under this Regulation.
- *Non-Local Travel and Training* shall mean all official travel and training outside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties, which involves the expenditure of County funds. This includes travel related to a conference, convention, seminar, training sessions, etc. Non-local travel and training is governed by Administration Regulation 7.12.
- *Local Travel and Training* shall mean all official travel inside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties, which involve the expenditure of County funds for items other than mileage, tolls and parking. Local travel and training is governed by Administrative Regulation 7.11.
- *Receipt* shall mean a document showing payment in full.

B. Eligible Expenses

1. Mileage reimbursement is allowable when the traveler uses their personal vehicle to conduct official County business. It is the responsibility of the traveler to report the actual miles traveled on the Statement of Local Mileage Traveling Expense Form (Expense Form).
2. Parking charges may be reimbursed. When available, receipts for all parking charges should be attached to the Expense Form.
3. Reimbursement for bridge, road, and tunnel tolls is allowable. Tolls must be either noted as paid by transponder (Sun Pass, E-Pass, etc.) or actual receipts should be attached when paid by cash.
4. Charges for gasoline, lubricants, repairs, towing, etc. may be reimbursed if necessary for the use of a County vehicle. In this case, receipts must be attached to the Expense Form.
5. Lost Receipts – In the event that any receipts are lost or not provided for miscellaneous expenses such as tolls, parking, etc., then the traveler will be reimbursed provided that they attach documentation explaining the situation and clarifying the amount to be reimbursed. This documentation must have the signature of the traveler and the approval of the Department Director or designee in order to be accepted by Finance.

C. Ineligible Expenses

1. Mileage for personal reasons is not reimbursable.
2. Gratuitous Transportation – No traveler shall be allowed either mileage expenses when gratuitously transported by another person or when transported by another traveler who is entitled to the mileage.
3. Charges for gasoline, lubricants, repairs, towing, etc., will not be reimbursed for use of privately owned vehicles.
4. Commuter miles (to/from residence and/or to/from work site) are not reimbursable. Commuter miles shall be defined as mileage from an employee's residence to assigned work site and the return trip, regardless of work site location as long as the work site is inside the boundaries of Orange County. However, if continuing on to the usual post of-duty afterward, then mileage will be allowed for that portion of that trip, as clarified in example one below. In addition, if the traveler is attending a meeting, training, site visit, etc. outside of the boundaries of Orange County, then they will be entitled to a portion of the mileage as clarified in the second example below.

Example One - An employee/traveler whose normal work site is the County Administration Center, leaves home and drives directly to Apopka for a business meeting and then reports to the Administration Center. The employee is not entitled to mileage from their home to the meeting because this is considered commuter mileage with the meeting in Apopka being their "assigned work site" for the morning. However, they are entitled to mileage from the meeting to the Administration Center.

Example Two - An employee/traveler is leaving directly from their home to attend an all day workshop in Brevard County and returning directly home. In this case, the employee/traveler is entitled to the mileage in the amount of either (a) the round-trip distance between their usual post-of-duty and the workshop or (b) the round-trip distance from their residence to the workshop, whichever is less. This scenario only applies as an exception to commuter miles because the workshop is located outside of Orange County. If the workshop had been inside Orange County, no mileage would be allowed.

#### D. Process for Obtaining Reimbursement

1. An Expense Form shall be completed when a traveler wishes to seek reimbursement for allowable expenses, as described in section B above.
2. The Expense Form should be totaled at the end of each month and submitted to the Comptroller's Finance and Accounting Department (Finance) by the last day of the following month. For example, travel during March 1st - 31st should be submitted to Finance by April 30th. In the event that this timeframe cannot be met due to unusual circumstances, a memo explaining the situation that is signed by the traveler, Division Manager, and the Department Director or designees should be attached to the Expense Form.
3. In an effort to avoid processing checks of less than \$5, the following guideline has been established. When the traveler is unable to accumulate a total of at least \$5 during the month, they may choose to hold their Expense Form until they have accumulated at least \$5 for a period of 90-days, whichever occurs first.
4. The origin and destination shall be identified by the name/title of location and the physical address.
5. Mileage shall be totaled and shown from point-of-origin to point-of-destination.
6. The purpose of travel shall identify the work-related activity (i.e., training, meeting, site visit, etc.).
6. The purpose of travel shall identify the work-related activity (i.e., training, meeting, site visit, etc.).

7. Department/Division and traveler's name shall be printed or typed clearly in the appropriate space.
8. The Expense Form shall be forwarded to Finance with appropriate signature authorizations completed.

E. Miscellaneous

The Office of Management and Budget will review mileage rates annually and a County mileage rate will be recommended to the County Administrator. The County Administrator may adjust the rate on an annual basis as needed.

Employees receiving Administrative Travel Requirement Allowance cannot claim mileage if that mileage is confined to Orange County.

Any local traffic or parking violations are the traveler's responsibility.

4. Refer to Administrative Regulations 2.12.03 and 2.12.08 for more information on private vehicle usage for County business.

**FOR MORE INFORMATION CONTACT:** Comptroller's Finance & Accounting  
Department; Office of Management and Budget

**REFERENCE:** Administrative Regulations 7.12, 7.11, 7.12, 2.12.03, and 2.12.08;  
Federal Mileage Rates

**APPROVED:** 6/27/06





