

STAFF MONTHLY TIMELINE/WORKPLAN (revised 01/13/20)

	JANUARY	FEBRUARY
Steering Committee & Full Council	<ul style="list-style-type: none"> • Council Chair appoints committee chairs and membership • Mentor/Mentee luncheon to welcome new members • Day-long Council Orientation – review annual Timeline of Critical Activities • Set up training for Feb. Steering and Council • Secure locations for all meeting rooms, including off-site Council meetings (July or Aug for Project LEAP participation) 	<ul style="list-style-type: none"> • 1st Steering Committee and Council meetings • Training in Effective Meeting Management or other skills building training at Steering Committee meeting • Approve the annual Timeline of Critical Council Activities and distribute at all committee meetings and to the community
Affected Community	<ul style="list-style-type: none"> • No meeting 	<p>ORIENTATION AT ALL COMMITTEE MEETINGS INCLUDES:</p> <ul style="list-style-type: none"> • Review committee goals & timeline • Discuss work products • Elect Vice Chairs • Schedule outreach events (Road 2 Success, health fairs, etc.) in order to recruit Council applicants • JOINT MEETING WITH QA TO SELECT CRITERIA
Comprehensive HIV Planning	<ul style="list-style-type: none"> • No meeting unless working on a Needs Assessment or Comp Plan • Start planning for the next Epi Profile 	<ul style="list-style-type: none"> • See above
Operations	<ul style="list-style-type: none"> • Committee meets to fine tune January Council Orientation. • Host Mentor/Mentee Luncheon • Host Council Orientation • Set up new affiliate member ½ day orientation 	<ul style="list-style-type: none"> • Sign confidentiality forms • Determine the monthly Council training schedule • General review of policies and procedures, if necessary • Conduct new affiliate member orientation
Priority & Allocations	<ul style="list-style-type: none"> • No meeting. 	<ul style="list-style-type: none"> • Committee orientation, including training to read AA reports. • Review allocations based on actual grant award • Approve Principles & Criteria, Priority Setting process and Unspent Funds policy. • If necessary, review revised PC budget from Operations based on actual grant award • JOINT MEETING WITH QA TO SELECT CRITERIA
Project LEAP	<ul style="list-style-type: none"> • Advisory Committee meets to implement student recruitment plan. • Release PR and application forms. 	<ul style="list-style-type: none"> • Recruit student applicants. • Interview applicants. • Secure speakers
Quality Assurance	<ul style="list-style-type: none"> • No meeting • Deadline for submitting Idea Forms 	<ul style="list-style-type: none"> • Joint meeting with P & A, Affected Community & others to establish criteria for selecting the service categories. • Committee orientation, including training to read AA reports.
Office of Support	<ul style="list-style-type: none"> • Submit ad with Council meeting dates (HRSA requirement) • Meet with AA's to review annual Timeline. • Reserve rooms for Public Hearings • Organize HTBMN training. Secure speakers. 	<ul style="list-style-type: none"> • Staff preps HTBMN workgroup materials.

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	MARCH	APRIL
Steering Committee & Full Council	<ul style="list-style-type: none"> Announce HTBMN Training APPROVE any documents needed for HTBMN (Needs Assessment? Comp Plan? Epi Profile?) and Criteria for Selecting Service Categories 	<ul style="list-style-type: none"> Council Training: HTBMN Process After Council: - 3 hour training for How To Best Meet Need (HTBMN), priority setting and allocation decision-making documents & criteria.
Affected Community	<ul style="list-style-type: none"> Consumer Training on HTBMN process Schedule educational presentations for future meetings Review Comp Plan task list for this committee 	<ul style="list-style-type: none"> NO MEETING – ATTEND HTBMN training & workgroup meetings
Comprehensive HIV Planning	<ul style="list-style-type: none"> Select two presentations for the Public Hearings Create recommendations from the Needs Assessment and/or Epi Profile for HTBMN Evaluation Workgroup conducts Comp Plan evaluation EIIHA Workgroup meets to discuss data needs for next EIIHA Strategy Review Comp Plan task list for this committee 	<ul style="list-style-type: none"> NO MEETING - ATTEND HTBMN training & workgroup meetings Consider a special study if no new Needs Assess or Comp Plan
Operations	<ul style="list-style-type: none"> Review revised PC budget based on actual grant award and forward to P&A if necessary (due to AA in April) Review Comp Plan task list for this committee 	<ul style="list-style-type: none"> NO MEETING - ATTEND HTBMN training & workgroup meetings
Priority & Allocations	<ul style="list-style-type: none"> May not need to meet 	<ul style="list-style-type: none"> Attend HTNMN training & workgroup meetings COMMITTEE MEETS TO: <ul style="list-style-type: none"> <input type="checkbox"/> Review increased funding requests for unspent monies <input type="checkbox"/> Submit Quarterly Report of Committee activities <input type="checkbox"/> Review Comp Plan task list for this committee
Project LEAP	<ul style="list-style-type: none"> Inform student applicants if accepted or not 	<ul style="list-style-type: none"> Classes begin
Quality Assurance	<ul style="list-style-type: none"> PR for HTBMN IMPORTANT: Appoint & train HTBMN workgroup co-chairs AAs present: Chart Reviews, Client Satisfaction and Focus Group results. Approve checklist for assessing the administrative mechanism Review Comp Plan task list for this committee 	<ul style="list-style-type: none"> NO MEETING - ATTEND HTBMN training & workgroup meetings
Office of Support	<ul style="list-style-type: none"> Create Conflict of Interest List for voting in HTBMN. Print Blue Book? Release Subcategory Allocation Review memo – Feb. 14 	<ul style="list-style-type: none"> Prepare next year’s Office of Support Budget for the May Operations Committee meeting. Include Blue Book? Needs Assessment? Comp Plan?

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	MAY	JUNE
Steering Committee & Full Council	<ul style="list-style-type: none"> • Council Training: Priority Setting Process • Approve unspent funds • Provide letter from chair endorsing the revised allocations based on award. 	<ul style="list-style-type: none"> • Approve next year's service definitions. • Project LEAP students present results of their special projects
Affected Community	<ul style="list-style-type: none"> • MAY OR JUNE - Host the Public Hearing on How To Best Meet the Need recommendations. • Submit Quarterly Report of Committee activities 	<ul style="list-style-type: none"> • Host the second Public Hearing on next year's priorities and allocations.
Comprehensive HIV Planning	<ul style="list-style-type: none"> • Review Council responsibilities in Comp Plan • Develop presentation for the second Public Hearing 	<ul style="list-style-type: none"> • Revise the current Epi Report with complete data from DSHS? • Ask Council to give the committee the authority to approve the new EIIHA strategy.
Operations	<ul style="list-style-type: none"> • Operations Committee hosts HTBMN workgroup for Project LEAP & Blue Book. • The committee reviews Council Support Budget (see policy). • Submit Quarterly Report of Committee activities 	<ul style="list-style-type: none"> • Continue to review/revise policies and procedures if necessary.
Priority & Allocations	<ul style="list-style-type: none"> • Approve next year's priorities • Create timeline for Part B/SS allocations if done separately. Organize a public hearing for Part B/SS if done separately. • Submit Quarterly Report of Committee activities 	<ul style="list-style-type: none"> • Hold special meetings to create next year's allocations. • Approve the allocations at the special meetings with final approval at the regularly scheduled June meeting. • Public Hearing on next year's recommended priorities & allocations. • Special meeting to review public comment.
Project LEAP	<ul style="list-style-type: none"> • Staff facilitates classes 	<ul style="list-style-type: none"> • Staff facilitates classes
Quality Assurance	<ul style="list-style-type: none"> • Review the subcategory allocation request forms • Approve next year's HTBMN results • Approve HIV Targeting Chart. • Review subcategory allocation requests. Forward recommendations to P & A by June. • Set date for Sept. joint meeting of P & A, QA and others to determine data needs for all committees next year. Operations may need changes in Oct. for MOU review. • Public Hearing to review next year's service definitions. • Submit Quarterly Report of Committee activities • Schedule Special Committee meeting to review public comment 	<ul style="list-style-type: none"> • Complete the assessment of the administrative mechanism & send recommended action to Steering. • Review monthly AA reports. • Deadline for submitting idea forms.
Office of Support	<ul style="list-style-type: none"> • Every other year: begin updating Blue Book database 	

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	JULY	AUGUST
Steering Committee & Full Council	<ul style="list-style-type: none"> • Council Training: The Allocations Process • Approve next year's priorities and allocations. • Approve the assessment of the administrative mechanism and recommended actions. 	<ul style="list-style-type: none"> • Approve anything else needed for the grant application • Approve carryover funds.
EIIHA Workgroup	<ul style="list-style-type: none"> • Approve target populations based upon approved criteria and new HRSA guidance 	
Affected Community	<ul style="list-style-type: none"> • Submit Quarterly Report of Committee activities 	<ul style="list-style-type: none"> • Host a Road 2 Success community meeting with info re: changes to RW funded services next year?
Comprehensive HIV Planning	<ul style="list-style-type: none"> • Approve EIIHA Strategy? • Submit Quarterly Report of Committee activities 	<ul style="list-style-type: none"> • Approve EIIHA Strategy? • Continue to work on Comp Plan, Needs Assessment or special studies
Operations	<ul style="list-style-type: none"> • Submit Quarterly Report of Committee activities 	<ul style="list-style-type: none"> • No meeting.
Priority & Allocations	<ul style="list-style-type: none"> • If necessary, fix problems Council has with recommended priorities and allocations for next year. • Allocate carryover funds. • Submit Quarterly Report of Committee activities 	<ul style="list-style-type: none"> • No meeting
Project LEAP	<ul style="list-style-type: none"> • Facilitate final classes & host graduation 	<ul style="list-style-type: none"> • Ask Council Chair to appoint all LEAP graduates who apply for Council and committee membership as affiliate committee members.
Quality Assurance	<ul style="list-style-type: none"> • Meet only if needed to: <ul style="list-style-type: none"> <input type="checkbox"/> review Idea forms <input type="checkbox"/> submit Quarterly Report of Committee activities 	<ul style="list-style-type: none"> • No meeting.
Office of Support	<ul style="list-style-type: none"> • RESERVE ROOMS FOR NEXT CALENDAR YEAR: ALL COUNCIL & LEAP MEETINGS • Start working on Office of Support portions of the Part A grant application. 	<ul style="list-style-type: none"> • Work on Office of Support portions of the Part A application.

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	SEPTEMBER	OCTOBER
Steering Committee & Full Council	<ul style="list-style-type: none"> Council reviews final draft of grant application. Chair submits letter of concurrence according to instructions in HRSA guidance. 	<ul style="list-style-type: none"> Trainings: EIIHA Update and HIV and Intimate Partner Violence. Council Chair selects those who will receive the World AIDS Day Proclamation at Commissioners Court.
Affected Community	<ul style="list-style-type: none"> Standards of Care Training Host a Road 2 Success with info re: changes to RW funded services next year? JOINT MEETING WITH QA TO DETERMINE NEXT YEAR'S DATA NEEDS. 	<ul style="list-style-type: none"> Consumer Only SOC Workgroup Meeting Submit Quarterly Report of Committee activities Conduct annual committee self-evaluation Host a Road 2 Success community meeting with info re: changes to RW funded services next year?
Comprehensive HIV Planning	<ul style="list-style-type: none"> Begin designing the next Needs Assessment or Comp Plan process. OR Continue to work on Comp Plan, Needs Assessment or special studies 	<ul style="list-style-type: none"> Continue to work on Comp Plan, Needs Assessment or special studies. Submit Quarterly Report of Committee activities Conduct annual committee self-evaluation
Operations	<ul style="list-style-type: none"> Interview Council applicants Mail out copy of the MOU for input. Draft a tool for Council's self-evaluation in November Joint Meeting of P & A, QA and others to dialogue about data needs for next year. 	<ul style="list-style-type: none"> Interview Council applicants Ask stakeholders if they wish to revise/revisit the MOU. Begin to organize December election of officers Begin to organize the January Council Orientation Submit Quarterly Report of Committee activities Conduct annual committee self-evaluation
Priority & Allocations	<ul style="list-style-type: none"> No committee meeting JOINT MEETING WITH QA TO DETERMINE NEXT YEAR'S DATA NEEDS. 	<ul style="list-style-type: none"> Allocate unspent funds. Make plan for carryover funds. Due to HRSA in Dec. Submit Quarterly Report of Committee activities Since this is usually the last meeting of the year, review the Committee goals for next year. Conduct annual committee self-evaluation
Quality Assurance	<ul style="list-style-type: none"> Deadline for Idea forms. Submit Quarterly Report of Committee activities JOINT MEETING WITH OTHER COMMITTEES TO DETERMINE NEXT YEAR'S DATA NEEDS. 	<ul style="list-style-type: none"> Participate in the community Standards of Care and Performance Measure Work Group meetings.
Office of Support	<ul style="list-style-type: none"> Work with Judge's Office on World AIDS Day Proclamation – Nov. presentation at Commissioners Court Draft a tool for Council's self evaluation in November 	

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	NOVEMBER	DECEMBER
Full Council	<ul style="list-style-type: none"> • Approve unspent funds and plan for carryover funds. • Recognize Affiliate Committee members. • Conduct annual Council self-evaluation 	<ul style="list-style-type: none"> • Approve recommendations regarding next year’s Standards of Care and Performance Measures. • Acknowledge everyone’s hard work. • Hold elections for next year’s RWPC Officers • Chair begins to make committee appointments • Chair begins to organize Mentor Luncheon for mid-January
Affected Community	<ul style="list-style-type: none"> • Prepare for World AIDS Day events • Host a Road 2 Success community meeting with info re: changes to RW funded services next year? 	<ul style="list-style-type: none"> • No meeting • Host a Road 2 Success community meeting with info re: changes to RW funded services next year?
Comprehensive HIV Planning	<ul style="list-style-type: none"> • Continue to work on Comp Plan, Needs Assessment or special studies • 	<ul style="list-style-type: none"> • No meeting
Operations	<ul style="list-style-type: none"> • Final recommendations to CEO re: Council applicants and next year’s appointees. • Review Project LEAP evaluation • Approve next year’s Project LEAP service definition 	<ul style="list-style-type: none"> • No meeting • The County Judge announces next year’s Council appointments. • Chair of Planning Council and Chair of Operations conduct Director’s Annual Performance Evaluation.
Priority & Allocations	<ul style="list-style-type: none"> • No meeting 	<ul style="list-style-type: none"> • No meeting
Project LEAP	<ul style="list-style-type: none"> • Prepare evaluation of this year’s Project LEAP • Advisory Committee meets to review Evaluation, make recommendations on the service definition & create a plan for student recruitment. • Create calendar for next year’s Project LEAP 	<ul style="list-style-type: none"> • Set up December or January Advisory Committee meeting to start recruiting student applicants.
Quality Assurance	<ul style="list-style-type: none"> • Approve recommendations to next year’s Standards of Care and Performance Measures. • Review Quarterly Reports from AAs • Submit Quarterly Report of Committee activities • Conduct annual committee self-evaluation 	<ul style="list-style-type: none"> • No meeting
Office of Support	<ul style="list-style-type: none"> • Director works with CEO on new Council appointments that start January 1st. 	<ul style="list-style-type: none"> • HRSA meeting in Washington DC • Manager conducts annual performance evaluation of all support staff. • Manager creates next year’s Council Timeline of Critical Activities. • Remind Council members to turn in receipts before Feb. 15th and March 30th.

NEXT NEEDS ASSESSMENT – Collect data in _____?