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Director & State Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

August 30, 2013

**To: Our Community Partners and Stakeholders**  
**Re: California Planning Group Recruitment**

The California Department of Public Health's Office of AIDS (OA) is opening recruitment for people interested in taking part in statewide HIV planning as members of the California Planning Group (CPG).

HIV planning is a collaborative process that enables key stakeholders, communities, and providers to engage in active and ongoing dialogue with OA in order to reach the goals of the National HIV/AIDS Strategy. CPG members work in partnership with OA through planning and advisory activities aimed at reducing new HIV infections, increasing access to care and improving health outcomes for persons living with HIV, and reducing HIV-related health disparities in California.

In order to ensure that the membership reflects the principles of parity, inclusion, and representation on a statewide basis and that the perspectives and needs of affected communities, providers, and key partners are represented, some CPG members will be selected via an open application process while others will be nominated by their local HIV planning bodies.

CPG's planning responsibilities include participating in the update, revision, and implementation of California's *Integrated HIV Surveillance, Prevention, and Care Plan*. CPG's advisory function includes informing OA regarding local trends or newly-emerging populations in the epidemic, assisting in the statewide needs assessment, unmet need, and gap analysis process, and providing community input on OA's work. CPG members will be expected to meet in person twice a year (if travel is not limited by budget restrictions, as travel costs will be covered by OA) and via teleconference or webinar twice a year. Additional teleconferences or webinars may be scheduled to address specific planning or advisory needs as they arise.

OA is reaching out to recruit members that represent the diversity of HIV-positive populations, providers and stakeholders in HIV prevention and care, and representatives of services and organizations engaged with identifying the social and structural determinants of HIV-related health.

OA is requesting that your HIV Planning Group (this may be a Planning Council or merged HIV Prevention/Care Planning Group) nominate a representative to participate as a voting member of CPG. In making your selection, consider factors such as the candidate's ability to address prevention and care-related needs, their ability to work effectively as part of a group, and whether they can make the time commitment required for CPG-related work. Once your

representative has been selected, please provide the information requested in the form linked here: [CPG Online Application](#).

The application may be submitted online, via FAX at 916-449-5909 to the attention of Carol Crump, or via certified mail sent to:

California Department of Public Health  
MS 7700 PO Box 997426  
Sacramento, CA 95899-7426  
Attention: Carol Crump

Applications submitted online or by fax will be accepted up to close of business on Friday, October 4, 2013. Those submitted by certified mail must be postmarked by Friday, October 4, 2013.

Karen Mark, MD, MPH, Chief  
Office of AIDS

Carol Crump, MFT, CPG Co-Chair  
Office of AIDS

*Please note that information requested on the application includes optional self-disclosure of HIV status. If provided, this information will be protected as a confidential HIV-related record, and its collection will comply with the [Information Practices Act](#) under Civil Code section 1798.17.*