

# **California Planning Group (CPG) Application**

## **Membership Roles and Responsibilities**

In order to ensure an appropriate response to HIV/AIDS in the state of California, the California Department of Public Health, Office of AIDS (CDPH/OA) relies on community input through two interactive bodies: the Community Planning Group (CPG), which informs Prevention and Care planning, and the Advisory Network, an internet-based network which provides advice and identifies issues for the purposes of planning and action.

### **Purpose of CPG**

The purpose of the CPG is to collaborate with OA to develop and monitor the HIV/AIDS Prevention and Care Plans for the state, and provide timely advice on emergent issues identified by OA and/or the Advisory Network.

### **CPG Activities**

Working with OA staff the CPG will:

1. Develop the CDC-mandated HIV/AIDS Prevention Plan;
2. Develop the Comprehensive Care Plan;
3. Provide input into the HRSA-mandated Statewide Coordinated Statement of Need;
4. Annually monitor state progress reports for adherence to goals and objectives as outlined in the Comprehensive Plans, and submit letter of concurrence as appropriate;
5. Use Advisory Network capacity to garner opinions and information relevant to CPG planning activities;
6. Respond to requests for action initiated through the Advisory Network and prioritized by OA;
7. Provide quarterly reports to Advisory Network on CPG activities;
8. Perform ongoing evaluation of CPG activities.

### **Responsibilities of CPG Members**

CPG members will work with OA staff to:

1. Plan a Data Summit to be held every 3 to 5 years, at which relevant data will be presented and discussed in order to inform the prevention and care plans;
2. Provide regular briefings to each other on current trends in the HIV/AIDS epidemic;
3. Participate in and gather input from the Electronic Advisory Network;
4. Promote participation in the Electronic Advisory Network by those affected by HIV/AIDS in California;
5. In relevant public forums, identify as a CPG member and, where possible, provide updates on CPG activities in order to enhance transparency of statewide planning efforts;
6. Commit to ten hours a month of work on CPG activities, meeting either virtually or in-person;
7. Be available to travel to face-to-face meetings no more than four times per year;
8. Commit to a three-year term of service.

### **Member Qualifications**

CPG membership will be comprised of people with the following skills and experience:

1. Demonstrated ability to analyze, synthesize and communicate about HIV/AIDS issues, trends and research;
2. Demonstrated teamwork, organizational, and problem-solving skills;
3. Effective writing skills,
4. Knowledge and experience in program planning, management, and evaluation;
5. Knowledge and recent experience of HIV/AIDS programs in California;
6. Experience working with diverse populations, and with populations that have different needs competing for limited resources;
7. Experience balancing advocacy efforts and planning needs/efforts;
8. Understanding of HIV/AIDS within a context of social justice;
9. Understanding of the interplay between and among HIV/AIDS, mental health, substance use issues and other co-factors;

10. Understanding of Federal Funding requirements and State statute, regulations and policy.

Go to <https://apps.cdph.ca.gov/AutoForm2/default.aspx?af=1414> to access the online application form. Please complete the form and upload your recent resume. Applications must be submitted no later than 11:59PM (PST) on Sunday, February 21, 2010. Applications received after that date will not be considered.