



RON CHAPMAN, MD, MPH  
Director

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



EDMUND G. BROWN JR.  
Governor

August 30, 2011

Dear Community Partners and Stakeholders:

The California Planning Group (CPG) is a statewide body charged with working in collaboration with the California Department of Public Health, Center for Infectious Diseases, Office of AIDS (OA) to develop a comprehensive HIV Surveillance, Prevention, Care, and Treatment Plan for California. Please see attached *CPG Questions and Answers* for more details about CPG.

CPG has developed the *CPG Governance Document* (see attached document) to provide guidance on the operations and management of CPG membership, committees and workgroups, co-chairs and general membership responsibilities, meetings, community input and participation, code of ethics and conflict of interest, staff support, amendment and dissolution, and reports and recommendations. CPG represents a new model for gathering broad-based community input in the HIV planning process and we would like to solicit your feedback on the content of the CPG Governance Document. In reviewing the document, we ask that you consider the following questions:

- Does the document provide sound guidance to CPG members on how to effectively and efficiently govern the activities of CPG? If not, what specific suggestions do you have to address the gaps you see in the governance document?
- Does the document provide clear and sufficient guidance on ensuring equal representation and participation of diverse community groups and perspectives? If not, what specific suggestions do you have to ensure equal representation and participation of various individuals, perspectives, and backgrounds?
- Does the document provide adequate guidance on the selection requirements for potential CPG members? Do the required and desired membership skills set facilitate the formation of an effective planning body? If not, what specific suggestions do you have to ensure a fair and robust selection criteria and process for CPG members?
- Do you have any specific suggestions or comments on the overall composition and content of the *CPG Governance Document*?

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We welcome and appreciate your comments on any part of the *CPG Governance Document*. The *CPG Governance Document* is a living document and will be revised based on the evolving needs of CPG and community feedback. Kindly e-mail your comments to Carol Crump at: [carol.crump@cdph.ca.gov](mailto:carol.crump@cdph.ca.gov) by Friday, September 29, 2011.

If you would like more information on CPG, please visit the CPG Web page on OA's Web site at: [www.cdph.ca.gov/programs/aids/Pages/OACPG.aspx](http://www.cdph.ca.gov/programs/aids/Pages/OACPG.aspx). You can also receive ongoing updates and participate in future opportunities to provide feedback by joining the OA's Advisory Network. Register now at: [www.oaadvisors.com/](http://www.oaadvisors.com/). Thank you for your assistance in this process. Your participation is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Roland". The signature is fluid and cursive, with the first name "Michelle" written in a larger, more prominent script than the last name "Roland".

Michelle Roland, MD, Chief  
Office of AIDS