

**California Preventive Health and Health Services Block Grant  
Advisory Committee Guidelines – D5**

In 1981, the Public Health Services (PHS) Act was amended and the Preventive Health and Health Services Block Grant (PHHSBG) was created. In California, this grant is known as the California PHHSBG. Under this Act, a Work Plan/State Plan applying for Prevention 2020 grant funds is prepared and submitted to the Centers for Disease Control and Prevention (CDC).

The California Department of Public Health (CDPH) is the lead agency for the California PHHSBG. CDPH and the Emergency Medical Services Authority (EMSA) split the anticipated annual award 70/30 respectively after CDPH reduces the Rape Prevention Set-Aside from the total award.

CDPH has principal responsibility for public health programs and EMSA is responsible for emergency medical services programs identified in the annual State Plan in consultation with the PHHSBG Advisory Committee (AC). PHHSBG AC have an advisory role.

The PHHSBG Committee was established to make recommendations regarding the development and implementation of the State Plan in accordance with the Public Health Services Act, Section 1905(d) as amended in 1992. The purpose of these AC guidelines is twofold: 1) to address the role and membership and 2) to assure the participation of an objective membership in the review and approval of the California PHHSBG State Plan/Application for PHHSBG funds.

“Section 1905 (d)(3) COMPOSITION -

(A) A condition under paragraph (1) for a State is that the Committee is composed of such members of the public, and such officials of the health departments of political subdivisions of the State, as may be necessary to provide adequate representation of the public and of such health departments.

(B) With respect to compliance with subparagraph (A), the membership of advisory committees established pursuant to subsection (c)(2) may include representatives of community-based organizations (including minority community-based organizations), schools of public health, and entities to which the State involved awards grants or contracts to carry out activities authorized in section 1904.

(4) CHAIR; MEETINGS. - A condition under paragraph (1) for a State is that the State public health officer serves as the chair of the Committee, and that the Committee meets not less than twice each fiscal year.” Of note: CDC recently clarified the State public health officer or designee could serve as the chair or co-chair.

The following is in accordance with the provisions of Section 1905 as stated above:

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A. Representation

In accordance with the Section 1905(3)(A) the composition of the CA PHHSBG Advisory CC includes members from the general public and local health departments.

No AC Member will represent an organization currently receiving PHHSBG funds, pursuant to a contract that includes compensation for contracted services or membership on an advisory body or board of directors of the recipient agency. This guarantees a conflict of interest is non-existent and assures objective awarding of program funds.

B. Membership

The AC will be representative of the two different agencies receiving PHHSBG funds: CDPH and EMSA, as well as various community-based programs, local health departments, schools of public health, voluntary organizations and academia.

C. Vacancy/Nominations

Whenever a vacancy occurs, the CDPH PHHSBG Administration Team (PAT) will provide written notification to the PHHSBG AC and request nominations. CDPH and EMSA may also nominate a new AC Member whenever one of their representatives resigns.

D. Appointment

The AC will consider the nominations and vote on the candidates to fill open vacancies.

E. Terms

California PHHSBG AC Members shall serve of not less than three (3) years. This will allow a new member time to familiarize themselves with programs receiving PHHSBG funds within the priority areas; and assure continued knowledge of the California State Plan and Application.

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F. Chair

The Chief, Division of Chronic Disease and Injury Control, serves as the CDPH Director's designee, co-chairs the AC, and selects a co-chair. They jointly preside at meetings.

G. Meetings

Section 1905(b)(4) MEETINGS: requires that the AC meet not less than twice each year. An AC Meeting is conducted either in-person or by telephone/webinar approximately every six (6) months.

CDPH hosts two in-person meetings once a year. AC members and members of the public typically attend by telephone/webinar. A court reporter attends the meeting and transcribes the minutes. The PHHSBG Administration Team (PAT) notifies the AC and public of upcoming AC Meetings. PAT also shares the agenda and relevant material with the AC and members of the public, in advance of the meetings.

The first AC Meeting is to discuss the annual Draft Funding Allocations and obtain AC feedback; and the second is to approve the State Plan/Work Plan/Application for funding, see additional details below:

First Meeting: The AC reviews its Principles for Allocation. The AC makes a decision to utilize the existing Principles or revise them.

The PHHSBG Administrative Team (PAT) presents the proposed CDPH and EMSA Programs and respective Draft Funding Allocations to the AC. The AC will review the proposed Programs and Draft Funding Allocations and provide feedback. This may include recommending funding decreases or increases.

Second Meeting: PAT and PHHSBG Programs develop the State Plan. PAT shares it with the AC. The AC will review and approve the State Plan.

H. Excused Absences

AC Member attendance at meetings is important, as the AC provides feedback on proposed programs and Draft Funding Allocations; and approves the State Plan. The AC is an advisory role. Therefore, a quorum is not required. However, it is CDPH's Best Practice to have a quorum. AC Members should notify PAT of an absence within a reasonable amount of time.

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I. Public Hearing

PAT conducts an annual Public Hearing (PH) on the State Plan/Application in advance of the second AC Meeting. The PH provides the opportunity for public input on the State Plan/Application. This allows sufficient time to share any public comments with the AC and/or incorporate public comments into the State Plan.

J. Reimbursement

CDPH will reimburse each AC Member for travel and per diem expenses if/when they attend an in-person AC Meeting called by CDPH. The State Department of Personnel Administration governs the travel and per diem rates that apply to state employees and AC Members. The PAT will make travel arrangements, distribute a Travel Expense Claim with completion instructions, process the claims and submit them to the CDPH Accounting Office for reimbursement, and ensure the CDPH Accounting Office forwards the claims to the State Controller's Office for payment processing. PAT will check the status of payment if necessary.

K. Required Documentation

To facilitate processing of Travel Expense Claims, travelers must complete and submit the following forms to the PAT. E-mail them to [PHHSBG@cdph.ca.gov](mailto:PHHSBG@cdph.ca.gov):

1. Notarized Oath of Office and
2. Authorization to Use a Private Vehicle

L. Orientation Information

A new AC Member will receive the following information:

1. PHHSBG Overview
2. Copy of Title XIX – Block Grants, Part A-PHHSBG
3. Current Principles for Allocation of *California* PHHSBG Funds
4. California PHHSBG 2020 AC Members List
5. California PHHSBG PAT List
6. Copy of the current year California State Plan,
7. Oath of Office form,

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8. Authorization to Use a Private Vehicle form, and
9. CDPH Travel Expense Claim and guidelines.

The PAT will conduct an orientation teleconference/webinar for new members approximately two weeks after receipt of the aforementioned information. The purpose is to give new AC Members an opportunity to ask questions regarding the materials they received.