

**HIV Health Services Planning Council
Sacramento TGA**

POLICY AND PROCEDURE MANUAL

TABLE OF CONTENTS

SECTION	SECTION / POLICY TITLE	CURRENT VERSION
1	TABLE OF CONTENTS	
	Policy and Procedure Manual Contents	09/17/2025
2	PURPOSE, STRUCTURE & MEMBERSHIP	
	HIV Health Services Planning Council Overview	09/27/2023
	Committee Overviews	2025
	FY25 Council Membership Roster	09/17/2025
	FY25 Committee Chair Roster	09/03/2025
	FY25 Committee Rosters	2025
	FY25 Council and Committee Meeting Schedule	03/26/2025
	FY25 Sacramento Ryan White Service Provider Directory	03/12/2025
	FY25 Sacramento Ryan White Service Provider Profiles	03/12/2025
	FY25 Sacramento Ryan White Provider Service Matrix	03/12/2025
	2018 Planning Council Primer	2018
	Sacramento County Board Orientation	01/31/2024
3	LEGISLATION	
	Ryan White CARE Act	2009
	Brown Act Pamphlet 2003	2003
	Brown Act Legal Code	2004
	Brown Act Guide	2016
	Brown Act Summary	2022
4	BYLAWS and Directives	
	Current Bylaws	05/28/2025
	FY25 General Directives	03/26/2025
	FY25 Service Directives	03/26/2025
	COMMITTEE POLICIES & PROCEDURES	
5	EXECUTIVE COMMITTEE	
	EXEC 01 - Became AdAC 01	Inactive
	EXEC 02 – Council Decision Making	05/25/2022
	EXEC 03 – Member Recognition Policy	06/24/2020

6	GOVERNANCE COMMITTEE	
	GOV 01 – Committee Development, Organization and Appointment	05/28/2025
	GOV 02 – Policy and Procedure Manual	05/28/2025
	GOV 03 – Needs Assessment Work Group	Became NAC 01
	GOV 04 – Member Leave of Absence	Inactive
	GOV 05 – Grievance	06/22/2022
	GOV 06 – Conflict of Interest and Ethics	06/25/2025
	GOV 07 – Open Meeting Requirements	05/28/2025
	GOV 08 – Document Handling	Inactive
	GOV 09 – Member Reimbursement Policy	06/24/2020
	GOV 10 – Officer Elections	06/28/2023
	GOV 11 – Member Removal	06/25/2025
	GOV 12 – Policy Acknowledgement Form	03/23/2022
	GOV 13 – Public Information Policy	05/25/2022
	GOV 14 – Code of Conduct	03/23/2022
	GOV 15 – Conflict of Interest	03/23/2022
	GOV 16 – Council Staff Scope of Services	05/25/2022
7	ADMINISTRATIVE ASSESSMENT COMMITTEE	
	AdAC 01 – Administrative Assessment Committee	08/24/2022
8	AFFECTED COMMUNITIES COMMITTEE	
	ACC 01 – Statement of Values	08/27/2025
	ACC 02 – Consumer Rights and Responsibilities	04/24/2024
	ACC 03 – Community Outreach	08/27/2025
	ACC 04 – Community Forum Ground Rules	08/27/2025
	ACC 05 – Member Representation by Alternate	04/23/2025
	ACC 06 – Nominations of Members	08/26/2020
	ACC 07 – Annual Training Calendar	08/26/2020
	ACC 08 – Mentorship Program	08/26/2020

9	NEEDS ASSESSMENT COMMITTEE	
	NAC 01 – Needs Assessment Committee	09/05/2025
10	PRIORITIES AND ALLOCATIONS COMMITTEE	
	PAC 01 – Priority Setting & Resource Allocation Process	05/25/2022
	PAC 02 – General Policy Directives Regarding Reallocation of Ryan White Part A/B Funding	05/25/2022
	PAC 03 – Philosophies for Managing Scarcity	05/27/2020
11	QUALITY ADVISORY COMMITTEE	
	Universal Service Standards	05/25/2022
	SSC 01 – Medical Case Management Services	06/25/2025
	SSC 02 – Respite Services	Inactive – 06/22/2022
	SSC 03 – Dental Services	09/25/2024
	SSC 04 – Support Services	06/22/2022
	SSC 05 – Eligibility and Fees	05/25/2022
	SSC 06 – Substance Abuse Outpatient Services	06/22/2022
	SSC 07 – General Policy Directives for Ryan White Part A/B Services	Inactive
	SSC 08 – Child Care Services	09/25/2024
	SSC 09 – General Policy Directives for Apportionment of Part A/B Funding	Inactive – 03/28/2001
	SSC 10 – Utilities Assistance Services	Inactive - 05/27/2020
	SSC 11 – Medical Transportation Services	01/22/2025
	SSC 12 – Food Bank/Home Delivered Meals	12/11/2024
	SSC 13 – Complementary/Alternative Therapies Services	Inactive – 04/27/2011
	SSC 14 – Mental Health Services	12/11/2024
	SSC 15 – Housing Assistance Services	06/26/2024
	SSC 16 – Emergency Financial Assistance	06/26/2024
	SSC 17 – Psychosocial Support	06/22/2022
	SSC 18 – Medical Nutritional Therapy	02/26/2020
	SSC 19 – Outreach Services	06/22/2022
	SSC 20 – Health Education and Risk Reduction	05/25/2022
	SSC 21 – Non-Medical Case Management	05/25/2022
	SSC 22 – Health Insurance Premium and Cost-Sharing Assistance	06/22/2022
	SSC 23 – Substance Abuse – Residential	06/22/2022
	SSC 24 – Outpatient Ambulatory Care	06/25/2025

12	FORMS	
	Information Request Form	04/14/2022
	Membership Application	Version 2.20.25
	Annual Membership Conflict Declaration Form	2025
	Annual Member Policy Acknowledgement Form	2025
	Travel Reimbursement Form	2020
	Mileage Reimbursement Form	2025
	Form 700 Instructions	2024-2025
	Form 700 Statement of Economic Interests	2024-2025
	Form 700 Frequently Asked Question	2024-2025
13	MISCELLANEOUS	
	Roberts Rules of Order Motion List	05/24/2023
	Frequently Used Acronyms	
	2023 Options for HIV Resource Guide	11/2023
14	APPENDICES	
	Part A Application Memo	Annual
	FY22-26 Statewide Integrated HIV Surveillance, Prevention, and Care Plan Web Link	2022-2026