

**HIV Health Services Planning Council  
Sacramento TGA**

**POLICY AND PROCEDURE MANUAL**

**TABLE OF CONTENTS**

| SECTION  | SECTION / POLICY TITLE                                | CURRENT<br>VERSION |
|----------|-------------------------------------------------------|--------------------|
| <b>1</b> | <b>TABLE OF CONTENTS</b>                              |                    |
|          | Policy and Procedure Manual Contents                  | 09/17/2025         |
| <b>2</b> | <b>PURPOSE, STRUCTURE &amp; MEMBERSHIP</b>            |                    |
|          | HIV Health Services Planning Council Overview         | 09/27/2023         |
|          | Committee Overviews                                   | 2025               |
|          | FY25 Council Membership Roster                        | 09/25/2025         |
|          | 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         |
| <b>3</b> | <b>LEGISLATION</b>                                    |                    |
|          | Ryan White CARE Act                                   | 2009               |
|          | Brown Act Pamphlet 2003                               | 2003               |
|          | Brown Act Legal Code                                  | 2004               |
|          | Brown Act Guide                                       | 2016               |
|          | Brown Act Summary                                     | 2022               |
| <b>4</b> | <b>BYLAWS and Directives</b>                          |                    |
|          | Current Bylaws                                        | 05/28/2025         |
|          | FY25 General Directives                               | 03/26/2025         |
|          | FY25 Service Directives                               | 03/26/2025         |
|          | <b>COMMITTEE POLICIES &amp; PROCEDURES</b>            |                    |
| <b>5</b> | <b>EXECUTIVE COMMITTEE</b>                            |                    |
|          | EXEC 01 - Became AdAC 01                              | Inactive           |
|          | EXEC 02 – Council Decision Making                     | 05/25/2022         |
|          | EXEC 03 – Member Recognition Policy                   | 06/24/2020         |

|          |                                                              |               |
|----------|--------------------------------------------------------------|---------------|
| <b>6</b> | <b>GOVERNANCE COMMITTEE</b>                                  |               |
|          | 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    |
| <b>7</b> | <b>ADMINISTRATIVE ASSESSMENT COMMITTEE</b>                   |               |
|          | AdAC 01 – Administrative Assessment Committee                | 08/24/2022    |
| <b>8</b> | <b>AFFECTED COMMUNITIES COMMITTEE</b>                        |               |
|          | 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    |

|           |                                                                                          |                       |
|-----------|------------------------------------------------------------------------------------------|-----------------------|
| <b>9</b>  | <b>NEEDS ASSESSMENT COMMITTEE</b>                                                        |                       |
|           | NAC 01 – Needs Assessment Committee                                                      | 09/05/2025            |
| <b>10</b> | <b>PRIORITIES AND ALLOCATIONS COMMITTEE</b>                                              |                       |
|           | 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            |
| <b>11</b> | <b>QUALITY ADVISORY COMMITTEE</b>                                                        |                       |
|           | 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            |
|           | SSC 25 – Home & Community Based Health Services                                          | 09/24/2025            |
|           | SSC 26 – Linguistic Services                                                             | 09/24/2025            |
|           | SSC 27 – Other Professional Services                                                     | 09/24/2025            |

|           |                                                                                   |                 |
|-----------|-----------------------------------------------------------------------------------|-----------------|
| <b>12</b> | <b>FORMS</b>                                                                      |                 |
|           | 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       |
| <b>13</b> | <b>MISCELLANEOUS</b>                                                              |                 |
|           | Roberts Rules of Order Motion List                                                | 05/24/2023      |
|           | Frequently Used Acronyms                                                          |                 |
|           | 2023 Options for HIV Resource Guide                                               | 11/2023         |
| <b>14</b> | <b>APPENDICES</b>                                                                 |                 |
|           | Part A Application Memo                                                           | Annual          |
|           | FY22-26 Statewide Integrated HIV Surveillance, Prevention, and Care Plan Web Link | 2022-2026       |