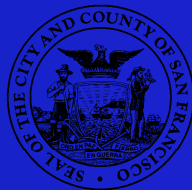


Review of HIV Prevention Planning Council Attendance Policies

Presentation to San Francisco HIV Prevention Planning Council

January 11, 2007



San Francisco Department of Public Health
AIDS Office
HIV Prevention Section

Overview of Presentation

- Review Parity, Inclusion and Representation goals of the HPPC
- Review role of an attendance policy
- Review current attendance policy
- Review the pros and challenges of attendance issues and strategies used by HPPC in the past year
- Review the analysis of past attendance policies
- Review of a proposed attendance policy and procedure for monitoring attendance
- Discussion: Questions and Answers

Goals of the HIV Prevention Planning Council (HPPC)

Parity: is “the condition whereby all members of the HPPC are provided opportunities for orientation and skill building to participate in the community planning process and to have equal voice in voting and other decision-making activities.”

Inclusion: is “the assurance that the views, perspectives, and needs of all affected communities are included and involved in a meaningful manner in the community planning process.”

Representation: is “the assurance that those who are representing a specific community truly reflect that community’s values, norms, and behaviors.”

Role of an attendance policy

Quotes from the web about attendance policies:

Work of group: *“Good attendance is vital to the organizational effectiveness. Whenever someone is absent the work load must be shifted to others or in some cases left until the person returns, frequent absences diminish the ability of the group to meet the goals.”*

UC Davis

Administering policy: *“Members are expected to attend meetings because they believe the quality and community of the group is important. However, we recognize that occasional absences cannot be avoided. [Our policy] is not intended to be threatening, but enable the committee to carry out the responsibility consistently and effectively.”*

Holland Chorale

Values of the group: *“Thanks for participating in the discussion about the attendance policy. The issue is a complicated one with many defensible positions, given the competing values at play.”*

Princeton Blog

Role of an attendance policy for a group process

Work of group: An attendance policy for a council is not intended to focus on or penalize the individual. The goal is to support the effectiveness of the group process. As a council, we are required to vote on items based on quorum. Frequent absences diminish the ability of the group to meet the goals or can stop the group from moving a process forward.

Administering policy: A good attendance policy should be easily understood and administered equally to all participants. A policy is not intended to be threatening, but enable the council and staff to carry out the policy fairly while promoting the responsibility consistently and effectively.

Values of the group: We need to acknowledge that there is no perfect policy and absences can be complicated and have many defensible positions, given the competing values at play.

The current attendance policy

The current attendance policy was voted on in March 2005 and applies to scheduled HPPC meeting and committee meetings.

A member is dismissed from the council if:

- a member is absent three times in a row (including HPPC and committee meetings);
- a member misses five HPPC and committee meetings in a calendar year.

Emeritus: A person may choose to become an “Emeritus Member.” An Emeritus Member continues to attend their assigned committee and HPPC, but does not have voting privileges.

How does this apply to the HPPC

Current number of Council meetings:

There are 12 HPPC meetings each year

Jan ~~Feb~~ Mar ~~Apr~~ May ~~Jun~~ ~~July~~ Aug Sept Oct Nov Dec

There are 10/11 committee meetings each year

Feb ~~Mar~~ ~~Apr~~ ~~May~~ Jun ~~July~~ ~~Aug~~ Sept ~~Oct~~ Nov (Dec)

Please note that meetings that are added or changed for scheduling purposes are not counted within the attendance policy

Pros and Challenges of attendance issues raised

Issue Raised	Pros	Challenges
Excused absences for PLWH/A	<p>Some feel this is culturally appropriate, given the council's work.</p> <p>This issue has been raised many times throughout the years, with the idea that as an HIV council we needed to acknowledge the role of HIV disease as a possible barrier to full participation. It then led the council to expand the same consideration for other health issues and then extended to partners and immediate and extended family.</p>	<p>The challenge is in balancing the value with Parity, Inclusion and Representation, which requires each member's participation so as to form a synergy of voices in the community.</p> <p>Also in regards to leave of absence, if a member took leave they are still a member of the council, meaning that the seat could not be filled until they returned.</p>
Excused absences for other health/medical issues		
Excused absences for people with partners LWH/A		
Excused absences for people with partners with other health/medical issues		
Leave of absence for people with partners LWH/A		
Leave of absence for people with partners with other health/medical issues		
Leave for Family issues		
Excused absence due to HIV related work.	<p>Allowed members working in the field an opportunity to miss meetings because it was related to HIV/Health Issues.</p>	<p>Many council members work in HIV, STD, Mental Health and other supportive services. This would allow all meetings to be excused.</p>
Excused absence due to health related work		
Excused absence	<p>It acknowledged that the council member made an effort to inform staff that they could not attend the meeting.</p>	<p>This would allow all meetings to be excused.</p>

Pros and Challenges of strategies used

Strategies	Pros	Challenges
Three consecutive absences	This has been part of the policy and procedures since 2000. The goal is that a person that misses three meetings in a row would not be aware of the action taken by the council and/or committee work.	A person that experiences a difficult time in a six-week period can be dismissed from the council.
Leave of absence (3 months)	Enabled people to take time off for personal or family issues, work related issues, or extended travel.	A three month leave of absence means a person can miss 6 meetings a year. If a person has already missed four meetings and then requests a leave, they can miss up to 10 meetings (5 months) in a calendar year and still be in good standing and the seat cannot be filled.
Emeritus Status	This model was adopted from the California Planning Group and allowed individuals who had experienced personal or work challenges to remain engaged with the council.	<p>Emeritus status does not fairly apply to all council members who wish to reapply to the HPPC. Members who become Emeritus after the new member recruitment and appointment cycle (August/September) must wait until the recruitment period in the following year to apply to the council.</p> <p>Also, feedback from individuals who have become “Emeritus” has shown that the person does not feel equally valued as a council member.</p>

Analysis of impact of HPPC attendance 2004-2006

2004

35 Members	Number of Meetings	Number of absences
HPPC	12	16 (45%) missed three or more meetings 8 of the 16 missed four or more meetings (ranging from 4-8)
Committee	11	22 (63%) missed three or more meetings
HPPC & Committee	23	13 (37%) missed three or more HPPC and Committee meetings

35 Members	Numbers of members	Notes
Leave of absence (3 month leave)	6	Of those who requested a leave of absence this year, the average absence before and after the leave were 10 absences. We did not count the 6 meetings they missed during their leave.
Resigned	6	Resigned for various reasons and absences range from none to seven.

Analysis of impact of HPPC attendance 2004-2006

2005

35 Members	Number of Meetings	Number of absences
HPPC	9	6 (17%) missed three or more meetings 1 of the 6 missed four meetings
Committee	9	3 (9%) 2 missed three and 1 missed 4
HPPC & Committee	18	4 (11%) missed more than 5 meetings

35 Members	Numbers of members	Notes
Resigned	7	3 Resigned in the beginning of the year 2 Resigned for various reasons and absences had less than 2 absences. 2 Resigned after having four absences and realizing that work conflict would lead to further absences.
Emeritus Status	2	Two individuals were offered and accepted Emeritus Status

Analysis of impact of HPPC attendance 2004-2006

2006

34 Members	Number of Meetings	Number of absences
HPPC	12	2 (9%) missed three meetings
Committee	10	4 (12%) missed three or more meetings
HPPC & Committee	22	3 (9%) 5 meetings or more

34 Members	Numbers of members	Notes
Resigned	9	3 Resigned in the beginning of the year (by March) 3 Resigned mid year for personal reasons and with only two absences 2 Resigned for various work at SFDPH 1 Resigned for personal reasons
Emeritus Status	1	One individual was offered and accepted Emeritus Status

Proposed attendance policy for HIV Prevention Planning Council (HPPC) members:

Members are required to attend monthly HPPC and assigned committee meetings at their scheduled dates and times.

An HPPC member whose failure to fulfill the attendance requirements listed below shall result in the member's automatic dismissal from the HPPC:

- A total of five (5) absences from monthly HPPC and committee meetings accrued in one calendar year;
- Three (3) consecutive HPPC meetings;
- Three (3) consecutive assigned committee meetings.

Excused Absence: An HPPC member may be excused from attending a council meeting or assigned committee meeting if they are sent to a conference, meeting and/or other activity assigned for on behalf of the HPPC.

Proposed process for informing HPPC member of attendance status

Attendance records shall be maintained for Council and committee meetings. A monthly report shall be provided to each council member. Council members with multiple absences shall receive warning letters through written communication to inform them of the status of their attendance.

Proposed process for informing HPPC member of attendance status

The following written communications will be provided for an individual with three (3) or more absences from HPPC and committee meetings accrued in one calendar year:

- a. After a member who has failed to attend three (3) HPPC and/or committee meetings in one year, the assigned HIV Prevention Section (HPS) staff person shall send him/her a written communication reminding the member of the attendance policy, and notify the steering committee;
- b. After a member has failed to attend four (4) regular meetings in one year, the assigned HPS staff person shall send him/her a written communication of warning that one more absence would result in dismissal, and notify the steering committee.
- c. After a member has failed to attend five (5) HPPC and or committee meetings in one year the assigned HPS staff person shall send him/her a written communication regarding dismissal from the council and notify the steering committee.

Proposed process for informing HPPC member of attendance status

The following written communication will be provided for an individual with two (2) or more consecutive HPPC full council meetings or two (2) or more consecutive committee meetings:

- a. After a member has failed to attend two (2) consecutive HPPC full council or committee meetings in one year, the assigned HPS staff person shall send him/her a written communication of warning that one more consecutive absence would result in dismissal, and notify the steering committee.
- b. After a member has failed to attend three (3) consecutive HPPC full council or committee meetings in one year, the assigned HPS staff person shall send him/her a written communication regarding dismissal from the council and notify the steering committee.

Proposed attendance policy for Community Committee Members:

Community members are required to attend regularly scheduled committee meetings at their scheduled dates and times.

A community member who fails to fulfill the attendance requirement listed below shall result in the community member's automatic removal from the committee:

- Any community member with a total of three (3) absences is subject to removal from the committee.

Proposed Process for Informing Community Committee Member of Attendance Status

Attendance records shall be maintained for committee meetings of the HPPC. The following written communications will be provided for a community member with two (2) or more absences from committee meetings:

- a. After a community member has failed to attend two (2) committee meetings in one year, the assigned HPS staff person shall send him/her a written communication of warning that one more absence would result in dismissal from the committee, and notify the steering committee.
- b. After a community member has failed to attend three (3) committee meetings in one year, the assigned HPS staff person shall send him/her a written communication regarding dismissal from the committee and notify the steering committee.

Discussion

Questions and Answers