

February 4, 2014

Dear HPPC members, HIV prevention providers, and community members & partners,

The Membership Working Group, under the guidance of the Executive Committee of the HIV Prevention Planning Council (HPPC), has opened a recruitment drive to fill three (3) available non-appointed seats. The HPPC strives for Parity, Inclusion, and Representation (PIR) among its members, seats will be filled during this recruitment cycle following the composition guidelines for non-appointed seats set by the Council. The focus of this recruitment effort is to engage members representing the following populations and/or expertise:

- Asian/Pacific Islander men who have sex with men,
- Transfemales, and
- Substance Use Policy Experience

Community members or stakeholders who live or work in San Francisco and represent any of the populations and/or expertise aforementioned are encouraged to apply.

The mission of the HPPC is to plan and prioritize HIV prevention efforts for the City and County of San Francisco within the existing policy environment, with the ultimate goal of eliminating new HIV infections in San Francisco. Given the fourth (4th) goal of the National HIV/AIDS Strategy of achieving a more coordinated response to the HIV epidemic, the HPPC is committed to expanding its efforts and support the planning and prioritization of HIV prevention, care, and treatment activities for the City and County of San Francisco.

The purpose of the HPPC is to support broad-based community and stakeholder participation in HIV prevention planning in order to prioritize populations and geographic areas heavily impacted by HIV, identify priority HIV prevention needs, ensure that resources are allocated appropriately, and identify gaps in the service delivery models.

The essential responsibilities of the HPPC members who fill non-appointed seats include the following:

- Attend all regular meetings of the HPPC and take part in at least one (1) working group and one (1) community engagement meeting each year;
- Prepare for all HPPC and working group meetings by reading the pre-meeting materials, including the minutes from the most recent meeting;
- Work with the health department to identify priority populations to receive HIV prevention services, based on a thorough review of the epidemiologic, evaluation, behavioral, and other data on San Francisco populations and communities;
- Review the jurisdictional HIV Prevention Plan;
- Keep informed about HIV prevention issues;
- Communicate respectfully with fellow Council members, the public, health department staff, and all others involved in the community planning process;
- Review the health department's Cooperative Agreement application to CDC for federal HIV prevention funds, including the proposed budget, and vote to send a letter of concurrence or non-concurrence; and
- Participate in at least 60% of the meetings as required by the attendance policy to remain in good standing

The Membership Working group will select applicants to be interviewed following the criteria outlined for non-appointed seats, including demographics, expertise, experience, enthusiasm, and commitment. Upon completion of the interview process, appointment recommendations will be made to the Executive Committee to approve the recommended list of new appointees. Health department staff, on behalf of the Executive Committee, will compile the recommended list of appointees and will forward that list to the Director of Health for final consideration and appointment to the HPPC. After being appointed, HPPC members are required to attend a Council Orientation.

You are invited (but not required) to include a resume, cover letter, biographical sketch, or other statement no more than two (2) pages in length that explains your interest in participating in the HPPC and your knowledge of and/or experience with HIV prevention. Please fax the completed application to “Attn: Betty Chan Lew” at (415) 431-7154, email it to betty.lew@sfdph.org, or mail it to:

Betty Chan Lew
 Community Health Equity and Promotion Branch
 San Francisco Department of Public Health
 25 Van Ness Avenue, Suite 500
 San Francisco, CA 94102

Deadline for submission of the completed application is 5:00 PM on February 14. Once completed, the application form and all attachments become public record. However, disclosure of personal information is not required and is completely voluntary. Information may also be verbally disclosed rather than written on the application form.

If you need more information or assistance completing the application, please contact Betty Chan Lew at (415) 437-6216. For more information, you can visit the [HPPC page](#) in the sfhiv.org website.

Thank you,
 The Membership Working Group

Recruitment Timeline

February 4 - 14	Recruitment period.
February 18 & 21	Set up interview appointments with applicants.
February 24 – 28	Interview applicants.
February 28	Interview panel approves/recommends appointments to Executive Committee.
March 3	Executive Committee makes recommendations to the Director of the Health Department.
March 7	Notify candidates of their appointment.
March 10-12	New member orientation.
March 13	New members attend Council meeting as provisional members.
May 8	New members seat as voting members at this meeting.