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2 **TRI-COUNTY RYAN WHITE TITLE I STEERING COMMITTEE**
3 **OPERATING PRINCIPLES**
4 (Adopted 4/3/03)
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7 **ARTICLE I – DESCRIPTION OF THE STEERING COMMITTEE**
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9 **Section 1. Name.** The entity conducting service planning and priority-setting in Putnam,
10 Rockland and Westchester Counties (“Tri-County” or “Tri-County region”) for funding received
11 under Title I of the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act of
12 1990, as amended in 1996 and 2000, shall be named the Tri-County Ryan White Title I Steering
13 Committee (“Steering Committee” or “the Committee”).
14

15 **Section 2. Staffing.** As the official “grantee” agency responsible for administering the Ryan
16 White Title I funding in the Tri-County region, the Westchester County Department of Health
17 (“WCDOH”), through the WCDOH Commissioner (“the Commissioner”) or his designees, shall
18 staff the Steering Committee.
19

20 **Section 3. Duties.** The duties of the Steering Committee shall include but not be limited to:

- 21
22 a) establishing priorities for the allocation of funds as provided by Title I of the Ryan
23 White CARE Act of 1990, as amended in 1996 and 2000 and as may be amended
24 from time to time or superseded by a new law;
25
26 b) developing a recommended comprehensive plan for the organization and delivery of
27 HIV-related health and human services in the Tri-County region that is compatible
28 with all existing State and local plans regarding the provision of health and human
29 services to individuals with HIV disease and all laws and regulations regarding
30 discrimination in the provision of those services;
31
32 c) assessing, monitoring and making recommendations to the Commissioner or his/her
33 designee(s) regarding rapidly allocating funds to the areas of greatest need within the
34 Tri-County region; and
35
36 d) monitoring and making recommendations to the Commissioner or his/her designee(s)
37 regarding departmental compliance with the priorities established by the Steering
38 Committee.
39

40 Steering Committee determinations shall be submitted, when applicable, to the HIV
41 Health and Human Services Planning Council of New York through the WCDOH and the
42 Steering Committee’s representatives on the Planning Council.
43

44 The Steering Committee may assume additional responsibilities from time to time as
45 proposed by the Commissioner or his/her designees.
46

47 **Section 4. Duration.** The Steering Committee shall remain in existence to discharge its duties
48 for as long as the Tri-County region continues to receive Ryan White Title I funding or for
49 additional time as the Commissioner may propose and its membership may agree.
50
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2 **ARTICLE II – MEMBERSHIP OF THE STEERING COMMITTEE**
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4 **Section 1. Membership.** The Committee shall include a minimum of twenty-five (25) and a
5 maximum of thirty-five (35) voting members, and an unspecified number of non-voting ex-
6 officio members. The Committee shall include in its voting membership at least one (1)
7 representative from each of the following categories:
8

- 9
- 10 • affected communities, including individuals with HIV disease;
 - 11 • health care providers;
 - 12 • community-based and AIDS service organizations;
 - 13 • social service providers, including housing/homeless services providers;
 - 14 • substance use service providers;
 - 15 • mental health care providers;
 - 16 • local public health agencies;
 - 17 • grantees under other federal HIV programs;
 - 18 • Lower Hudson Ryan White Title II Network;
 - 19 • New York state government; and
 - 20 • each of the county governments of Putnam, Rockland and Westchester.

21 To the maximum extent possible the membership of the Steering Committee shall represent
22 the demographics of the communities affected by the HIV epidemic in the Tri-County region and
23 the organizations and entities involved in financing and delivering health care and support
24 services in the region.
25

26 Representation from each of the three counties shall be proportional to the latest available
27 data on the number of persons living with AIDS in each county. “At-large” Tri-County seats
28 shall count towards meeting such proportions.
29

30 A minimum of thirty-three (33) percent of Committee membership shall be comprised of self-
31 identified people with HIV/AIDS.
32

33 **Section 2. Appointments.** All Steering Committee members, including any non-voting ex-
34 officio members, shall be appointed by the Commissioner.
35

36 **Section 3. Duration of Membership.** All voting members shall serve a maximum of two (2)
37 consecutive three (3)-year staggered terms beginning on September 1 of each year with the
38 exception of the four government representatives and persons with HIV/AIDS who shall serve
39 without term limits.
40

41 **Section 4. Alternates.**
42

43 a.) **All Committee Members.** Each voting member of the Steering Committee may, in
44 writing, designate a voting alternate, subject to the approval of the Commissioner, to serve and
45 vote in the member’s absence. The alternate must be representative of the same membership
46 category in Article II, Section 1 for which the original member was appointed. The alternate’s
47 participation shall not count towards the attendance record of the original member being
48 represented.
49

1 b.) **Individuals with HIV Disease.** In the event a member with HIV/AIDS becomes
2 unable to complete his/her term on the Steering Committee, the designated alternate will assume
3 that member's seat until the original member's term expires or until a permanent replacement is
4 appointed by the Commissioner, whichever occurs first.

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6 **ARTICLE III - REPLACEMENT OF MEMBERS**

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8 **Section 1. Cause for Replacement of Member.**

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10 a) **Change in Position.** At such time as a member of the Steering Committee changes
11 his/her professional responsibilities so that he/she no longer represents the membership category
12 for which he/she was originally appointed, that member may be reassigned to represent another
13 constituency in Article II, Section 1, if applicable, or be dismissed by the Commissioner and
14 his/her seat shall be filled in accordance with the provisions contained herein.

15
16 b) **Absences.** If any member of the Steering Committee fails to attend either three (3)
17 consecutive regularly scheduled meetings or fifty (50) percent of the meetings in any twelve (12)-
18 month period, without valid and sufficient reason being given, the Steering Committee may, by
19 majority vote at any regularly scheduled meeting, recommend to the Commissioner that the
20 member be removed.

21
22 c) **Resignation.** A member of the Steering Committee may resign at any time by
23 written notice, delivered in person, or sent by mail to the Commissioner or his/her designee(s).
24 Any such resignation shall take effect at the time specified in the notice, or if not specified,
25 immediately upon receipt of the notice.

26
27 d) **Removal for Cause.** Recommendation to the Commissioner for the removal of a
28 member "for cause," other than for excessive absence, shall require a two-thirds vote at any
29 regularly scheduled meeting of the Steering Committee with no fewer than seven (7) calendar
30 days prior notice that the agenda item will be discussed.

31
32 **Section 2. Procedures for Replacement.** No later than sixty (60) calendar days before end-term
33 vacancies occur, or in the event of a mid-term vacancy, the Commissioner or his/her designee(s)
34 shall conduct an analysis of the composition of the Steering Committee with regard to
35 representation of its membership categories. The findings shall be reported to the Steering
36 Committee in order to develop solicitation guidelines for new applicants who must satisfy the
37 relevant qualifying criteria to fulfill the represented categories specified in Article II, Section 1.

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39 **ARTICLE IV - STEERING COMMITTEE MEETING OPERATIONS**

40
41 **Section 1. Administration.** The Steering Committee shall be facilitated by a WCDOH
42 administrator appointed by the Commissioner who shall call meetings, develop agendas and
43 preside at Committee meetings.

44
45 **Section 2. Meetings.** The Steering Committee shall meet at least nine (9) times in every
46 calendar year, and at least once during each quarter of the year. Notice of meeting date, time and
47 place shall be provided in writing to each member of the Committee not less than seven (7)
48 calendar days prior to each meeting. Emergency meetings may be called with no less than three
49 (3) business days prior notice by telephone, fax or e-mail.

1 Steering Committee meetings shall be open to the public. Reasonable efforts shall be
2 made to ensure that notice of the scheduled meetings of the Steering Committee is available to
3 interested members of the public.
4

5 The rules contained in Robert’s Rules of Order, Newly Revised, shall govern meetings of
6 the Steering Committee whenever they are applicable and not inconsistent with these Operating
7 Principles.
8

9 **Section 3. Quorum.** A quorum of the Steering Committee shall be fifty (50) percent plus one
10 person of the Committee’s voting membership. Once a quorum is present at any meeting, the
11 Committee may proceed to transact all business. At any time during a meeting, a member of the
12 Committee may request that a quorum count be taken.
13

14 All members of the Steering Committee who are present may vote on any matter before
15 the Committee, except as otherwise provided in the Operating Principles. Votes must be made in
16 person rather than by proxy. A matter must receive a majority of the votes of those present and
17 voting in order to pass. Each voting member of the Committee shall be entitled to one (1) vote
18 with exception of the WCDOH administrator who may only vote in instances to break a tie.
19

20 **ARTICLE V - COMMITTEES**

21

22 **Section 1. General.** The Steering Committee may establish standing and ad hoc committees and
23 work groups and recommend the size, composition and chairs of each to be appointed by the
24 WCDOH administrator, unless otherwise indicated in these Operating Principles. Subject to the
25 descriptions of the committees contained in these Operating Principles and any limitation
26 provided by law, each committee will have the authority and responsibilities, and be subject to
27 the restrictions, if any, that are determined by the Steering Committee. Each committee shall
28 maintain minutes of its proceedings and shall report to the Steering Committee as required by the
29 Committee.
30

31 **Section 2. Standing Title I Service Committees.** There shall be the following standing
32 committees of the Steering Committee which shall make planning recommendations to the
33 Committee in their respective areas of expertise:
34

- 35 a) Health Services Committee, and
- 36 b) Housing Committee.
37

38 **Section 3. Title II Committees and Network.** The Title I Steering Committee shall receive
39 planning recommendations from the following Title II planning bodies in their respective areas of
40 expertise:
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- 42 a) Case Management Committee;
- 43 b) Mental Health/Substance Use Committee;
- 44 c) Steering Committee; and
- 45 d) general Network membership.
46

47 **Section 4. Advisory group of people with HIV/AIDS.** There shall be an advisory group of
48 people living with HIV/AIDS, comprised of Steering Committee members, their alternates, and
49 other non-Steering Committee members living in the Tri-County Region, which will provide
50 planning input from the consumer’s perspective.
51

1 **Section 5. Subcommittees.** The chair(s) of each Title I Service Committee may appoint such
2 subcommittees of his/her committee as shall be necessary to carry out the work of the committee.

3
4 **ARTICLE VI - CONFLICTS OF INTEREST**

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6 **Section 1. General Rules.** The rules contained in this section apply to all Steering Committee
7 members, members of committees, subcommittees, task forces and advisory groups, staff
8 members, contractors, and consultants to the Steering Committee, all of whom shall be referred to
9 as Steering Committee members for the purposes of this section.

10
11 a) No Committee member shall use his or her relationship with the Steering
12 Committee for private gain;

13
14 b) Whenever any matter arises with respect to which a Steering Committee member
15 either has a conflict of interest or has any question about the existence of a conflict, he/she shall
16 make full disclosure of such conflict or possible conflict before the matter in question is
17 discussed;

18
19 c) Persons who have conflicts of interest as defined herein may participate in the
20 discussion of the matter in question, but shall not vote on that matter if it solely affects either the
21 individual member or an entity with which the individual member has a conflict;

22
23 d) For purposes of this paragraph, conflict of interest shall be defined as a direct
24 financial or fiduciary interest, which shall include, without limitation, ownership, employment,
25 contractual, creditor, or consultative relationship to, or board or staff membership in, an entity or
26 individual, or in a substantial affiliate of such an entity including any such interest that existed at
27 any time during the twelve (12) months preceding the vote, with respect to which a vote is to be
28 taken.

29
30 **ARTICLE VII - AMENDMENT**

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32 These Operating Principles may be amended by a majority vote of the Steering
33 Committee members present and voting at any meeting at which a quorum is present, provided
34 that notice of the proposed amendment shall have been presented in writing to the Steering
35 Committee members no later than two (2) weeks prior to such meeting of the Committee.