



## ***OPERATING POLICIES & PROCEDURES (OPPs)*** **RESEARCH & EVALUATION COMMITTEE**

### **I. GOALS**

To gather and analyze data for the development, implementation, and continual improvement of the Ryan White program in the Newark EMA.

To evaluate the functioning of the Administrative Mechanism to rapidly allocate Ryan White funds to areas of greatest need.

### **II. OBJECTIVES**

- 1) To develop/update an annual epidemiological profile of PLWHA in the EMA, including its counties, five largest cities, newly-diagnosed PLWHA, trends and changes.
- 2) To complete an annual Needs Assessment using sound research methodology to identify HIV/AIDS related needs as well as gaps in the current service delivery system.
- 3) To present the findings of the Needs Assessment and other research activities to the Planning Council, Comprehensive Planning Committee, and other committees for use in comprehensive planning, service prioritization, and resource allocation.
- 4) To evaluate/assess the efficiency of the Administrative Mechanism in rapidly allocating funds.
- 5) To review data on quality improvement/management programs. To conduct training (as needed) for committee members on QI/QM.
- 6) To participate in the development and update of the Statewide Coordinated Statement of Need (SCSN) to ensure that services within the NEMA are coordinated with state-identified needs.
- 7) To assist Planning Council in disseminating research findings to the community.

### **III. MEMBER PROFILE**

The committee members should reflect fair and equal representation from the five counties of Essex, Union, Morris, Sussex and Warren, including representatives from the HIV/AIDS infected and affected communities within those counties. The Research & Evaluation Committee will be comprised of a minimum of seven (7) committee members.

### **IV. MEMBERSHIP**



- 1) All prospective committee members must complete a standard Council Committee application and submit it to Support Staff. Support Staff will forward the application to the Committee Chairperson for review. With the recommendation of the committee chair, applications will be voted on at a committee meeting.
- 2) A member in good standing is a member with an application on file and who has not missed (this includes both excused and unexcused absences) 3 or more consecutive regularly scheduled meetings, or fifty percent (50%) of the regularly scheduled meetings in any six (6) month period. The Committee secretary, in conjunction with Support Staff, is responsible for maintaining committee attendance records. In the event a committee member misses 3 or more consecutive meetings, the chairperson will be informed, and the member notified that they are no longer in good standing. The Committee chairperson, in consultation with the member, will decide whether the member will re-commit and re-apply to the committee or resign.
- 3) There will be an open application process by which the committee will accept membership applications on an ongoing basis.

## **V. COMMITTEE LEADERSHIP AND ROLES OF OFFICERS**

The committee will have a Chair, Vice-Chair and Secretary to guide its work. The Planning Council Chairperson will appoint the Committee Chair. The Committee Vice-Chair and Secretary will be voted in by the full committee membership.

The Committee Chair is responsible for working with staff, ensuring agendas are completed on time, and minutes are accurate and completed in a timely manner. Support staff will work with the Committee Chair and Secretary to write, distribute, and maintain Committee agendas and minutes. Support Staff will be responsible for the maintenance of up-to-date committee membership lists. The Chair is also responsible for providing monthly reports to the full Planning Council during "Committee Reports" section of the Council's agenda.

In the absence of the Chair, the Vice Chair will conduct meetings. In the absence of both the Chair and Vice Chair, the Secretary will conduct meetings.

## **VI. CONDUCTING BUSINESS**

The Committee will establish a calendar of monthly meetings. In the event that a monthly meeting is cancelled, business will be tabled to the next monthly meeting.

The Committee Chairperson has the option of canceling meetings (e.g. due to lack of business or expected poor attendance).



**Office of Planning Council Support**  
United Way of Greater Union County  
33 West Grand Street Elizabeth, NJ 07202  
Phone Number: 908-353-7171 Fax: 908-353-6310  
[www.nemaplanningcouncil.org](http://www.nemaplanningcouncil.org)



Committee meetings will follow an adaptation of parliamentary procedures as indicated by the Chairperson. In the event of disagreement on how the meeting should be conducted, Roberts Rules of Order will take precedence.

Committee meetings will be audio-recorded to facilitate the preparation of meeting minutes by Support Staff.

All Committee meetings shall be open to the public for observation. Committees must entertain public comment during a "Public Testimony" section of the agenda. The Committee Chair before the next scheduled meeting, if deemed necessary and appropriate, must make responses to public testimony in writing. Individuals will be allowed 3 minutes and groups 5 minutes for public testimony.

## **VII. DECISION MAKING PROCESS**

Quorum voting will take place with 50% + 1 of eligible voting committee members present. All Committee members in good standing are eligible to vote except the Committee Chair. The Chair is not eligible to vote, unless there is a tie, but is eligible to participate in discussion.

There will be no proxy votes in absentia. Alternates are not allowed.

All Committee decisions will be brought forward to the full Council as recommendations for action, which must be approved and voted on by the Council membership.

## **VIII. GRIEVANCE AND COMPLAINTS**

Complaints/grievances related to the Research & Evaluation Committee or committee meetings should, initially, be brought to the attention of the Committee Chair or the Planning Council Support Staff as an informal complaint. The REC Chair then has 30 days to respond to the complaint.

If the complainant feels that their issue was not properly dealt with informally, they may submit a letter to the Planning Council Support Staff. This letter should state that it is a formal letter of complaint, it should also outline the nature of the complaint and steps undertaken to solve it thus far. The Planning Council Support Staff must forward this letter to the Planning Council Chair within five working days. The REC Chair then has 30 days to respond to the written complaint.

If still unsatisfactorily resolved, the issue will be referred to the Planning Council.