



Membership & Community Engagement (MCE) Committee 2026 Workplan and Meeting Schedule

PURPOSE

To identify and organize the activities and priorities the Membership & Community Engagement (MCE) Committee (fka Operations Committee) will lead and advance during the Ryan White Program Year March 1, 2026 – February 28, 2027, in alignment with the Commission’s restructured governance model, adopted Bylaws, and integrated HIV planning responsibilities. *The 2026 Workplan and Meeting Calendar are subject to change.*

CRITERIA

Activities included in this workplan are selected based on their ability to:

1. Reflect the core governance, membership, and community engagement functions of the Commission and the MCE Committee;
2. Support and inform the jurisdiction’s Integrated HIV Prevention and Care Plan and related needs assessment activities; and
3. Align with COH staff and member capacity, recognizing realistic commitments and a bi-monthly meeting schedule.

CORE COMMITTEE RESPONSIBILITIES

The Membership & Community Engagement (MCE) Committee is responsible for:

1. Developing, conducting, and overseeing ongoing orientation, training, leadership development, and mentorship activities for Commissioners, Committee-only members, and the public related to the Commission, integrated HIV planning, and HIV service systems;
2. Reviewing, recommending, and supporting the implementation of Commission membership-related policies and procedures, including those required by the restructured Bylaws;
3. Coordinating ongoing community outreach, public awareness, and engagement activities to support transparency, participation, and meaningful community involvement in Commission work;



4. Leading recruitment, screening, scoring, and evaluation of applications for Commission membership and recommending nominations in accordance with the Open Nominations Process; and
5. Supporting and guiding community-informed needs assessment and engagement activities in coordination with the Planning, Priorities & Allocations (PP&A) Committee as part of the Integrated HIV Prevention and Care Plan.

ACRONYMS

<ul style="list-style-type: none"> • COH: Commission on HIV • DHSP: Division on HIV and STD Programs • BOS: Board of Supervisors • HRSA: Health Resources and Services Administration • MCE: Membership and Community Engagement Committee • PP&A: Planning, Priorities, and Allocations Committee • SBP: Standards and Best Practices Committee 	<ul style="list-style-type: none"> • EO: Executive Office • CDPH OA: California Department of Public Health, Office of AIDS • PSRA: Priority Setting and Resource Allocation • RWHAP: Ryan White HIV/AIDS Program • MAI: Minority AIDS Initiative • PY: Program Year (e.g. PY37)
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#	Objective	Lead Committee	Partners Needed	Timeline	Notes/Comments
1	Develop and conduct Commissioner Orientation & Mandatory Training	MCE	All Committees and Caucuses	Ongoing	
2	Develop, review, and implement COH Policies and Procedures, revise as needed.	MCE	Executive	Ongoing	Approval process from MCE to EC to COH
3	Develop and implement Mentorship Program	MCE	All committees and caucuses	Ongoing	
4	Review membership participation and attendance	MCE	Executive	Quarterly	
5	Coordinate outreach/public awareness efforts to educate and engage the community about the Commission and promote access to HIV prevention, care, and support services.	MCE	All committees and caucuses	Ongoing	
6	Ensure COH membership and recruitment align with all federal requirements	MCE	All committees and caucuses	Ongoing	



7	Identify and pursue additional funding to support the Commission’s special initiatives and operational needs.	MCE	Executive	Ongoing	
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2026 MEMBERSHIP & COMMUNITY ENGAGEMENT (MCE) COMMITTEE MEETING CALENDAR

MONTH	KEY ACTIVITIES
April 23, 2026 10am-12pm	<ul style="list-style-type: none"> • Open nominations for co-chairs • Conduct committee orientation training • Review 2026 committee workplan • Adopt 2026 committee meeting calendar • Review training and mentorship framework & curriculum • Discuss/develop/implement recruitment strategy to fill vacant seats • Review Caucuses roles and responsibilities and provide oversight and guidance to ensure alignment with Commission priorities, community engagement goals, and integrated planning activities
June 25, 2026 10am-12pm	<ul style="list-style-type: none"> • Elect co-chairs • Identify priority COH policy and procedures for review and revision • Finalize training and/or mentorship framework & curriculum • Review member attendance report and member PIR composition • Discuss/develop/implement recruitment strategy to fill vacant seats • Coordinate outreach/public awareness efforts to educate and engage the community about the Commission and promote access to HIV prevention, care, and support services, e.g., leverage USCHA Conference held in Anaheim • Coordinate with the PP&A Committee to support community engagement activities related to the Integrated Plan needs assessment • Receive updates from Caucuses and provide oversight and guidance to ensure alignment with Commission priorities, community engagement goals, and integrated planning activities.
August 27, 2026 10am-12pm	<ul style="list-style-type: none"> • Review and approve priority COH policy and procedure updates • Review member attendance report and member PIR composition • Support needs assessment engagement; coordinate with PP&A • Begin outlining mentorship program goals, structure, and scope



	<ul style="list-style-type: none">• Discuss/develop/implement recruitment strategy to fill vacant seats• Coordinate outreach/public awareness efforts to educate and engage the community about the Commission and promote access to HIV prevention, care, and support services, e.g., leverage USCHA Conference held in Anaheim• Receive updates from Caucuses and provide oversight and guidance to ensure alignment with Commission priorities, community engagement goals, and integrated planning activities.
October 22, 2026 10am-12pm	<ul style="list-style-type: none">• Review member attendance report and member PIR composition• Review and approve priority COH policy and procedure updates• Continue developing/refining mentorship program goals, structure, and scope• Coordinate with other Committees to support planning and preparation for the Annual Meeting to be held in February 2027• Discuss/develop/implement recruitment strategy to fill vacant seats• Coordinate outreach/public awareness efforts to educate and engage the community about the Commission and promote access to HIV prevention, care, and support services• Receive updates from Caucuses and provide oversight and guidance to ensure alignment with Commission priorities, community engagement goals, and integrated planning activities.
November 2026 **CANCELED**	Limited committee activity in recognition of the holiday period to support internal planning, policy development, and preparation for year-end review activities.
December 2026 **CANCELED**	No committee meeting scheduled to support year-end administrative close-out, planning, and preparation activities led by staff and Commission leadership.



<p>January 28, 2027 10am-12pm</p>	<ul style="list-style-type: none">• Review member attendance report and member PIR composition• Review the COH Bylaws and associated policies to identify any recommended updates or clarifications• Review and assess the committee’s yearlong activities and deliverables to identify key lessons learned and draft initial observations and highlights for the next year’s workplan and the COH’s Annual Report• Coordinate with other Committees to support planning and preparation for the Annual Meeting to be held in February• Discuss/develop/implement recruitment strategy to fill vacant seats• Coordinate outreach/public awareness efforts to educate and engage the community about the Commission and promote access to HIV prevention, care, and support services• Receive updates from Caucuses and provide oversight and guidance to ensure alignment with Commission priorities, community engagement goals, and integrated planning activities
<p>February 25, 2027 10am-12pm</p>	<ul style="list-style-type: none">• Draft 2027-28 committee workplan and meeting calendar• Translate lessons learned into priorities and recommendations for the upcoming Program Year workplan• Confirm recommended Bylaws or policy updates to advance for Commission consideration, as appropriate• Align membership, training, mentorship, and community engagement activities with upcoming Program Year priorities• Finalize and submit committee contributions, recommendations, and highlights for inclusion in the COH’s Executive Office (EO) BOS Annual Report