



## Membership & Community Engagement (MCE) Committee 2026 Workplan

### 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.*

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### 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.
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### 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"> <li>• <b>COH:</b> Commission on HIV</li> <li>• <b>DHSP:</b> Division on HIV and STD Programs</li> <li>• <b>BOS:</b> Board of Supervisors</li> <li>• <b>HRSA:</b> Health Resources and Services Administration</li> <li>• <b>MCE:</b> Membership and Community Engagement Committee</li> <li>• <b>PP&amp;A:</b> Planning, Priorities, and Allocations Committee</li> <li>• <b>SBP:</b> Standards and Best Practices Committee</li> </ul>	<ul style="list-style-type: none"> <li>• <b>EO:</b> Executive Office</li> <li>• <b>CDPH OA:</b> California Department of Public Health, Office of AIDS</li> <li>• <b>PSRA:</b> Priority Setting and Resource Allocation</li> <li>• <b>RWHAP:</b> Ryan White HIV/AIDS Program</li> <li>• <b>MAI:</b> Minority AIDS Initiative</li> <li>• <b>PY:</b> Program Year (e.g. PY37)</li> </ul>
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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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SUBJECT TO CHANGE