



## 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"> <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>
--	--

#	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	
---	---	-----	-----------	---------	--

### 2026 MEMBERSHIP & COMMUNITY ENGAGEMENT (MCE) COMMITTEE MEETING CALENDAR

MONTH	KEY ACTIVITIES
<p><b>March 26, 2026</b> <b>10am-12pm</b></p>	<ul style="list-style-type: none"> <li>• Open nominations for co-chairs</li> <li>• Conduct committee orientation training</li> <li>• Review 2026 committee workplan</li> <li>• Adopt 2026 committee meeting calendar</li> <li>• Review Caucuses roles and responsibilities and provide oversight and guidance to ensure alignment with Commission priorities, community engagement goals, and integrated planning activities.</li> </ul>
<p><b>April 23, 2026</b> <b>10am-12pm</b></p>	<ul style="list-style-type: none"> <li>• Elect co-chairs</li> <li>• Review training and mentorship framework &amp; curriculum</li> <li>• Identify priority COH policies and procedures for review or revision</li> <li>• Coordinate outreach/public awareness efforts to educate and engage the community about the Commission and promote access to HIV prevention, care, and support services</li> <li>• Receive updates from Caucuses and provide oversight and guidance to ensure alignment with Commission priorities, community engagement goals, and integrated planning activities.</li> </ul>
<p><b>June 25, 2026</b> <b>10am-12pm</b></p>	<ul style="list-style-type: none"> <li>• Review and approve priority COH policy and procedure updates</li> <li>• Finalize training and/or mentorship framework &amp; curriculum</li> <li>• Review member attendance report and member PIR composition</li> <li>• 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</li> <li>• Coordinate with the PP&amp;A Committee to support community engagement activities related to the Integrated Plan needs assessment</li> <li>• Receive updates from Caucuses and provide oversight and guidance to ensure alignment with Commission priorities, community engagement goals, and integrated planning activities.</li> </ul>



<p><b>August 27, 2026</b> <b>10am-12pm</b></p>	<ul style="list-style-type: none"><li>• Review and approve priority COH policy and procedure updates</li><li>• Review member attendance report and member PIR composition</li><li>• Support needs assessment engagement; coordinate with PP&amp;A</li><li>• Begin outlining mentorship program goals, structure, and scope</li><li>• 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</li><li>• Receive updates from Caucuses and provide oversight and guidance to ensure alignment with Commission priorities, community engagement goals, and integrated planning activities.</li></ul>
<p><b>October 22, 2026</b> <b>10am-12pm</b></p>	<ul style="list-style-type: none"><li>• Review member attendance report and member PIR composition</li><li>• Review and approve priority COH policy and procedure updates</li><li>• Continue developing/refining mentorship program goals, structure, and scope</li><li>• Coordinate with other Committees to support planning and preparation for the Annual Meeting to be held in February 2027</li><li>• Coordinate outreach/public awareness efforts to educate and engage the community about the Commission and promote access to HIV prevention, care, and support services</li><li>• Receive updates from Caucuses and provide oversight and guidance to ensure alignment with Commission priorities, community engagement goals, and integrated planning activities.</li></ul>
<p><b>November 2026</b> <b>**CANCELED**</b></p>	<p>Limited committee activity in recognition of the holiday period to support internal planning, policy development, and preparation for year-end review activities.</p>
<p><b>December 2026</b> <b>**CANCELED**</b></p>	<p>No committee meeting scheduled to support year-end administrative close-out, planning, and preparation activities led by staff and Commission leadership.</p>



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

SUBJECT TO CONFIRMATION