



AGENDA STAFF REPORT

Control: 26001538

MEETING DATE: 08/25/2026
LEGAL ENTITY TAKING ACTION: Board of Supervisors
BOARD OF SUPERVISORS DISTRICT(S): All Districts
SUBMITTING AGENCY/DEPARTMENT: Health Care Agency
DEPARTMENT CONTACT PERSON(S): Veronica Kelley, 714-834-7024
Jennifer Sarin, 714-834-4099

SUBJECT: Amend Bylaws of the Orange County HIV Planning Council

CEO CONCUR

Concur

COUNTY COUNSEL REVIEW

No Legal Objection

CLERK OF THE BOARD

CONSENT CALENDAR

3 Votes Board Majority

Budgeted: N/A

Current Year Cost: N/A

Annual Cost: N/A

Staffing Impact: No

Sole Source: No

Current Fiscal Year

Funding Source: N/A

County Audit in Last 3

Revenue: N/A

years: No

Levine Act Review

Completed? N/A

Prior Board Action: 7/26/2022 #2, 12/8/2020 #4, 8/28/2018 #2

RECOMMENDED ACTION(S):

Approve and adopt the revised Bylaws of the Orange County HIV Planning Council that amend:

- Article 1, Section 1(B), changing mailing address to reflect the Health Care Agency headquarters in Santa Ana, CA
- Article IV, Section 1, removed reference to affiliate non-voting members, which is no longer active, and added description of an Unaligned Consumer for clarity
- Article IV, Section 5(B), removed reference to affiliate members
- Article IV, Section 6(B), revised to include term limits
- Article IV, Section 6(E), revised to reference new language of Article IV, Section 6(B)
- Article IV, Section 7, revised absence notification timeline
- Article V, Section 3, removed reference to affiliate members
- Article VI, Section 1(D), removal of restrictions related to Council members who may serve as Chairperson or Vice-Chairperson

SUMMARY:

Approval and adoption of the revised Bylaws will reflect Health Services Administration (HRSA) guidance for membership term limits, remove references for affiliate membership, and clarify eligibility for Chairperson and Vice-Chairperson.

BACKGROUND INFORMATION:

The Orange County (OC) Human Immunodeficiency Virus (HIV) Planning Council (Council), composed of up to 27 members, as required by federal legislation under the Health Resources and Services Administration (HRSA) Ryan White Act Part A Grant Program (Ryan White), is an appointed planning body by your Honorable Board of Supervisors (Board). The duty of the Council is to work in partnership with affected communities, service providers, philanthropists, and public health professionals, to support an accessible, competent continuum of HIV prevention and care services that promote optimal health, foster self-sufficiency, reduce barriers and result in a community where new HIV infections are rare.

The Board approved the initial Bylaws of the OC HIV Council in 1992. Over the past 35 years, the Board has reviewed and approved subsequent revisions to the Bylaws with the most recent Board approved revisions noted below.

Board Date	Revision/Amendment	Board Action
August 28, 2018	Revised to include federally mandated membership categories	Board Approved
December 8, 2020	Revised language on membership seats, delegation assignment, term dates, vacancies and meetings	Board Approved
July 26, 2022	Revised to conform with the Board of Supervisors' Boards, Commissions, and Committees template	Board Approved

On July 8, 2026, the OC HIV Council held a general meeting and voted in favor of the proposed revisions of the Bylaws for submission to the Board for approval. In addition to grammatical corrections and immaterial ministerial changes that do not affect the functioning of the Council, Bylaw revisions for Board approval include the following:

- Article 1, Section 1(B), changing mailing address to reflect the Health Care Agency (HCA) headquarters in Santa Ana, CA
- Article IV, Section 1, removed reference to affiliate non-voting members, which is no longer active, and added description of an Unaligned Consumer for clarity
- Article IV, Section 5(B), removed reference to affiliate members
- Article IV, Section 6(B), revised to include term limits allowing members to serve up to six (6) consecutive years followed by a twelve (12) month break before applying for a new membership
- Article IV, Section 6(E), revised to reference new language of Article IV, Section 6(B)
- Article IV, Section 7, revised absence notification timeline to a 24-hour notice
- Article V, Section 3, removed reference to affiliate members
- Article VI, Section 1(D), removal of restrictions related to Council members who may serve as Chairperson or Vice-Chairperson

The HCA requests the Board approve the revised Bylaws, as referenced in the Recommended Actions.

FINANCIAL IMPACT:

N/A

STAFFING IMPACT:

N/A

REVIEWING AGENCIES/DEPARTMENTS:

N/A

ATTACHMENTS:

Attachment A – OC HIV Planning Council Revised Bylaws Clean Copy

Attachment B – OC HIV Planning Council Revised Bylaws Redline