

NORTH DAKOTA HIV Advisory Board (NDHAB)

Mission

The mission of the North Dakota HIV Advisory Board (NDHAB) is to provide representative community feedback on the HIV-related programs, services, plans, and events of the North Dakota Department of Health and Human Services (NDHHS). This board is intended to represent the vast communities impacted by HIV/AIDS in North Dakota, including but not limited to members who represent diverse ages, gender identities, races/ethnicities, sexual orientations, HIV status and experience or expertise. The board looks to:

- 1) Advise the NDHHS on how the department can plan and implement services and interventions that address the HIV epidemic in and for all communities.
- 2) Provide a community voice in decisions NDHHS makes about current and future services.
- 3) Offer feedback on how well NDHHS works with members of the community in consideration of the needs of the jurisdiction.

Roles and Responsibilities

North Dakota Department of Health

- Establish and maintain an NDHAB.
- Support meeting logistics, member involvement and infrastructure for the NDHAB.
- Produce and distribute meeting minutes and agendas of all NDHAB and reports and other documents to be considered during NDHAB meetings to members.
- Develop the Epidemiologic Profile to identify priority populations in N.D and describe the HIV/AIDS epidemic in North Dakota.
- Assure that the NDHAB has access to current information related to HIV prevention and care and analysis of the information, including potential implications for HIV prevention and care in the jurisdiction.
- Support broad-based community and stakeholder participation in HIV care and prevention planning, to prioritize populations and geographic areas heavily impacted by or at risk for HIV, identify priority HIV prevention needs, ensure that resources are allocated appropriately, and identify gaps in the service delivery models.
- Develop statewide plans for prevention and care services.
- Allocate resources based on the priorities presented in statewide plans for prevention and care services.
- Provide regular updates to the NDHAB on successes and barriers encountered in implementing the activities described in statewide plans for prevention and care services.
- Provide the NDHAB with information on the grant application and its relationship to accomplishing the goals set forth by the CDC Division of HIV/AIDS Prevention.

Community Ambassador

- Enhance the relationship between the NDHAB and the NDHHS by establishing a clear line of communication between the two entities.
- Ensure that community values are being uplifted and held by the health department, working towards integrated activities that are client-centered, inclusive, and impactful.
- Assisting in the facilitation of approximately 2-5 hours of meetings per quarter in collaboration with the NDHHS Manager and other external facilitators.
- Attending regular check-ins with the NDHHS Manager for planning, facilitation preparation, etc.
- Providing input on meeting agendas, interactive activities, and other engagement to solicit responses and feedback from the group in a way that feels meaningful and accessible to all members.
- Reviewing and communicating the needs of the planning group (such as scheduling adjustments, access requests, time, and capacity changes, etc.) to the NDHHS.
- Ensure the alignment of the NDHHS's action items and engagement in HIV prevention and care work with community values.
- Send update emails, notes, and calendar reminders to the NDHAB membership.

Members

- Actively and in a timely manner, review and respond to NDHAB related communications.
- Communicate respectfully with NDHAB members, the public, NDHHS staff and community members.
- Attend and provide input at all meetings of the NDHAB. Prepare for all meetings by reviewing materials such as agendas and meeting minutes for upcoming meetings.
- Utilize community engagement strategies to provide education to North Dakotans and gather input from those impacted by HIV in North Dakota.
- Keep informed about HIV prevention and care issues including current planning guidance, federal grants and national strategies for prevention and care.
- Review and understand the epidemiology of HIV in North Dakota. Request additional information if the data presented does not clearly reflect the impact of the epidemic.
- Assist the NDHHS in making recommendations on prioritized populations to receive HIV prevention and care services and appropriate, effective strategies and interventions for those populations based on CDC guidance and a thorough review of the epidemiological, service delivery, evaluation, behavioral and other available data.
- Review prevention and care programmatic models and offers recommendations to strengthen programming, enhance services response, identifies gaps in programming, and highlights emerging population groups or needs.
- Participate in the development, implementation, and evaluation of statewide plans for prevention and care services.

- Recommend policy changes and structural approaches that 1) support the delivery of prevention and care services in North Dakota; 2) support behaviors that reduce the risk of disease transmission; 3) reduce stigma associated with HIV and hepatitis; and 4) promote positive health outcomes for people living with HIV.