



INLAND  
EMPIRE  
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COUNCIL

351 N. Mt. View Ave • San Bernardino, CA 92415-0010  
(909) 693-0750  
Website: [www.iehpc.org](http://www.iehpc.org)

Riverside/San Bernardino California Transitional Grant Area

Maxwell Ohikhuare, MD  
County Health Officer Co-Chair

Gregory French  
Community Co-Chair

# Bylaws Committee

Thursday, April 4, 2013  
10am-11am

Meeting Location  
Registrar of Voters  
777 East Rialto Ave.  
San Bernardino, CA 92415  
(909) 693-0750

*These facilities are in compliance with the Americans with Disabilities Act of 1992.*

## Agenda

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<b>10:00 am</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"><li>▪ Roll Call*</li><li>▪ Introductions</li></ul>	T. Evans
	<b>2. Public Comments<sup>1</sup></b>	Members of the Public
	<b>3. Members Privilege</b>	PC Members
	<b>4. Approval of Agenda<sup>2</sup></b>	T. Evans
	<b>5. Approval of Minutes<sup>2</sup></b> 7.1 Minutes of January 10, 2013	T. Evans
	<b>6. Old Business<sup>2</sup></b> <ul style="list-style-type: none"><li>6.1 Review "non-member" section of the Policies and Procedures (A-1)</li><li>6.2 Review "non-member" section of the Bylaws (A-2)</li></ul>	Committee Members
	<b>7. New Business<sup>2</sup></b> 7.1 Discuss impact of Sequestration	Members of the Public
	<b>8. Public Comments<sup>1</sup></b>	Members of the Public

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<b>9. Members Privilege</b>		PC Members
<b>10. Review of Action Item</b>		PC Staff
<b>11. Agenda Setting for Next Meeting</b> May 2, 2013, Location to be announced		PC Members/ T. Evan
<b>12. Roll Call*</b>		PC Staff
<b>11:00 am</b>	<b>13. Adjournment</b>	T. Evans

<sup>1</sup> Public Comments: Any member of the public may address this meeting on items of interest that relate to the Ryan White CARE Act by completing a speaker slip to indicate their interest in addressing the Planning Council. A three-minute limitation will normally apply to each member of the public who wishes to comment, unless waived by the Chair.

<sup>2</sup> The agenda item may consist of a discussion and a vote. Public comments can be made prior to each Planning Council vote.

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## Section 6: Committee Charges and Procedures

### Content

This section supplements Article V of the Bylaws, describing how the operation, composition, roles, and charges of the Council and an organizational chart of the Council committees is included for reference.

### Purpose

To outline a process to accomplish the core deliverables of the Council that ensures each committee has clearly defined roles, assigned tasks, and operating procedures, and is engaged appropriately in carrying out its roles and responsibilities.

### Policy

It is a policy of the Council to actively engage its committees in order to effectively and efficiently carry out its core functions as mandated by the Ryan White legislation and HRSA guidelines.

### Procedures

#### Operating Procedures

1. **Membership Requirement:** Every Council member is expected to serve actively on at least one committee.
2. **Participation:** Attendance and participation requirements for committees are the same as those for Council meetings. To work effectively, committees need regular, active, informed members. All members are expected to attend regularly and to come to meetings prepared.
3. **Conflict of Interest:** The Council's Conflict of Interest policies and procedures apply to committees.
4. **Expectations of Non- Council Members:** Non-Planning Council members who serve on committees are expected to meet the same attendance requirements, Conflict of Interest, Code of Conduct, and Confidentiality policies as Council members. The policies and procedures apply equally to all.
5. **TGA Calendar:** Each year, the RWP Staff, Elected Officers and Council together prepare a TGA calendar with key tasks and deadlines. The calendar includes HRSA-specified due dates for the Part A application, Conditions of Award, and various reports and other deliverables. It also includes Council and committee timelines for completing tasks necessary for meeting those TGA requirements, as defined by the Care Act. The calendar is developed and updated prior to the next Council meeting.
6. **Annual Workplan:** Each committee develops an annual work plan with tasks using Council prepared matrix with tasks, products, and timelines. The work plan is shared with the Council.

**Comment [A1]:** Need to further discuss with CDC

6. **Assignments to Committees:** The Council Co-Chairs regularly assign tasks to committees based on their stated roles, responsibilities, and specific charges. Typically, when an issue arises at a Council meeting that needs consideration and possible action, the presiding Co-Chair refers that issue to the appropriate committee with a specific charge. The assignment usually includes a proposed deadline, often in the form of a request that the committee report back to the Council at a specified meeting. It is the responsibility of each committee Chair to ensure that such assignments are added to the work plan and completed.
7. **Reporting:** With few exceptions, the committees research, discuss, suggest, and recommend, but do not independently set policies or make decisions on behalf of the Council. They do carry out a wide range of activities, from needs assessment to comprehensive planning, and they oversee decision-making processes like the priority setting and resource allocations Summit. The committee reports its findings and recommendations to Council for review and action. In some cases the Council is the final decision maker. In others, the Chief Elected Official (the County Board of Supervisors) is the final decision maker.
8. **Meetings:** Committee and Council meeting procedures are similar. They are described in Article VI of the Bylaws and further detailed in Section 7 of this Manual.

## Committee Membership

Council members each serve on one or more committees. As shown in the chart in this section, some committees also include among their members non- Council members. These members have the same rights and responsibilities as Council members, with one exception. The Chair of a committee must be a Council member.

## Committee Roles, Structure, and Responsibilities/Charges

The committee structure of the Council is specified in Article V of the Bylaws. The table on the following page summarizes committee structure, including membership composition, key responsibilities, and other charges for each committee. The chart that follows the matrix graphically shows committees and how they relate to the Council as a whole.

**Council Committee Structure**

<b>Committee Name</b>	<b>Membership Size and Composition</b>	<b>Inclusion of non-PC Members</b>	<b>Legislatively Mandated and Other Key Responsibilities [Legislative roles in Bold]</b>	<b>Additional Committee Charges</b>
<b>Committees:</b>				
<b>Evaluation of the Administrative Mechanism</b>	3-5	No	<ul style="list-style-type: none"> <li>▪ Evaluation of the Administrative Mechanism: Develop the necessary tools and procedures and oversee the assessment of the efficiency of the administrative mechanism of the RWP (i.e. procurement and contract arrangement) working through and reporting to the Council.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluation of Council Staff – assess the performance of the Council Staff (i.e. assisting the Council in establishing and carrying out process) for timely and appropriate activities within the TGA.</li> </ul>
<b>Bylaws</b>	3-11	No	<ul style="list-style-type: none"> <li>▪ Bylaws review and drafting of revisions</li> <li>▪ Development of recommended changes to policies and procedures</li> </ul>	
<b>Grievances</b>	Vice Chair and 2 members appointed by the Vice Chair	No	<ul style="list-style-type: none"> <li>▪ Management of grievances and of panels that serve as the first stage in the formal grievance process</li> <li>▪ Enforcement of the Code of Conduct for Council members, committee members, and staff, including reviewing and acting on allegations against members for violations of the Code of Conduct</li> </ul>	
<b>Planning</b>	5-15: 1/3 PLWH	<b>Yes</b>	<ul style="list-style-type: none"> <li>▪ Needs Assessment</li> <li>▪ Comprehensive Planning development and monitoring</li> <li>▪ Participation in development of the Statewide Coordinated Statement of Need (SCSN)</li> <li>▪ Oversight of priority setting and resource allocations process</li> </ul>	<ul style="list-style-type: none"> <li>▪ Gathering of information about other funding streams</li> <li>▪ Ensuring of appropriate input on community needs and priorities</li> <li>▪ Identification of ways to overcome barriers to care</li> </ul>
<b>Council Development</b>	At least 5: at least 1 PLWH, at least 1 person of color	No	<ul style="list-style-type: none"> <li>▪ Implementation of the open nominations process to recruit, screen, and recommend applicants for Council membership</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommendation of members for assignment to committees</li> <li>▪ Monitoring of membership</li> </ul>

<b>Committee Name</b>	<b>Membership Size and Composition</b>	<b>Inclusion of non-PC Members</b>	<b>Legislatively Mandated and Other Key Responsibilities</b> [Legislative roles in Bold]	<b>Additional Committee Charges</b>
	(cannot be the same person)		<ul style="list-style-type: none"> <li>▪ Nomination of a slate of officers</li> <li>▪ PC member orientation and training</li> </ul>	representation and reflectiveness and member attendance <ul style="list-style-type: none"> <li>▪ Monitoring to ensure representative participation of PLWH</li> </ul>
<b>Empowerment</b>	Unlimited; focus on consumers and other PLWH	Yes	<ul style="list-style-type: none"> <li>▪ Efforts to foster community awareness of the Council</li> <li>▪ Community liaison role, particularly with underserved populations</li> <li>▪ Promotion of consumer HIV awareness and education</li> <li>▪ Coordination of PLWH and consumer involvement in all PC activities and committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support for efforts to recruit Council members including consumers</li> <li>▪ Recommendations on achieving high quality, culturally competent care</li> <li>▪ Recommendations to the TGA on how to bring PLWH into care</li> <li>▪ Efforts to increase awareness of non-Part A services that are low- or no-cost</li> </ul>
<b>Continuum of Care</b>	5-13: Diverse participation, including PLWH and other non-providers	Yes	<ul style="list-style-type: none"> <li>▪ Coordination of the development and strengthening of the TGA's continuum of care</li> <li>▪ Lead role in development and updating of Standards of Care for funded service categories</li> <li>▪ Work with Ryan White Program Staff to provide Standards of Care for Quality Management (QM) and review of QM data on a service category level</li> <li>▪ Lead role in assessment of the effectiveness of services</li> <li>▪ Coordination of services with non- Part A programs, including HIV prevention and substance abuse treatment programs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implementation of special projects related to standards and evaluation</li> <li>▪ Monitoring and evaluation of progress on Comprehensive Plan goals</li> <li>▪ Review of cost and utilization data</li> <li>▪ Review of service performance and impact</li> <li>▪ Assessment of aggregate performance of services</li> <li>▪ Examination of client health outcomes and cost-effectiveness of services</li> </ul>
<b>Standards</b>	5-11: Diverse participation,	Yes	<ul style="list-style-type: none"> <li>▪ Development and updating of Standards of Care for funded service categories</li> </ul>	<ul style="list-style-type: none"> <li>▪ Convening of specialized expert working groups to inform standards of</li> </ul>

Committee Name	Membership Size and Composition	Inclusion of non-PC Members	Legislatively Mandated and Other Key Responsibilities [Legislative roles in Bold]	Additional Committee Charges
	including PLWH and other non-providers			care development

Last updated: 3-29-08 Mosaica

This document reflects:

IEHPC Reviewed and Revisions:  
San Bernardino County Counsel Review:  
IEHPC Planning Council Approved:  
Ryan White Program Review of Revisions and Recommendations:  
San Bernardino County BOS approval:

1/20/11-8/04/11  
1/20/11-8/04/11  
08/25/2011  
08/29/2011  
09/27/2011

#### **Section 4 – Expectations for Committee Participation by Council Members**

- A. Each Council member, unless exempted, shall serve on at least one (1) standing committee (excluding the Evaluation of the Administrative Mechanism Committee) to serve on during his or her tenure on the Council. State government representatives are exempt from this requirement. Health Officers, Community Co-Chair, and advocacy representative are also exempt.
- B. Committee members are expected to participate in at least two-thirds of regularly scheduled committee meetings during the year. Failure to participate will result in removal as a committee member for non-participation, and may lead to removal as a Council member.
- C. A Council member may choose to serve on more than one committee, but shall be subject to the same participation requirement for each committee on which he/she chooses to serve.
- D. Participation may include physical presence at meeting site, by teleconference or video conference at designated site.

#### **Section 5 – Committee Membership Appointments**

At the beginning of each year (or for new members, upon appointment), the Community Co-Chair will ask Council members to identify their top three committee preferences. Based on a review of those preferences, the need for diversity in committee membership, and other needs of the Council, the Community Co-Chair will appoint members to committees, with the advice and consent of the other officers.

#### **Section 6 – Committee Membership by Non-Council Members**

- A. Only Council members shall serve as members of the Council's governance-related committees [Bylaws Committee, Evaluation of the Administrative Mechanism Committee and Grievance Committee], Planning Committee and the Council Development Committee.
- B. Non-Council members who live or work within the Riverside-San Bernardino TGA may serve without limitation on the Empowerment Committee.
- C. Non-Council members may serve on other Council committees, but must meet the same conflict of interest, attendance, Code of Conduct, and other policies and requirements as Council members.
- D. Such non-Council members must apply to the Committee Chair for membership using an established application process and form, and be recommended by the Committee Chair for appointment to the Community Co-Chair, who makes the appointment with the advice and consent of the other officers.
- E. Non-Council committee members may participate fully in committee activities.

#### **Section 7 – Committee Chairs**



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Maxwell Ohikhuare, MD  
County Health Officer Co-Chair

Gregory French  
Community Co-Chair

# Bylaws Committee

Thursday, January 10, 2013  
12:00pm-1:30pm

Elite Professional Building  
12981 Perris Blvd. STE 201  
Moreno Valley, CA 92553  
(909) 693-0750

*These facilities are in compliance with the Americans with Disabilities Act of 1992.*

## Minutes

**Members:** T. Evans, L. Ford-Watson. L. White

**Staff:** A. Fox, M. Hoze

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<b>12:03pm</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	T. Evans
	<b>2. Public Comments<sup>1</sup></b> There were no public comments	Members of the Public
	<b>3. Members Privilege</b> T. Evans welcomed everyone to the New Year and challenged the committee to be meet the needs of our clients.	PC Members
	<b>4. Approval of Agenda<sup>2</sup></b> Motion to approve agenda Motion/Second: L. Ford, T. Evans Motion Carried	T. Evans
	<b>5. Approval of Minutes<sup>2</sup></b> 5.1 Minutes of November 8, 2012 Motion to approve 11.08.12 minutes Motion/Second: L. Ford, T. Evans Motion Carried.	T. Evans
	<b>6. Old Business<sup>2</sup></b> NONE	Committee Members
	<b>7. New Business<sup>2</sup></b> Policies and procedures are complete just waiting on MOU	Members of the Public

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section. Victoria J. has volunteered to do final review. Reviewed Bylaws specifically the "nomination" section after extensive review committee members concluded that no changes needed to be made other than minor typos found during the review.

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**8. Public Comments<sup>1</sup>**

Members of the Public

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**9. Members Privilege**

PC Members

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**10. Review of Action Items**

Look into getting typos corrected in the Bylaws  
Draft acknowledgement form for PC member binders

PC Staff

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**11. Agenda Setting for Next Meeting**

TBD, will not meet unless MOU section is received.

PC Members/T. Evans

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**12. Roll Call\***

PC Staff

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**1:30pm**

**13. Adjournment**

T. Evans

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