



INLAND  
EMPIRE  
HIV  
PLANNING  
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, June 6, 2013  
1:00pm-3:00pm

### Meeting Location

Department of Public Health  
351 N. Mt. View Ave., Basement  
San Bernardino, CA 92415  
(909) 693-0750

### Teleconferencing Location\*\*\*

Desert AIDS Project  
1695 North Sunrise Way  
Palm Springs, CA 92262-3707  
(760) 323-2118

## Agenda

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<b>1:00pm</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 May 9, 2013	T. Evans
	<b>6. Old Business<sup>2</sup></b> 6.1 Review Bylaws	Committee Members
	<b>7. New Business<sup>2</sup></b> 7.1 Develop Committee workplan based on reduced meetings (A-1)	Members of the Public
	<b>8. Public Comments<sup>1</sup></b>	Members of the Public
	<b>9. Members Privilege</b>	PC Members

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	<b>10. Review of Action Item</b>	PC Staff
	<b>11. Agenda Setting for Next Meeting</b> TBD	PC Members/ T. Evan
	<b>12. Roll Call*</b>	PC Staff
<b>3:00pm</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.

\* Members must be present at both roll calls to receive credit for meeting attendance.

\*\* Copies can be obtained at the I.E.H.P.C. office and will be available at the meeting.

\*\*\* Teleconferencing will be disconnected if there are no participants on the line after 15 minutes.

Requests for special accommodations (e.g., language translation) must be received 72 hours prior to the date of the meeting. Contact PC Support at (909) 693-0750.

All meetings of the Planning Council and its committees are open to interested parties from the general public. Notices are posted in compliance with the California Brown Act. Information regarding Planning Council meetings, and/or minutes of meetings are public records and are available upon request from the Planning Council Support Staff by calling (909) 693-0750 or by visiting the website <http://www.iehpc.org>.

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**D R A F T**  
**IEHPC Bylaws Committee Workplan**  
**Provide clear Council operational guidelines**

<b>Directive</b>	<b>Measurable</b>	<b>Date Completed</b>
Periodic review of these Bylaws to ensure that they meet the needs of the Council	Agendize review of bylaws on Bylaws agenda	By second meeting of the year As requested by Council
Development of proposed amendments to the Bylaws in accordance with Ryan White legislation and HRSA guidelines	Develop appropriate amendments in accordance to RW legislation and/or HRSA guidelines for Council approval	As Needed
Development of recommendations for changes to the policies and procedures governing Council operations, as needed	Recommendation of amendment (if needed) on Council agenda or committee update at Council Agenda	As Needed
Recommendation of changes to the Bylaws, policies, and procedures to the Council, with the full Council responsible for approval	Approval of Council	As Needed
Submission of Council-approved Bylaws and items related to Council mandates to the Board of Supervisors for final review and approval.	Submission to the S. B. County Public Health Administration for Board of Supervisor review and approval	As Needed

Notes:



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## Bylaws Committee

Thursday, May 9, 2013  
9:30am-11:30am

### Meeting Location

Department of Public Health  
351 N. Mt. View Ave, B15  
San Bernardino, CA 92415  
(909) 693-0750

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

## Minutes

**Members:** T. Evans, L. Ford-Watson, D. Huntsman

**Guest:** L. White

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

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<b>10:06am</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> <p>There were no public comments</p>	Members of the Public
	<b>3. Members Privilege</b> <p>T. Evans welcomed everyone to Planning Council's new meeting space.</p>	PC Members
	<b>4. Approval of Agenda<sup>2</sup></b> <p>Motion to approve agenda Motion/Second: L. Ford-Watson, D. Huntsman Motion Carried</p>	T. Evans
	<b>5. Approval of Minutes<sup>2</sup></b> <p>5.1 Minutes of April 18, 2013 Motion/Second: L. Ford-Watson, D. Huntsman Motion Carried.</p>	T. Evans
	<b>6. Old Business<sup>2</sup></b> <p>The committee amended the Bylaws specifically in the areas of terms of office and elections to be aligned with the reduced number of meetings. There was a motion to approve Bylaws as revised. <b>Motion/Second. Ford-Watson/D. Huntsman Motion</b></p>	Committee Members

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**Carried**

The committee reviewed policies and procedures and made changes to reflect the changes in Bylaws.  
There was a motion to approve Policies and Procedures with MOU as amended. **Motion/Second: L. Ford-Watson, D. Huntsman**  
**Motion Carried.**

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**7. New Business<sup>2</sup>**

Tabled to next meeting.

Committee Members

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

There were no public comments.

Members of the Public

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**9. Members Privilege**

None

PC Members

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**10. Review of Action Items**

Staff Will:

1. Agendize provider eligibility on CCC agenda.
2. Agendize Motion to approve Bylaws on PC agenda.
3. Agendize Motion to approve Policies and Procedures with MOU on PC agenda.
4. Agendize Develop committee workplan for next Bylaws meeting.

PC Staff

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**11. Agenda Setting for Next Meeting**

June 6, 2013, SB County Department of Public Health

PC Members/T. Evans

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**12. Roll Call\***

PC Staff

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**12:37pm**

**13. Adjournment**

T. Evans

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