



INLAND
EMPIRE
HIV
PLANNING
COUNCIL

351 N. Mt. View Ave • San Bernardino, CA 92415-0100
(909) 693-0750
Website: www.iehpc.org

Riverside/San Bernardino California Transitional Grant Area

Maxwell Ohikhuare, MD
County Health Officer Co-Chair

Gregory French
Community Co-Chair

Evaluation of Administrative Mechanism

Thursday, November 21, 2013
3:00pm-4:00pm

Meeting Location

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

Teleconferencing Location***

Desert AIDS Project
1695 North Sunrise Way
Palm Springs, CA 92415
(760) 323-2118

Agenda

3:00pm	1. Call to Order <ul style="list-style-type: none">▪ Roll Call*▪ Introductions	D. Wahl
	2. Public Comments¹	Members of the Public
	3. Members Privilege	PC Members
	4. Approval of Agenda²	D. Wahl
	5. Approval of Minutes² 5.1 Minutes of August 22, 2013	D. Wahl
	6. Old Business²	D. Wahl
	7. New Business² 7.1 Approve Evaluation Tool for Council Evaluation (A-1)	Members of the Public
	8. Public Comments¹	

	9. Members Privilege	PC Members
	10. Review of Action Items	PC Staff
	11. Agenda Setting for Next Meeting March 13, 2014 HIV Planning Council Conference Room	PC Members/ C. Harris
	12. Roll Call*	PC Staff
4:00pm	13. Adjournment	D. Wahl

¹ 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.

² 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.

** Attachment was not available at time of printing, but will be available at the meeting.

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Planning Council Responsibilities Survey

The Planning Council (and its staff) must carry out many complex tasks. Below is an evaluation tool to determine the level of success on the performance of the Council in implementing and maintaining the tasks/product for the Council.

Task/Product	Description	Score	Comments/Recommendations
Operations	The Council develops and maintains bylaws, procedures for planning council grievance procedures, conflict of interest, operations, policies and procedures, procedures that ensure open meetings, and an open nominations process to identify nominees. Council members are trained in planning, and newmembers receive orientation to their roles and responsibilities and those of the grantee.	_____	_____ _____ _____
Assess Needs	The Council determines how many persons living with HIV disease (both HIV infection and AIDS) are in the TGA through an epidemiologic profile and the needs of populations living with HIV disease and the capacity of the service system to meet those needs. This includes determining: (1) the number, characteristics, and service needs of PLWHA who know their HIV status and are not in care; (2) the service needs of people with PLWHA who are in care, including differences in care and needs; (3) the number and location of agencies providing HIV-related services in the TGA; (4) their capacity and capability to serve PLWHA, including capacity development needs and; (5) availability of other resources and how Ryan White services need to work with these other services, like substance abuse services and HIV prevention agencies.	1) _____ 2) _____ 3) _____ 4) _____ 5) _____	_____ _____ _____
Comprehensive Planning	The Council develops a written plan that defines short and long-term goals for delivering HIV	_____	_____

Score Legend: A) Exceeds goal

B) Meets goal

C) Improvement Needed

D) Failed

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Task/Product	Description	Score	Comments/Recommendations
	<p>services in the TGA. This plan is based, in part, on the results of the needs assessment. It is used to guide decisions about how to deliver HIV/AIDS services for people living with HIV.</p>	<p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>Set Priorities & Allocations Resources</p>	<p>The Council makes decisions about priorities for funding based on many factors:</p> <ul style="list-style-type: none"> (1) the needs assessment; (2) information about the most successful and economical ways of providing services; (3) actual cost and utilization data provided by the grantee; (4) priorities of people living with HIV who will use services; (5) making Part A funds work well with other services like HIV prevention and substance abuse; (6) the amount of funds from other sources like Affordable Care Act, Medicaid, Medicare and; (7) developing capacity for HIV services in historically underserved communities. <p>The Council also allocates resources to prioritized services and provides directives to the grantee on how best to meet the service priorities it has identified.</p>	<p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p> <p>6) _____</p> <p>7) _____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Coordinate with RWP & other HIV Related Services</p>	<p>The Council ensures that Part A funds work well with other funds. Identifying what other sources of funding exist. Participation in local and statewide coordinated</p>	<p>_____</p>	<p>_____</p> <p>_____</p>

Score Legend: A) Exceeds goal

B) Meets goal

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D) Failed

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Task/Product	Description	Score	Comments/Recommendations
	efforts addressing HIV services.	_____	_____ _____
Assess the Administrative Mechanism	The Council is responsible for evaluating how well the grantee manages to get funds to providers. By reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay these providers. Reviewing whether the funds are used to pay only for services that were identified as priorities.	_____	_____ _____ _____ _____
Develop standards of care	The Council develops and maintains the Standards of Care to guide providers in delivering services. The grantee uses these standards of care in monitoring contractors and in determining service quality, as part of its Clinical Quality Management function.	_____	_____ _____ _____
Council Staff Support	The Council receives guidance and support from Council Staff specifically: (1) Manages Council workflow, correspondence, communication, and expenditures. (2) Works with Council committees and with the Co-Chairs to ensure compliance with HRSA requirements, facilitating committee work, and providing technical assistance to the Council and committees. (3) Helps the Council manage Conflict of Interest using its policies and procedures. (4) Works with committee Chairs to determine the level and nature of support they need and arranging for it to be provided. (5) Provides support in streamlining and organizing the	1) _____ 2) _____ 3) _____ 4) _____	_____ _____ _____ _____

Score Legend: A) Exceeds goal

B) Meets goal

C) Improvement Needed

D) Failed

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Task/Product	Description	Score	Comments/Recommendations
	work responsibilities of Council members, and assuring that the Council achieves its objectives and mandated requirements on schedule. (6) Ensures that Council members are informed about HRSA technical assistance calls that are relevant to the Council.	5) ____ 6) ____	
Overall Council effectiveness	The Council is responsible for the overall impact of the Council's legislative responsibilities; member development and planning capacity, council staff support, partnerships (RWP, local and state government and community-based and faith-based organizations within the TGA.)		_____ _____ _____ _____

DRAFT

Score Legend: A) Exceeds goal

B) Meets goal

C) Improvement Needed

D) Failed



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Riverside/San Bernardino California Transitional Grant Area

Maxwell Ohikhuare, MD
County Health Officer Co-Chair

Henry Nickel
Community Co-Chair

Evaluation of Administrative Mechanism Committee

Thursday, August 22, 2013
2:00pm-3:00pm

Meeting Location
Department of Public Health
172 W. 3rd Street, 6th Floor
San Bernardino, CA 92415
(909) 693-0750

Minutes

Attendees: B. Contreras, B. Orr, D. Wahl

Guest: C. Harris, T. Evans, L. White

RWP: Scott Rigsby

Staff: A. Fox, M. Hoze

2:15pm	1. Call to Order <ul style="list-style-type: none">▪ Roll Call*▪ Introductions	D. Wahl
	2. Public Comments¹ None	Members of the Public
	3. Members Privilege None	PC Members
	4. Approval of Agenda² Motion/Second: B. Contreras, B. Orr Motion carried	D. Wahl
	5. Approval of Minutes² 5.1 Minutes of March 14, 2013 Motion/Second: B. Contreras, B. Orr Motion carried.	D. Wahl
	6. Old Business²	D. Wahl

7. New Business²

Committee Reviewed the EAM report.
There was a motion to accept the EAM report as presented.

D. Wahl

Motion/Second: B. Orr, B. Contreras

Motion Carried.

8. Public Comments¹

T. None

Members of the Public

9. Members Privilege

None

PC Members

10. Review of Action Items

Staff will:

Agendize the motion on PC agenda

Agendize Evaluation of Planning Council and Council Staff on next EAM agenda.

PC Staff

11. Agenda Setting for Next Meeting

November 21, 2013

SB County Department of Public Health

PC Members/ D. Wahl

12. Roll Call*

PC Staff

2:45pm

13. Adjournment

D. Wahl

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