



Riverside/San Bernardino California Transitional Grant Area

3041 North Sierra Way • San Bernardino, California 92405 • (909) 501-6521

Maxwell Ohikhuare, MD
County Health Officer Co-Chair

Curtis Smith
Community Co-Chair

FINANCE COMMITTEE

Thursday, January 9, 2020

9:00 am – 10:00 am

Meeting Location

First Congregational United Church of Christ
 3140 N. Sierra Way
 San Bernardino, CA 92405
 (909) 501-6521

Teleconference Location***

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

This facility is in full compliance with the American with Disabilities Act of 1992

AGENDA

TIME	ITEM #	AGENDA ITEM	CHAIR
9:00 am	1.	Call to Order	C. Smith
		<ul style="list-style-type: none"> • Roll Call (PC Staff)* • Introductions 	
	2.	Approval of Agenda	C. Smith
	2.1	Motion to approve January 9, 2020 Agenda	
	3	Approval of Minutes	C. Smith
	3.1	Motion to approve November 7, 2019 minutes	
	4	Old Business	C. Smith
	4.1	None	
	5	New Business	C. Smith
	5.1	Review/Discuss Vote on Mileage Reimbursement Policy	
	5.2	Review/Discuss Vote Meals for meetings	
	5.3	Review/Discuss Teleconference Site Approvals	
	5.4	Review/Discuss Vote 2020-2021 In-House Cost Analysis Proposals	
	6	Public Comment¹	Members of the Public
	7.	Members Privilege	PC Members
	8.	Review of Action Items - Staff will:	PCS Staff
	8.1		
	8.2		
	9.	Agenda Setting for Next Meeting	C. Smith
	9.1		
	9.2		
		TBA	
		First Congregational Church San Bernardino	
		3041 North Sierra Way, San Bernardino, CA 92405 • (909) 501-6521	
	10.	Roll Call* (PC Staff)	PC Staff
10:00 am	11.	Adjournment	C. Smith

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.

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

Requests for special accommodations must be received 72 hours prior to the date of the meeting. Contact PC Support at (909) 501-6521

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) 501-6521 or by visiting the website <http://www.iehpc.org>.

NOTES

**COUNCIL BUDGET ADJUSTMENT RECOMMENDATIONS
DECEMBER 19, 2019 MEETING
DID NOT HAVE A QUORUM**

Recommended adjustments to increase revenue needed for mileage reimbursements (From \$2,950 to \$4,000)

LINE ITEM	ADJUSTMENTS				TOTAL
	CURRENT BUDGET	- DECREASE LINE ITEM BY	SUBTOTAL	+ INCREASE IEHPC LINE ITEM BY	
PLWH/A Empowerment Training	\$3,000	\$250	\$2,750	\$250	
Membership	\$500	\$200	\$300	\$200	
Special Travel (2 Members)	\$4,000	\$0	\$4,000	\$0	
Outreach	\$1,000	\$200	\$800	\$200	
Marketing	\$1,000	\$200	\$800	\$200	
Water for Meetings	\$200	\$200	\$0	\$200	
IEHPC	\$2,950	\$0	\$2,950	\$1,050	\$4,000
Subtotal Consumer Empowerment	\$12,650	\$1,050	\$8,650	\$0	\$8,650
TOTAL					\$12,650

Recommended Changes:

Recommendation to B. Ramsey from other Support Staff managers; in order to maintain a sustainable budget, Councils must host fundraising events to increase revenue for the budget (Example: Health Fairs).

Other Recommendations:

- a. Conduct meetings as early as 9:00 am and end by 12:00 pm to alleviate hosting lunch
- b. Provide water and snacks for committee meetings.
- b. Provide lunch only for Council meetings
- c. Cap mileage equally among current/future unaffiliated consumer members to control costs



INLAND
EMPIRE
HIV
PLANNING
COUNCIL

Riverside/San Bernardino California Transitional Grant Area

3041 North Sierra Way • San Bernardino, CA 92405 • (909) 229-4399 • Website: www.iehpc.org

Maxwell Ohikhuare, MD
County Health Officer Co-Chair

Curtis Smith
Community Co-Chair

FINANCE COMMITTEE MEETING

Thursday, November 7, 2018

11:30 am – 12::30 pm

<u>Meeting Location</u>	<u>Teleconference Location***</u>
First Congregational United Church of Christ 3041 North Sierra Way San Bernardino, CA 92405 (909) 229-4399	Desert AIDS Project 1695 North Sunrise Way Palm Springs, CA 92262 (760) 323-2118

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

MINUTES

Attendance

Members: A. Jacobson, C. Smith, A. D’orsay
PC Staff: B. Ramsey, J. Jones, R. Gonzalez
County Counsel: N/A
RWP: N/A
Public:

Meeting

11:30 am	1.	<u>Call to Order</u>	C. Smith
		<ul style="list-style-type: none"> • Roll Call* (PC Staff) • Introductions 	
	2.	<u>Approval of the Agenda</u> ²	C. Smith
		2.1 Finance Meeting Agenda for November 7, 2019	
		Request for a motion to approve Agenda for November 7, 2019	
		M/S/C: A. D’orsay/A. Jacobson/Carried	
	3.	<u>Approval of the Minutes</u> ²	C. Smith
		3.1 Approval of Finance Minutes for March 7, 2019	
		Motion made to approval the November 7, 2019 Minutes	
		Committee did not have a Quorum for the last two meetings – Notes only	
	4.	<u>Old Business</u>	C. Smith
		N/A	
	5.	<u>New Business</u>	C. Smith
		Discussion/Review of Current Expenditures	
		5.1 B. Ramsey: Increased line item for Interpreters. Had to secure a vendor for American Sign Language (ASL) interpreter last Council meeting. Request came from the Deaf and Hard of Hearing Community who want to take an active role in PC activities: \$400	
		To \$500 for interpreters. This does not include interpreters for languages. Boost line item to a minimum of \$2,000. Ask Gabriel for the use of IEHPC interpreters	
		5.2 A. D’orsay: Needs Assessment? B. Ramsey: Budgeted for \$25,000; understand that	

amount may be small, but PC does not have a budget to support amounts above the \$25,000. When making an adjustment, this line item should not be adjusted

A. D'orsay:

- 5.3** B. Ramsey: Consumer member's mileage is a high budget usage area. There needs to be a discussion around policy adjustment: place a cap: (1) Equitably divide amounts among users whether driving, using Lyft/Uber or public transportation; high cost for providing transportation for disabled. A. D'orsay wants to ensure that caps apply to providers; had hard time with caps being applied only to consumers. B. Ramsey: Travel reimbursement is only for consumer members.
- 5.4** R. Ramsey: Providing meals is costly. Recommendation is to provide meals only for Council meetings and snacks and water for Committee meetings. Obligated to provide meals when meetings go into the lunch hour. Start meetings earlier can resolve that problem. A. Jacobson: Meetings did start earlier when the PC met in the basement Of the County office.
- 5.5** B. Ramsey: Adjusted membership line item: Captured the \$500 paid to Communities Advocating Emergency AIDS Relief (CAEAR) for membership and split it between two organizations (1) AIDS United and (2) National Minority AIDS (NMAC) org. These organizations appear to be a better fit for the PC. CAEAR is more of an advocacy group. Both AU and NMAC provide scholarships to HIV/AIDS events that is useful in the work that benefit consumer members.
- 5.6** A. D'orsay: Recommends upgrading technical Assistance; willing to write a proposal: B. Ramsey stated staff is required to forward proposal to County Council for review and approval prior to Council/Committee vote.
- 5.7** Telecommute sites can assist with reducing travel costs: B. Ramsey: Where were the sites before? A. Jacobson/C. Smith: Telecommute sites were visited by the PC through an AD HOC Committee but never reach a conclusion. B. Ramsey: We need to come up with sites that can be voted upon by the Planning Committee and forwarded to the Council for approval. Recommended sites: Borrego, Barstow ; Hemet; lower desert locations. B. Ramsey: Can we come up with sites by the January Planning Committee that can be sent to the Council for approval in January.
- 5.8** Recommendation made that because of the size of the TGA, Finance explore drafting a letter requesting an increase in funding so that travel expenses can be addressed without affecting allocated funds for other line item categories.
- 5.9** B. Ramsey: Recommend that Finance has time before their next meeting to meet and address the travel reimbursement policy related to mileage. Call meeting date set for December 19, 2019 at 10:30 am.

6. <u>Public Comments</u>	Members of the Public
N/A	
7. <u>Member's Privilege</u>	C. Smith
N/A	
8. <u>Actions Items</u>	PC Staff
Staff will:	
8.1	Agendize Travel Reimbursement Request
8.2	Agendize Teleconference Site Approvals
8.3	Agendize In-House Cost Analysis Proposal for Technical Assistance

9.	<u>Next Meeting</u>	C. Smith
9.1 Finance Committee – 12/19/2019 First Congregational Church San Bernardino 3041 North Sierra Way, San Bernardino, CA 92405 • (909) 229-4399		
10.	<u>Roll Call*</u>	PC Staff
11.	<u>Adjournment</u>	C. Smith

12:30 pm