



INLAND
EMPIRE
HIV
PLANNING
COUNCIL

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

Riverside/San Bernardino California Transitional Grant Area

Maxwell Ohikhuare, MD
Interim County Health Officer Co-Chair

Gregory French
Community Co-Chair

Finance Committee

Thursday, February 7, 2013
9:00am-10:00am

Meeting Location
SB County Special Districts
157 W. 5th Street
San Bernardino, CA 92415
(909) 693-0750

Teleconference Site
Desert AIDS Project
Situation Room, West Wing
1695 North Sunrise Way
Palm Springs, CA 92262-3702
(760) 323-2118

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

Agenda

9:00am	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions ▪ Pledge of Allegiance 	H. Nickel
	2. Public Comments¹	Members of the Public
	3. Members Privilege	PC Members
	4. Approval of Agenda²	Committee Members
	5. Approval of Minutes² 5.1 Minutes of November 1, 2012	Committee Members
	6. Old Business² None	H. Nickel
	7. New Business² <ul style="list-style-type: none"> 7.1 Review Monthly Expenditure Report (A-1) 7.2 Review of Council approved budget (A-2) 7.3 Review Request for Funds Form (A-3) Final fiscal year procurement 	H. Nickel
	8. Public Comments¹	PC Members/ H. Nickel

9. Members Privilege	PC Members
10. Review of Action Items	PC Staff
11. Agenda Setting for Next Meeting	PC Members/H. Nickel
12. Roll Call*	PC Staff
13. Adjournment	H. Nickel

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

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Servicios en Español: Notificación para servicios de intérprete deben de someterse setenta y dos horas de anticipo. Por favor llame (909) 841-1360.

Inland Empire HIV Planning Council

Monthly Expenditures: from **March 2012** through **February 2013**

Salary and Benefits	Budget	March	April	May	June	July	August	Sep	Oct	Nov	Dec	Jan'13	Feb'13	YTD	Balance
PC Liaison	64,152				9,018	6,675	7,026	6,675	10,188	5,972	6,324	2,810		62,379	1,773
Office Specialist	55,041										5,266	2,425		7,691	47,350
Office Assistant III		4,044	2,841	4,939	5,916	4,415	5,412	4,879	7,774	-				40,221	(40,221)
Contract Unit Analyst/ Staff Analyst II	9,633	262	583	583	552	539	120	779	1,319	1,313	1,048	365		7,463	2,170
Storekeeper		252	26			-	184	-	-	-	-			462	(462)
IT: Automated Systems			27		81	-	-	-	109	-	-	-		217	(217)
Fiscal Specialist				228										228	(228)
Secretary I			2,039											2,039	(2,039)
Projection for PP25												5,600		5,600	(5,600)
LD Factor added					2,275									2,275	(2,275)
Total Salary and Benefits	128,826	4,559	5,517	5,749	17,842	11,630	12,742	12,333	19,390	7,286	12,638	11,200	-	128,577	249
Indirect (10% of Labor)	12,883	4,454								3,671				8,124	4,759
Services & Supplies:															
Supplies															
IEHPC	3,500	942			32		819			37		920		2,750	750
Staff	3,500			736	586	61		914	229	2,432	185	33		5,176	(1,676)
Travel															
IEHPC	6,000	296		152	68		217	897		283	342	724		2,978	3,022
Staff	2,775				30							204		234	2,541
Consultants															
Comp Plan	15,000			15,000										15,000	-
County Counsel	6,000		1,330		4,513				6,483	1,213	1,940	1,213		16,691	(10,691)
HS Administration Charges (BAI)	-								715		697				
EAM	2,500													-	2,500
Needs Assessment	10,000									33,000				33,000	(23,000)
PS&RA	4,000						3,179							3,179	821
Communication	10,549	694	501	390	1,209		4,210	37	1,452	40	348	810		9,691	858
Rent and Lease Structure	10,000													-	10,000
Room Rental	1,500													-	1,500
Rental Maintenance Equipment	5,000		410		808	248	171	103	557					2,298	2,702
Food for meetings	2,000	21		36	115									172	1,828
Member Recognition	1,500													-	1,500
Postage	2,500	434	947	267	825									2,473	27
Marketing/Outreach															
Marketing	5,500													-	5,500
Outreach	7,500													-	7,500
Consultant	4,000													-	4,000
Special PC Projects	8,158													-	8,158
Total Services & Supplies	111,482	6,841	3,188	16,581	8,186	309	8,596	1,951	9,437	40,674	3,513	3,904	-	101,766	22,599
Grand Total	253,191	11,400	8,705	22,330	26,028	11,939	21,338	14,284	28,826	47,960	16,151	15,104	-	230,343	22,848

<u>Salary</u>	2012-2013	2013-2014
PC Liaison	48,461	64,275
PC Liaison Benefits	15,691	26,289
Office Specialist	38,709	42,682
Office Specialist Benefits	16,332	17,884
Staff Anaylist w/benefits	9,633	9,874
Storekeeper/IT/LD		
Total Salary and Benefits	128,826	161,004
<u>Supplies</u>		5000
IEHPC	3,500	2,500
Staff	3,500	2,500
<u>Travel</u>		
IEHPC	6,000	4,000
Staff	2,775	1,500
	8,775	5,500
<u>Consultants</u>		
Comp Plan	15,000	0
County Counsel	6,000	8,000
EAM	2,500	2,500
NA	10,000	33,000
PS&RA	4,000	4,000
	37,500	47,500
<u>Communication</u>	10,549	10,549
<u>Rent and Lease Structure</u>	10,000	0
Room Rental	1,500	1,000
	11,500	1,000
<u>Rental Maintenance Equipment</u>	5,000	5,000
<u>Food for meetings</u>	2,000	1,200
<u>Member Recognition</u>	1,500	0
<u>Postage</u>	2,500	3,000
<u>Marketing/Outreach</u>		
Marketing	5,500	0
Outreach	7,500	0
Consultant	4,000	0
	17,000	0
<u>In Direct</u>	12,883	15,947
<u>Special PC Projects</u>	8,158	
Grand Total	253,191	255,700

Notes
Provides direct supervision to support staff. Serves as primary liaison to PC in the coordination of its legislatively mandated functions. Defines immediate and long-range goals; establishes and revises program policies and procedures according to program guidelines.
Includes Retirement, Survivor's benefits, Short term disability, Medicare, Workers Comp, Life Insurance, Vision care, Group Health, Dental Insurance and Remainder of Cafeteria Plan.
Provides secretarial and clerical support to the PC to meeting their mandated roles including meeting set up, taking minutes and filing.
Includes Retirement, Survivor's benefits, Short term disability, Medicare, Workers Comp, Life Insurance, Vision care, Group Health, Dental Insurance and Remainder of Cafeteria Plan.
Analyst support a (.1 FTE)
Facilities staff/IT Support/Annual Labor Distribution fee
Office supplies to support daily PC functions (i.e.: paper, related copy supplies, pens pencils, tablests, paper clips, desk/office supplies and other miscellaneous items).
Office supplies to support daily PC functions (i.e.: paper, related copy supplies, pens pencils, tablests, paper clips, desk/office supplies and other miscellaneous items).
IEHPC consumer member reimbursements for mileage/meals for PC and other related meetings.
Represents 1507 miles @ \$0.555/mile for staff travel related to PC & related meetings.
A third of the cost for NA
Increased-PC approved Facilitator Fee
Projected increase in costs for services
Includes phones, internet & other devices to support PC Staff/PC (\$5500) Upgrade and maintain website (\$6500.00)
Costs associated with the maintenance of office space, utilities, janitorial service, and other building maintenance to ensure that staff has the resources needed to perform their duties.
Costs associated with rental of meeting space for PC and related meetings.
copy machine and fax machine to ensure communications with IEHPC members/stakeholders and to prepare training materials, copies of contracts and communication materials with IEHPC members/stakeholders. Upgrade to a color copier.
Provide refreshments for PC meeting participants
Acknowledge members that have termed out
Includes costs for day-to-day postage costs: postage stamps, postage meter or bulk mail costs as they relate to the provision of service to ensure that meeting agendas, minutes, training materials and IEHPC materials are communicated with IEHPC members.
Increased in order to market/brand Council and consultant fee
Costs for marketing PC in order to increase awareness in communities throughout the TGA - including CBO's Providers and also for outreach targeted to at-risk populations.
Includes cost for promotional and education materials: posters, brochures, banners, etc.
Costs for a Marketing consultant.
Calculated at 10% of PC annual budget
Funds that have not been obligated

Section (?): Policies and Procedures for Council Request for Funds from the Council Annual Budget.

Content:

Section Includes:

- The four (*W*'s) **Who**, **What**, **Where** and **Why** and the **How**
- The process to be used in order to obtain funding for various committee projects
- The application must be completed in its entirety

Purpose:

To create a method to enable the committees of the Council to access available funds approved in the Council's annual budget.

Procedures

1. The Council Committee Chair will complete and submit the Request for Funds application to the Chair of the Finance committee, via Council staff
2. Council staff will review to ensure all appropriate information is completed on application
3. Supporting documentation will be attached with application, if applicable
4. The Finance committee will review and determine what budget line item is appropriate for request.
5. The Finance committee chair will sign request application and forward to the Council for approval
6. If approved by Council, the Chair will direct Council staff to submit to Grantee for review and processing
7. Council staff will update appropriate committees on status of request



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Minutes

Members: D. Christenson, L. Ford-Watson, T. Evans, A. Haro, A. Ziven

PCS: A. Fox

Guests: S. Rigsby

12:37

1. Call to Order

- Roll Call*
- Introductions

A. Ziven

2. Public Comments¹

There were no public comments

Members of the Public

3. Members Privilege

D. Christenson reminded everyone of the AIDS walk and the Gay Pride event in Palms Springs this Sat. & Sun.

PC Members

4. Approval of Agenda²

Motion to approve agenda.
Motion/Second: L. Ford-Watson, A. Haro
Motion Carried.

Committee Members

5. Approval of Minutes²

5.1 Minutes of November 1, 2012
Motion to approve the 9/6/12 minutes
Motion/ Second: D. Christenson, L. Ford-Watson
Abstain: G. French
Motion Carried.

Committee Members

6. New Business²

The committee discussed the process for committees to request funds and the projected timeline for approval. The

A. Ziven

committee reviewed in detail each line item of the Council budget and determined what line items were underspent and overspent.

Motion Carried.

6.1 Motion to direct Council Staff to make adjustments in the underspent and overspent lines in the Council budget as discussed in the Finance committee.

Motion/Second L. Ford-Watson, D. Christenson

Motion Carried

6.2 Draft Budget for 2013-2014

Motion to recommend to Council to approve revised Budget for Fiscal year 2012-2013

Motion/Second: L. Ford-Watson, T. Evans

Motion Carried.

7. Review of Action Items

1. Staff will make adjustments in budget as directed in the meeting.

PC Staff

8. Agenda Setting for Next Meeting

February 2013

PC Members/ A. Ziven

9. Roll Call*

PC Staff

1:40pm

10. Adjournment

A. Ziven

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