



County of San Bernardino, Dept of Public Health  
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**

**Cameron Kaiser, MD**  
County Health Officer Co-Chair

**Shelia Cromwell-Nieve**  
Community Co-Chair

# Finance/Bylaws Committee

Thursday, January 8, 2015  
10am-11am

**Meeting Location**

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

**Teleconferencing Site\*\*\***

Desert AIDS Project  
1695 North Sunrise Way  
Palm Springs, CA 92262-3702  
(760) 323-2118

## Agenda

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<b>10:00am</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"><li>▪ Roll Call*</li><li>▪ Introductions</li></ul>	G. French
	<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>	Committee Members
	<b>5. Approval of Minutes<sup>2</sup></b> 5.1 Finance Minutes of September 4, 2015	Committee Members
	<b>6. Old Business<sup>2</sup></b> 6.1	G. French
	<b>7. New Business<sup>2</sup></b> 7.1 Review Council Expenditure Report 7.2 Develop FY 2015/2016 budget	G. French
	<b>8. Public Comments<sup>1</sup></b>	PC Members/ T. Evans
	<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/G. French
	<b>12. Roll Call*</b>	PC Staff
<b>11:00am</b>	<b>13. Adjournment</b>	G. French

<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.

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

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

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

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Salary and Benefits	Budget	Budget Narrative
PC Liaison	92,599	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 Employee Benefits.
Special PC Projects	3,500	Salary for Statistician/Epidemiologist or other County Staff as needed
Clerical Support	2,500	Provides secretarial and clerical support to the PC to meet their mandated roles including meeting set up, taking minutes and filing
Contract Unit Analyst/ Staff Analyst II	7,481	Analyst support a (.1 FTE)
Staff Analyst II (EAM)	700	Fiscal Analysts costs for conducting EAM
Storekeeper	557	County Facility Support
IT: Automated Systems	1,800	County IT Support
LD Factor added	4,223	County Administrative Support
<b>Total Salary and Benefits</b>	<b>109,137</b>	
Indirect (13.2% of Labor)	14,274	Calculated at 13.2% of PC annual budget
<b>Services &amp; Supplies:</b>		
<b>Supplies</b>		
IEHPC	2,000	Office supplies to support daily Council (i.e.: paper, related copy supplies, pens pencils, tablets, paper clips, desk/office supplies & other misc items).
Staff	1,200	Office supplies to support daily PC functions (i.e.: paper, related copy supplies, pens pencils, tablets, desk/office supplies and other miscellaneous items).
<b>Travel</b>		
IEHPC	2,500	IEHPC consumer member reimbursements for mileage/meals for PC and other related meetings.
Staff	500	Represents staff travel related to PC & related meetings.
<b>Consultants</b>		
Comp Plan	5,700	Costs associated with the development and development of the 2016 HIV Comprehensive Plan, advertising and handouts, etc.
County Counsel	7,600	Costs associated with Legal representation for Council activities: includes attendance at Council meetings and review of the IGA, MOU and Bylaws
HS Administration Charges (BAI)	-	No new contracts to be reviewed by HS
EAM	-	Fiscal Analysts currently conduct EAM for Ryan White costs charged to County salary
Needs Assessment	-	No Needs Assessment required this year
PS&RA	1,500	Costs associated for implementation of a 2 day Priority Setting and Resource Allocation Summit.
Communication	10,313	Includes phones, internet & other devices to support PC Staff/PC: Upgrade and maintain website
Rent and Lease Structure	-	Costs covered by San Bernardino County Public Health
Room Rental	150	Costs associated with rental of meeting space for PC and related meetings.
Water for Meetings	373	Costs associated with providing water for consumers during Council meetings.
Postage	900	Includes 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.
<b>Marketing/Outreach</b>		
Marketing	-	No marketing projects this year
Outreach	250	Costs associated with registration fees for outreach endeavors.
Consultant	-	No consultant contracts this year
Special PC Projects	2,000	Costs for re-printing brochures and PC Cards and ink pens, etc.
<b>Total Services &amp; Supplies</b>	<b>34,986</b>	
<b>Grand Total</b>	<b>158,397</b>	

**Note: Amount received from Ryan White -\$158,397**

*Note: The following lines have been removed from salary due to non activity: Secretary I, OA III, Projection for PP*



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

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**Riverside/San Bernardino California Transitional Grant Area**

**Maxwell Ohikhuare, MD**  
County Health Officer Co-Chair

**Gregory French**  
Community Co-Chair

# Finance/Bylaws Committee

Thursday, September 4, 2014  
9am-11am

**Meeting Location**

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

**Teleconferencing Site\*\*\***

Desert AIDS Project  
1695 North Sunrise Way  
Palm Springs, CA 92262-3702  
(760) 323-2118

## Minutes

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

**Staff:** A. Fox

**RWP:** B. Flippin

**Guests:** J. Patterson

**9:00am**

**1. Call to Order**

- Roll Call\*
- Introductions

T. Evans

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

Members of the Public

**3. Members Privilege**

PC Members

**4. Approval of Agenda<sup>2</sup>**

Motion to approve the Sep 4, 2014 agenda M/S/C: L. Ford-Watson, L. White – No Abstentions

Committee Members

**5. Approval of Minutes<sup>2</sup>**

5.1 Finance Minutes of November 17, 2013

Motion to approve 11.17.13 finance minutes.

M/S/C: L. White, L. Ford-Watson – No Abstentions

5.2 Bylaws Minutes of June 5, 2014

Committee Members

**6. Old Business<sup>2</sup>**

6.1 Final review of P & P's

T. Evans

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

7.1 Develop FY 2015/2016 budget

Motion to approve the 2015/2016 Planning Council Budget totaling \$208,747. M/S/C: L. Ford-Watson, L. White. No Abstentions

T. Evans

<b>8. Public Comments<sup>1</sup></b>	PC Members/ T. Evans
<b>9. Members Privilege</b>	PC Members
<b>10. Review of Action Item</b>	
Staff will: Agendize committee recommendation for FY 15/16 budget to Council agenda	PC Staff
<b>11. Agenda Setting for Next Meeting</b> January 8, 2015	PC Members/T. Evans
<b>12. Roll Call*</b>	PC Staff
<b>11:40am 13. Adjournment</b>	T. Evans

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