



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 Committee

Thursday, October 8, 2015  
9:00am – 10:00am

Meeting Location  
San Bernardino County Public Health  
HIV Planning Conference Room B15  
351 N. Mt. View Ave  
San Bernardino, CA  
(909) 693-0750

Teleconferencing Location  
Desert AIDS Project  
Situation Room  
1695 N. Sunrise Way  
Palm Springs, CA 92262  
(760) 323-2118

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

## Agenda

<b>9:00am</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	G. Maldonado
	<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> 4.1 Approve October 8, 2015 agenda	Committee Members
	<b>5. Approval of Minutes<sup>2</sup></b> 5.1 Finance Minutes of August 20, 2015	Committee Members
	<b>6. Old Business<sup>2</sup></b> 6.1 Review the requests for reimbursement for transportation services 6.2 Review request for childcare services	G. Maldonado
	<b>7. New Business<sup>2</sup></b> 7.1 Develop FY 2016/2017 Budget (A-1)	G. Maldonado

<b>8. Public Comments<sup>1</sup></b>	G. Maldonado
<b>9. Members Privilege</b>	PC Members
<b>10. Review of Action Item</b> Staff will:	PC Staff
<b>11. Agenda Setting for Next Meeting</b> TBD	PC Members/ G. Maldonado
<b>12. Roll Call*</b>	PC Staff
<b>10:00am 13. Adjournment</b>	G. Maldonado

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.

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Community Co-Chair

## Finance Committee

Thursday, August 20, 2015  
10:30am-12:00pm

Meeting Location  
San Bernardino County Public Health  
HIV Planning Conference Room B15  
351 N. Mt. View Ave  
San Bernardino, CA  
(909) 693-0750

Teleconferencing Location  
Desert AIDS Project  
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1695 N. Sunrise Way  
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## Minutes

**Members:** G. Maldonado, G. French, L. White, S. Cromwell-Nieve  
**Staff:** A. Fox  
**RWP:** S. Rigsby  
**S. B. County:** D. Perez  
**Public:** R. Menephee

<b>10:35am</b>	<b>1. Call to Order</b>	
	<ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	G. Maldonado
	<b>2. Public Comments<sup>1</sup></b>	Members of the Public
	<b>NONE</b>	
	<b>3. Members Privilege</b>	PC Members
	<b>NONE</b>	
	<b>4. Approval of Agenda<sup>2</sup></b>	
	4.1 Approve August 20, 2015 agenda	Committee Members
	There was a motion to approve agenda with changes.	
	<b>M/S/C: G. French, L. White – No Abstentions</b>	
	<b>5. Approval of Minutes<sup>2</sup></b>	
	5.1 Finance Minutes of January 21, 2015	Committee Members
	Three was a motion to approve the 1.21.15 Minutes.	
	<b>M/S/C: G. French, L. White – No Abstentions</b>	

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

G. Maldonado

**NONE**

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**7. New Business<sup>2</sup>****7.1 Revised FY 2015/2016 Budget (A-1)**

Committee agreed to allow the G. Maldonado, S. Cromwell-Nieve and Council Liaison to meet and develop a revised FY 2015/2016 Budget and a 2016/2017 budget.

There was a motion to allow the Finance Committee Chair, Community Co-Chair and the Council Liaison to revise current year budget and develop FY 2016/2017 Council draft budget. **M/S/C: G. French, L.**

**White – No Abstentions****7.2 Review current Council Expenditures (A-2)**

The committee discussed and reviewed current expenditures to date. There was a motion to split secretary funds moving \$42493 into services and keeping remaining fund of \$21247 in the secretary line item.

G. Maldonado

**M/S/C: A. Jacobson, G. French – No Abstentions****7.3 Review/Discuss T. Lobato-Wright requests for reimbursement for transportation services and childcare. (A-3)**

The committee discussed the reimbursement requests of T. Lobato-Wright. The committee agreed to wait for the outcome of T. Lobato-Wright's outcome of his appeal with IEHPC for travel services reimbursement. The committee also decided to table childcare reimbursement until it was determined if funds could be moved from salary to services. If so, childcare reimbursement would be considered as one-time only (From June 2<sup>nd</sup> to date)

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**8. Public Comments<sup>1</sup>****NONE**G. Maldonado

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**9. Members Privilege****NONE**PC Members

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**10. Review of Action Item**

Staff will:

1. Get permission from the Fiscal Department to move unspent funding from salary category to services category in the PC Budget.
  2. Get the average market value cost for childcare in Riverside County
  3. Follow up for next Budget workgroup meeting
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PC Staff

**11. Agenda Setting for Next Meeting**

Review the requests for reimbursement for transportation services  
Review request and policy procedures for childcare services  
Review the itemization on the condition if transfer was approved  
Vote on FY 2016/2017 budget

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PC Members/  
G. Maldonado

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**12. Roll Call\***

PC Staff

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**12:41pm 13. Adjournment**

G. Maldonado

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Salary and Benefits	Budget	Budget Narrative
PC Liaison	95,088	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.
Supervising Program Specialist		
PSE/Secretary I	65,141	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	9,469	Analyst support a (.1 FTE) and other County staff needed
Staff Analyst II (EAM)	800	Fiscal Analysts costs for conducting EAM
Storekeeper		County Facility Support
IT: Automated Systems	659	County IT Support
Health Services Assistant I	-	
LD Factor added	1,021	County Administrative Support (facilities/maintenance)
<b>Total Salary and Benefits</b>	<b>171,157</b>	
<b>Indirect (13.20% of Labor)</b>	<b>22,593</b>	Calculated at 13.2% of labor
<b>Services &amp; Supplies:</b>		
<b>Supplies</b>		
IEHPC	650	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	409	Represents staff travel related to PC & related meetings.
Special Travel (Council Member)	2,000	Travel of National HRSA approved travel
<b>Consultants</b>		
Comp Plan	401	Costs associated with the development and development of the 2016 HIV Comprehensive Plan, advertising and handouts, townhall meetings, etc.
County Counsel	7,000	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 PSRA Summit.
Communication	10,332	Includes phones, internet & other devices to support PC Staff/PC: website
Rent and Lease Structure		Costs covered by San Bernardino County Public Health
Room Rental		Costs associated with rental of meeting space for PC and related meetings.
Rental Maintenance Equipment	50	
Water for Meetings	200	Costs associated with providing water for consumers during Council meetings.

Postage	675	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.
<u>Marketing/Outreach</u>		
Marketing	-	No marketing projects this year
Outreach	250	Costs associated with registration fees for outreach endeavors.
Consultant	600	
Special PC Projects	800	Costs for re-printing brochures and PC Cards and ink pens, etc.
<b>Total Services &amp; Supplies</b>	<b>28,567</b>	
<b>Grand Total</b>	<b>223,338</b>	<b>Note: Amount received from Ryan White -\$223338</b>