



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**

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

**Lloyd White**  
Interim Community Co-Chair

# Finance Committee

Thursday, April 13, 2017  
10:00am – 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

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

## Agenda

---

<b>10:00am</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"><li>▪ Roll Call*</li><li>▪ Introductions</li></ul>	V. Perez
	<b>2. Approval of Agenda<sup>2</sup></b> <ul style="list-style-type: none"><li>3.1 Approve April 13, 2017 agenda</li></ul>	Committee Members
	<b>3. Approval of Minutes<sup>2</sup></b> <ul style="list-style-type: none"><li>3.1 Finance Minutes of 10.6.16</li></ul>	Committee Members
	<b>4. Old Business<sup>2</sup></b>	V. Perez
	<b>5. New Business<sup>2</sup></b> <ul style="list-style-type: none"><li>5.1 Review FY 2016/2017 expenses – (A-1)</li><li>5.2 Review Expenditures to date – (A-2)</li><li>5.3 Review and Approve Council FY 2017/2018 Budget – (A-3)</li></ul>	V. Perez
	<b>6. Public Comments<sup>1</sup></b>	V. Perez

---

<b>7. Members Privilege</b>	PC Members
<b>8. Review of Action Item</b> Staff will:	PC Staff
<b>9. Agenda Setting for Next Meeting</b>	PC Members/ V. Perez
<b>10. Roll Call*</b>	PC Staff
<b>12:00pm 11. Adjournment</b>	V. Perez

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.

^ Copy will be available at meeting

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

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) 693-0750 or by visiting the website <http://www.iehpc.org>.

# Inland Empire HIV Planning Council

Monthly Expenditures: from **March 2016 through February 2017**

Salary and Benefits	Budget	2016										2017		YTD	Balance
		March	April	May	June	July	August	Sep	Oct	Nov	Dec	Jan	Feb		
PC Liaison	95,088	11,763.88	7,740.06	8,201.40	7,278.74	7,198	12,067	7,608	7,833	6,774	6,801	4,843	6,986	95,092	(4)
Supervising Program Specialist					553.80	569	1,119	-	-	-	-	-	-	2,242	(2,242)
PSE/Secretary I	63,740													-	63,740
Contract Unit Analyst/ Staff Analyst II	10,497	498.28	504.32	504.32	504.32	471	560	445	607	405	566	526	647	6,239	4,258
Staff Analyst II (EAM)	2,000		14.50	203.03	304.55	-	-	-	-	-	-	-	-	522	1,478
Storekeeper														-	-
IT: Automated Systems	659	312.22				165	620	-	-	-	-	-	180	1,276	(617)
Senior Statistical Analyst													79	79	(79)
Health Services Assistant I	673					-	521	-	-	-	-	-	-	521	152
LD Factor added	1,021				1,785.31									1,785	(764)
<b>Total Salary and Benefits</b>	<b>172,657</b>	<b>12,574</b>	<b>8,259</b>	<b>8,909</b>	<b>10,427</b>	<b>8,403</b>	<b>14,887</b>	<b>8,053</b>	<b>8,440</b>	<b>7,179</b>	<b>7,367</b>	<b>5,369</b>	<b>7,891</b>	<b>107,757</b>	<b>65,921</b>
<b>Indirect (13.18% of Labor)</b>	<b>22,925</b>	<b>1,657</b>	<b>1,089</b>	<b>1,174</b>	<b>1,374</b>	<b>1,108</b>	<b>1,962</b>	<b>1,061</b>	<b>1,112</b>	<b>946</b>	<b>971</b>	<b>708</b>	<b>1,040</b>	<b>14,202</b>	<b>8,723</b>
<b>Services &amp; Supplies:</b>															
<b>Supplies</b>															
IEHPC	700				19	-	-	-	-	-	-	-	-	19	681
Staff	1,800			611	47	110	107	128	-	-	-	82	292	1,378	422
<b>Travel</b>															
IEHPC	2,500			319	499	-	-	-	-	207	696	113	314	2,148	352
Staff	630					373	159	855	(565)	5	15	-	-	843	(213)
Special Travel (Council Member)	2,500	305				-	-	406	797	274	(711)	-	-	1,071	1,429
<b>Consultants</b>															
Comp Plan	401					-	-	-	-	-	-	-	-	-	401
County Counsel	8,600	388				-	1,843	1,019	-	-	-	679	776	4,705	3,896
Temp Worker in lieu of Secretary				4,061	4,919	1,934	2,441	3,033	1,499	810	-	-	-	18,696	(18,696)
LiveScan Fee				15	70	-	-	-	-	-	-	-	-	85	(85)
HS Administration Charges (BAI)					225	-	-	-	-	-	-	-	-	225	(225)
EAM														-	-
Needs Assessment														-	-
PS&RA														-	-
Communication	6,179	304	273		839	-	111	4,481	380	176	78	124	279	7,044	(865)
Rent and Lease Structure														-	-
Room Rental														-	-
Rental Maintenance Equipment	400	55	70		84	63	(63)	63	0	-	-	-	-	273	127
Water for Meetings	200					-	-	424	-	7	-	-	17	448	(248)
Postage	675	77	47		130	-	2	67	92	28	28	27	35	532	143
<b>Marketing/Outreach</b>															
Marketing	-													-	-
Outreach	550					-	-	-	-	-	-	-	-	-	550
Consultant	600					-	-	-	-	-	-	-	-	-	600
Special PC Projects	1,000	454	60			-	-	-	-	-	-	-	-	514	486
<b>Total Services &amp; Supplies</b>	<b>26,735</b>	<b>1,582</b>	<b>450</b>	<b>5,006</b>	<b>6,833</b>	<b>2,481</b>	<b>4,601</b>	<b>10,476</b>	<b>2,202</b>	<b>1,506</b>	<b>105</b>	<b>1,025</b>	<b>1,713</b>	<b>37,981</b>	<b>(11,246)</b>
<b>Grand Total</b>	<b>223,338</b>	<b>15,814</b>	<b>9,798</b>	<b>15,089</b>	<b>18,634</b>	<b>11,991</b>	<b>21,450</b>	<b>19,590</b>	<b>11,754</b>	<b>9,631</b>	<b>8,443</b>	<b>7,101</b>	<b>10,645</b>	<b>159,941</b>	<b>63,397</b>

Amount Received from Ryan White \$ 223,338

Variance \$ -

# Inland Empire HIV Planning Council

Monthly Expenditures: from March 2017 through February 2018

Salary and Benefits	Budget	2017											2018		YTD	Balance	
		March	April	May	June	July	August	Sep	Oct	Nov	Dec	Jan	Feb				
PC Liaison	95,088	11,432	8,002	7,621	7,621											34,676	60,412
Supervising Program Specialist		-	-	-	1,138											1,138	(1,138)
PSE/Secretary I	63,740															-	63,740
Contract Unit Analyst/ Staff Analyst II	10,497	756	530	504	504											2,295	8,202
Staff Analyst II (EAM)	2,000	-	-	-	305											305	1,695
Storekeeper																-	-
IT: Automated Systems	659	-	-	-	-											-	659
Senior Statistical Analyst		-	-	-	-											-	-
Health Services Assistant I	673	-	-	-	-											-	673
LD Factor added	1,021															-	1,021
<b>Total Salary and Benefits</b>	<b>172,657</b>	<b>12,188</b>	<b>8,532</b>	<b>8,125</b>	<b>9,569</b>	-	-	-	-	-	-	-	-	-	-	<b>38,414</b>	<b>135,264</b>
<b>Indirect (13.18% of Labor)</b>	<b>22,925</b>	<b>1,606</b>	<b>1,124</b>	<b>1,071</b>	<b>1,261</b>	-	-	-	-	-	-	-	-	-	-	<b>5,063</b>	<b>17,862</b>
<b>Services &amp; Supplies:</b>																	
<b>Supplies</b>																	
IEHPC	700	-	-	-	-											-	700
Staff	1,800	46	128	-	-											174	1,626
<b>Travel</b>																	
IEHPC	2,500	-	-	-	-											-	2,500
Staff	630	-	-	-	-											-	630
Special Travel (Council Member)	2,500	249	241	241	241											972	1,528
<b>Consultants</b>																	
Comp Plan	401	-	-	-	-											-	401
County Counsel	8,600	1,455	1,109	1,109	1,109											4,782	3,818
Temp Worker in lieu of Secretary		2,543	-	-	-											2,543	(2,543)
LiveScan Fee		-	-	-	-											-	-
HS Administration Charges (BAI)		301	-	-	225											526	(526)
EAM																-	-
Needs Assessment																-	-
PS&RA																-	-
Communication	6,179	385	197	4,407	590											5,579	600
Rent and Lease Structure																-	-
Room Rental																-	-
Rental Maintenance Equipment	400	-	-	-	-											-	400
Water for Meetings	200	-	-	-	-											-	200
Postage	675	27	30	30	90											177	498
<b>Marketing/Outreach</b>																	
Marketing	-															-	-
Outreach	550	-	-	-	-											-	550
Consultant	600	-	-	-	-											-	600
Special PC Projects	1,000	49	60	-	-											109	891
<b>Total Services &amp; Supplies</b>	<b>26,735</b>	<b>5,055</b>	<b>1,764</b>	<b>5,787</b>	<b>2,256</b>	-	-	-	-	-	-	-	-	-	-	<b>14,862</b>	<b>11,873</b>
<b>Grand Total</b>	<b>223,338</b>	<b>18,850</b>	<b>11,420</b>	<b>14,983</b>	<b>13,086</b>	-	-	-	-	-	-	-	-	-	-	<b>58,339</b>	<b>164,999</b>
<b>Amount Received from Ryan White</b>	<b>\$ 223,338</b>																

**Inland Empire HIV Planning**

**May 1, 2017 through April 30 2018- *DRAFT***

<b>Salary and Benefits</b>	<b>Budget</b>	<b>Budget Narrative</b>
Health Planner (PC Liaison) 1.0	50,000	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
Health Planner Support .5 FTE	12,000	Provides administrative support to the PC and Health Planner to meet their mandated roles including meeting set up, taking minutes and filing appropriate notice
Administrative Assistant 1.0 FTE	37,500	Provides secretarial and clerical support to the PC to meet their mandated roles including meeting set up, taking minutes and filing appropriate notice
Benefits (17%)	16,915	
<b>Total Salary and Benefits</b>	<b>116,415</b>	
<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>Subtotal Supplies</b>	<b>1,850</b>	
<b>Travel</b>		
Local Travel for staff	1,000	Represents staff travel related to PC & related meetings.
Special Travel (1 PCSS)	2,000	Travel of 1 PCSS National HRSA approved travel
<b>SubTotal</b>	<b>3,000</b>	
<b>Consultants</b>		
Parliamentarian	1,250	Provides directive and guidance around parliamentary & Robert Rules of Order for the PS& A retreat), Planning Council Meeting & Executive Council 25 hours x \$50)
Interpreters(language or Hearing )	875	Projected costs associated with language interpretation & or hearing Impaired interpreter (25 hours x \$35)
Needs Assessment	5,000	Projected cost of conducting a needs assessment if needed
Webmaster/Social Media consultant	5,000	Projected costs of maintaining website under existing contract
Communication	5,000	Includes phones, internet & other devices to support PC Staff and PC Meeting.
Computer equipment	6,053	2 desktop computer bundles @949.00 each, 3 laptop computers @ 569.00, 1 projector @ 499.00 to facilitate provision of planning council support and 2 color laser printers @500.00 and toner/ink
Rental Maintenance Equipment	500	Projected cost of equipment maintenance for desktop computers, printers, laptops
Rent and Lease Structure	14,000	Costs associated with rental of meeting space for PC meetings and base for PCS staff.
Copying/ Printing( 420.00 x 12)	5,040	Projected costs of printing & copying materials for quarterly standing committee, PC meeting & retreat plus lease of copy machine
Postage	500	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>Sub Total Rent/Consultants</b>	<b>43,218</b>	
<b>Consumer Empowerment/Outreach</b>		
PLWH/A Empowerment/Training	2,000	Costs associated with Planning Council member training, outreach to PLWH/A
Membership	500	PC Membership in CEAER
Special Travel (2 Members)	4,000	Travel of 2 Consumers for National HRSA approved travel
Outreach	1,000	Costs associated with registration fees for outreach endeavors.
Travel to CEAER	2,000	Funds set aside for one PC member/consumer to travel to annual CEAER conference
Marketing	1,500	Costs for re-printing brochures and PC Cards and ink pens, etc.
IEHPC	2,200	IEHPC consumer member reimbursements for mileage/meals for PC and other related meetings.
Water for Meetings	200	Water for PC meetings
PC Meeting services	800	200 x 4 PC meeting for refreshments for PC meeting
<b>Sub Total Consumer Empowerment</b>	<b>14,200</b>	
<b>Total Services &amp; Supplies</b>	<b>62,628</b>	
<b>Total Services &amp; Supplies &amp; Salary</b>	<b>178,683</b>	
<b>Indirect cost(10%)</b>	<b>17,688</b>	
<b>Grand Total</b>	<b>196,551</b>	<i>Note: Amount received from Ryan White -\$223338</i>



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 6, 2016  
 12:00pm – 1:00pm

Meeting Location

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

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

## Minutes

**Members:** A. Jacobson, C. Smith, G. Maldonado, G. French, L. White, M. Perez

**Staff:** A. Fox

**Public:** J. Romos, T. Evans (pending BOS approval)

<b>12:12pm</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 October 6, 2016 agenda	Committee Members
	<b>There was a motion to approve the October 6, 2016 agenda.</b>	
	<b>M/S/C: M. Perez, L. White – No Abstentions</b>	
	<b>5. Approval of Minutes<sup>2</sup></b>	
	5.1 Finance Minutes of 9.1.16	Committee Members
	<b>There was a motion to approve the 9.1.16 minutes. M/S/C: A. Jacobson, C. Smith – No Abstentions</b>	
	<b>6. Old Business<sup>2</sup></b>	G. Maldonado

---

---

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

7.1 Review FY 2015/2016 expenses <sup>^</sup>

7.2 Develop FY 2017/2018 Budget

**Motion to place item number 7.2 on the January 12, 2017 agenda. M/S/C: G. French, M. Perez – No Abstentions**

---

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

**NONE**

G. Maldonado

---

**9. Members Privilege**

**NONE**

PC Members

---

**10. Review of Action Item**

Staff will:

PC Staff

1. Agendized Item 7.2 on the January 12, 2017 agenda.

---

**11. Agenda Setting for Next Meeting  
January 12, 2017**

PC Members/  
G. Maldonado

---

**12. Roll Call\***

PC Staff

---

**12:32pm 13. Recessed**

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.

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

<sup>^</sup> Copy will be available at meeting

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

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) 693-0750 or by visiting the website <http://www.iehpc.org>.