



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
County Health Officer Co-Chair

TBD
Community Co-Chair

Bylaws Committee

Thursday, March 2, 2017
10:30am-11:30am

Meeting Location

San Bernardino County Public Health
351 N. Mt. View
Planning Council Conference Room, B15
San Bernardino, CA 92415
(909) 693-0750

Teleconferencing Location

Desert AIDS Project
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

10:30am	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions 	L. White
	2. Approval of Agenda² 2.1 Approve March 2, 2017 Agenda	L. White
	3. Approval of Minutes² 3.1 Minutes of 2.9.17 committee meeting	L. White
	4. Old Business² 4.1 None	Committee Members
	5. New Business 5.1 Review and Revise PC Bylaws^ <ul style="list-style-type: none"> • Violations of Code of Conduct • Review Draft (A-1) 	
	6. Public Comments¹	Members of the Public
	7. Members Privilege	PC Members
	8. Review of Action Item	PC Staff

9. Agenda Setting for Next Meeting

PC Members/ L. White

TBD

HIV Planning Council Conference Room

10. Roll Call*

PC Staff

11:30am

11. Adjournment

L. White

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.

** Copies can be obtained at the I.E.H.P.C. office and will be available at the meeting.

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Section 7 – Sanctions

The Community Co-Chair may recommend involuntary removal of members to the full Council for approval and the Chief Elected Official for any of the following reasons:

1. Change of status and/or loss of affiliation which qualified the member for appointment to the Planning Council; members are responsible for informing Council Staff of any changes of status and/or loss of affiliation that may affect his/her ability to serve as a member.
2. When Council member violates this Code of Conduct in a meeting, the individual chairing the meeting is expected to inform him/her that the behavior is unacceptable. Others in attendance are expected to support the chair in maintaining adherence to the Code of Conduct. If inappropriate behavior continues and will in the view of the chair lead to disruption of the process, the chair may ask the offending party to leave the meeting. Prior to removing the individual, the chair of the meeting shall state on the record the reason for removal.
3. If a member of the Council repeatedly violates the Code of Conduct in committee meetings, or repeatedly violates Confidentiality or Representation policies, the Community Co-Chair may remove this individual as a committee member with the approval of a majority of the Council.
4. If a Council member continues to violate the Code of Conduct in Council meetings or as a member of a different committee, he/she may be recommended to the CEO for removal by vote of a majority of the Council members at any regular or special meeting.
5. If the individual feels that he/she has been treated unfairly, he/she may express this concern to the Council, which will attempt to resolve the situation informally.
6. Conduct or behavior in office that has a negative impact on the integrity of or the community's confidence in the Council including, but not limited to: conflict of interest violations; new conviction of illegal behavior or crime of moral turpitude; malfeasance; making repeated unsubstantiated allegations under this section; repeated engagement in disruptive behavior, as defined by the rules of respectful Engagement, with Council members, Support Staff, or invited presenters; or other conduct that violates the Bylaws or established Policies and Procedures adopted by the Planning Council.

Section 7 – Sanctions

A. Council or Committee Members

1. When a Council or committee member violates this Code of Conduct in a meeting, the individual chairing the meeting is expected to inform him/her that the behavior is unacceptable. Others in attendance are expected to support the chair in maintaining adherence to the Code of Conduct. If inappropriate behavior continues and will in the view of the chair lead to disruption of the process, the chair may ask the offending party to leave the meeting. Prior to removing the individual, the chair of the meeting shall state on the record the reason for removal.
2. If a member of the Council repeatedly violates the Code of Conduct in committee meetings, or repeatedly violates Confidentiality or Representation policies, the Community Co-Chair may remove this individual as a committee member with the approval of a majority of the Council.
3. If a Council member continues to violate the Code of Conduct in Council meetings or as a member of a different committee, he/she may be recommended to the CEO for removal by vote of a majority of the Council members at any regular or special meeting.
4. If a member of a committee who is not a Council member repeatedly violates the Code of Conduct, the Community Co-Chair may remove this individual as a committee member with the approval of the Council.
5. If the individual feels that he/she has been treated unfairly, he/she may express this concern to the Council, which will attempt to resolve the situation informally. If unable to do so, the individual may utilize the complaint process as specified in the Policies and Procedures.



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Maxwell Ohikhuare, MD
County Health Officer Co-Chair

TBD
Community Co-Chair

Bylaws Committee

Thursday, February 9, 2017
9:30am-10:30am

Meeting Location

San Bernardino County Public Health
351 N. Mt. View
Planning Council Conference Room, B15
San Bernardino, CA 92415
(909) 693-0750

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Desert AIDS Project
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Minutes

Members: A. Jacobson, C. Smith, J. Taylor, L. White, S. Cromwell-Nieve

Staff: A. Fox, D. Wheeler

County Counsel: M. Markel

RW: J. Olagunju

Public: D. Derricutt, J. Ruiz (pending member)

9:40am

1. Call to Order

- Roll Call*
- Introductions

L. White

2. Approval of Agenda²

2.1 Approve February 9, 2017 Agenda

There was a motion to approve the February 9, 2017 agenda. M/S/C: C. Smith, A. Jacobson – No Abstentions

L. White

3. Approval of Minutes²

3.1 Minutes of 1.5.17 committee meeting

There was a motion to approve the January 5, 2017 Minutes. M/S/C: C. Smith, A. Jacobson – No Abstentions

L. White

4. Old Business²

4.1 None

Committee Members

5. New Business

5.1 Review and Revise PC Bylaws[^]

- Code of Conduct of members specifically outside of Council meetings
- Violations of Code of Conduct

There was a motion to use the model from the San Francisco EMA Corrective Action and Involuntary Removal when it becomes necessary to remove a voting member from the Council. M/S/C: A. Jacobson, C. Smith – No Abstentions.

6. Public Comments¹

NONE

Members of the Public

7. Members Privilege

J. Taylor asked about the armed security in the room. A. Fox reported the Council received an email from a Council Member threatening to disrupt upcoming committee meetings and also approach A. Fox in a threatening manner after a committee meeting in January. She stated the matter is being reviewed by Human Resources and she would not go into further detail.

PC Members

8. Review of Action Item

Staff will:

1. Poll committee members on language for Development of draft verbiage for Correction Action and Involuntary Removal of members.
2. Develop draft language and send with next agenda packet

PC Staff

9. Agenda Setting for Next Meeting

March 2, 2017

HIV Planning Council Conference Room

PC Members/ L. White

10. Roll Call*

PC Staff

10.39am

11. Adjournment

L. White

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