



INLAND
EMPIRE
HIV
PLANNING
COUNCIL

120 Carousel Mall • San Bernardino, CA 92415-0475
(909) 388-0426 • Fax (909) 388-0424
Website: www.iehpc.org

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD
Interim County Health Officer Co-Chair

Henry Nickel
Community Co-Chair

Bylaws Subcommittee

Thursday, March 01, 2012
9:30am-11:30am

Meeting Location*

Beaumont Civic Center
550 E. 6th Street
Beaumont, CA

(909) 388-0426/PCS Mobile (909) 693-0750

*Teleconferencing is not available

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

Agenda

9:30	1. Call to Order <ul style="list-style-type: none">▪ Roll Call*▪ Introductions	V. Jauregui Burns
	2. Public Comments¹	Members of the Public
	3. Members Privilege	PC Members
	4. Approval of Agenda²	V. Jauregui Burns
	5. Approval of Minutes² 5.1 Minutes of February 9, 2012	V. Jauregui Burns
	6. Old Business² <ul style="list-style-type: none">6.1 Planning Council Operation<ul style="list-style-type: none">A. Review and Revise IEHPC Policies and Procedures (A-1)B. Priority Setting and Resource Allocation Process**	Committee Members
	7. Public Comments¹	Members of the Public

	8. Members Privilege	PC Members
	9. Review of Action Item	PC Staff
	10. Agenda Setting for Next Meeting	PC Members/ V. Jauregui Burns
	11. Roll Call*	PC Staff
11:30	12. Adjournment	V. Jauregui Burns

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² The agenda item may consist of a discussion and a vote. Public comments can be made prior to each Planning Council vote.

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Section 3 – Standing Committees

- A. The standing committees shall be the Evaluation of the Administrative Mechanism, Bylaws, Grievance, Planning, Council Development, Empowerment, Continuum of Care, Standards and Finance Committees.
- B. The Council Support Staff shall work with each committee to ensure that the administration and responsibility of each committee is met.

a. Evaluation of Administrative Mechanism Committee

(1) Responsibilities: The responsibilities of the Evaluation of the Administrative Mechanism Committee shall be to:

- (a) Develop the necessary tools and procedures and oversee the assessment of the efficiency of the administrative mechanism of the RWP (i.e. procurement and contract arrangement), working through and reporting to the Council and
- (b) Assess the performance of the Council Support Staff (i.e. assisting the Council in establishing and carrying out process) for timely and appropriate activities within the TGA.

b. Bylaws Committee

(1) Responsibilities: The responsibilities of the Bylaws Committee, shall include:

- (a) Periodic review of these Bylaws to ensure that they meet the needs of the Council,
- (b) Development of proposed amendments to the Bylaws in accordance with Ryan White legislation and HRSA guidelines,
- (c) Development of recommendations for changes to the policies and procedures governing Council operations, as needed,
- (d) Recommendation of changes to the Bylaws, policies, and procedures to the Council, with the full Council responsible for approval, and
- (e) Submission of Council-approved Bylaws and items related to Council mandates to the Board of Supervisors for final review and approval.

c. Grievances Committee

(1) Responsibilities: The responsibilities of the Grievances Committee, working through and reporting to the Council, shall include:

- (a) Serving as the first step in the grievance process, by hearing and where possible resolving grievances against the Council, as specified in the Grievances Policy,
- (b) Hearing and resolving Code of Conduct complaints, as specified in the Code of Conduct Policy, and
- (c) Assisting in review of and revisions to both policies as needed.

(2) Composition:

- (a) The committee shall be constituted as needed to resolve a grievance.
- (b) For each grievance, a committee shall be convened consisting of the Vice Chair and two other members appointed by the Vice Chair who have no actual or perceived conflict of interest with regard to the issue being addressed. The Vice Chair shall serve as the Chair of the committee.

d. Planning Committee

(1) Responsibilities: The responsibilities of the Planning Committee shall include the following:

- (a) Taking the lead role in conducting periodic needs assessments for the TGA and reporting this information back to the Council, and overseeing any needs assessment contractors and working collaboratively with the RWP. Specific Activities include:
 - i. Determining the size and demographic characteristics of the individuals with HIV disease within the TGA, including trends in the epidemic, working in collaboration with epidemiologists in the State and County Departments of Public Health to obtain an epidemiologic profile of the TGA,
 - ii. Determining the service needs and gaps of PLWH in the TGA, which includes establishing methods for obtaining information on community needs and priorities,
 - iii. Identifying barriers to care and access among affected subpopulations and historically underserved communities, including individuals with HIV disease who know their status but are not receiving HIV-related medical care,
 - iv. Developing a provider inventory,
 - v. Assessing the capacity of the system of care to meet identified needs, through preparing a profile of the capacity and capabilities of providers within the TGA, including the extent to which services are available, accessible, and appropriate to PLWH overall and to specific population groups, and

- vi. Gathering information about services generally available to consumers (clients) through sources other than those funded by the Council, including data on other funding streams.
- (b) Developing, reviewing, and revising a Comprehensive HIV Services Plan, in collaboration with the RWP, every three years or as specified by HRSA. Specific activities include:
 - i. Developing, reviewing, and revising a Comprehensive HIV Services Plan for the delivery of health care core and support services, using the results of the needs assessment, cost and utilization data, and other information on the continuum of care in the TGA, and working collaboratively with the RWP,
 - ii. Ensuring effective coordination with other HIV/AIDS planning entities and other relevant bodies in the development of the Comprehensive Plan,
 - iii. Developing, reviewing, and revising strategies for overcoming barriers to care, particularly for individuals who know their HIV status but are not receiving HIV-related medical care, and
 - iv. Playing a lead role in coordinating and determining the compatibility of services within the TGA. Compatibility of services refers to a well developed, cohesive, and integrated system of care.
 - (c) Monitoring and evaluating progress in implementing the Comprehensive HIV Services Plan,
 - (d) Participating in the development of and ensuring that Council actions are consistent with the Statewide Coordinated Statement of Need (SCSN), and
 - (e) Establishing and overseeing the process through which the Council determines service priorities and resource allocations for the TGA. Specific activities include;
 - i. Developing, and refining as necessary, a process for the full Council to use in setting priorities and allocating Part A resources for the TGA and in developing directives to the RWP as to how best to meet each priority, based upon the results of the needs assessment, the Comprehensive HIV Services Plan, and other information (data); decisions must be based on documented needs,
 - ii. Overseeing the priority setting and resource allocations process each year,
 - iii. Planning and coordinating the annual Data Summit (data and information presentation and decision making meeting),

- iv. Recommending a process for ensuring timely and informed reallocation of funds as required during the program year, working with the RWP, and
- v. Reviewing annual written assessments of the priority setting and resource allocations process and recommending to the full Council any needed changes in that process.

(2) Composition: At least one third must be PLWH.

e. Council Development Committee

(1) Responsibilities: The responsibilities of the Council Development Committee shall include:

- (a) Development and implementation of ongoing recruitment and screening of potential Council members, using an open nominations process approved by the Council,
- (b) Recommendation of candidates for Council appointment to the Council and then to the San Bernardino County Board of Supervisors, both annually as terms end and throughout the year, whenever a vacancy occurs,
- (c) Development and presentation of a slate of candidates for the officer positions each year, and of candidates to fill any officer vacancies during the year,
- (d) Orientation and training of Council members,
- (e) Monitoring of member participation, including attendance at Council and committee meetings, and
- (f) Monitoring to ensure that the Council's membership meets legislative requirements and HRSA standards, is representative of required membership categories, reflective of the epidemic in the TGA, and includes at least one-third (1/3) unaffiliated consumers of Part A services.

(2) Composition: At least one (1) member who is a PLWH, and at least one (1) other member who is a person of color.

f. Empowerment Committee

(1) The responsibilities of the Empowerment Committee shall include:

- (a) Fostering awareness of HIV/AIDS and the role/mission of the Council in the communities of the TGA, and support for programs assisting PLWH,
- (b) Serving as a sounding board and line of communication between the TGA and populations that are historically and newly identified as being underserved,

- (c) Promoting consumer education about the services available through Part A,
- (d) Making recommendations to the Council to achieve equitable delivery of high quality, culturally competent services to all eligible consumers, and to improve outreach and services to underserved populations,
- (e) Making recommendations to the TGA on how to increase its effectiveness at identifying and bringing into care persons who are aware that they are HIV infected but are not in care,
- (f) Gathering information about and creating awareness of services that are part of the TGA's continuum of care and are available at low or no cost to consumers, but are funded by sources other than Part A, and
- (g) Supporting the recruitment of qualified members for the Council, and facilitating participation of consumers at all levels.

(2) Composition: The Empowerment Committee shall consist of no more than nine Council members and an unlimited number of non-Council members. Special efforts shall be made to recruit PLWH, including unaffiliated Part A consumers, as members. The Chair must be a member of the Council.

g. Continuum of Care Committee

- (1) Responsibilities: The responsibilities of the Continuum of Care Committee (COC) shall include:
- (a) Guiding, coordinating, facilitating, and overseeing the development and strengthening of the TGA's continuum of care,
 - (b) Taking the lead for the Council in the evaluation of Council products and actions including:
 - i. Monitoring and evaluating progress on the Comprehensive HIV Services Plan goals and determining what impact services are having on client health outcomes,
 - ii. Examining the cost-effectiveness of the services delivered, using cost and utilization data provided for each service category by the RWP as well as outcomes data,
 - iii. Reviewing service category expenditures and program performance and comparing them with Council goals and objectives,
 - iv. Assessing aggregate performance of services,
 - v. Providing information (input) for the development of the Comprehensive Plan, and
 - (c) Recognizing that clinical quality management (QM) is primarily a RWP responsibility, receiving and using clinical quality management data on a service category level, and working with the RWP to support and learn from the TGA's clinical QM activities,

- (d) Ensuring coordination in the provision of services with non-Part A programs, including programs for HIV prevention and for the prevention and treatment of substance abuse, and
- (e) Implementing special projects related to standards and evaluation activities.

(2) Composition: The Committee shall ensure diverse participation, including PLWH and other non-providers as well as providers.

h. Standards Committee

(1) Responsibilities: The responsibilities of the Standards Committee shall include:

- (a) Developing and updating service category definitions and standards of care for each service category. Specific activities include:
 - i. Developing and revising, as needed, the Standards of Care for funded service categories, and recommending Client Eligibility Criteria, and Output and Outcome Indicators as part of those standards, so as to be consistent with HRSA Policy and to meet the changing needs of PLWH in the TGA, and
 - ii. Assisting the RWP Staff, as needed, to convene specialized working groups to include experts from specific fields such as HIV-related medical care, mental health, substance abuse, dental care, and medical case management, to provide information for the periodic review and revision of standards.

(2) Composition: The Committee shall ensure diverse representation including PLWH and other non-providers as well as providers.

i. Finance Committee

(1) Responsibilities: The responsibilities of the Finance Committee shall include:

- (a) Development, in conjunction with Ryan White Program Staff, the annual Council budget. Such budget:
 - i. Shall include the following line items, as indicated in the 2009 HRSA Manual:
 - 1. Needs Assessment
 - 2. Council Support Staff
 - 3. Private mileage reimbursement for consumer members
 - 4. Any other items for the effective and efficient operation of the Council.

- ii. Shall be developed during the month immediately following receipt of the annual Notice of Grant Award for the grant year, and approved by the Council no later than the month following.
- iii. Shall be developed within the constraints of the Grantee Administrative budget.
- (b) Reporting, on a quarterly basis, Council expenditures to date and remaining budget.
- (c) Recommending, based on quarterly reports, any budgetary adjustments necessary to ensure that expenditures are in line with total budget authority.
- (d) Meeting on a quarterly basis, beginning with the first meeting immediately following receipt of the annual Notice of Grant Award.

Composition: The Finance Committee shall consist of not less than three (3) or more than five (5) members, all of whom must be Council membe



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Henry Nickel
Community Co-Chair

Bylaws Subcommittee

Thursday, February 09, 2012
9:30am-11:30am

Meeting Location

San Bernardino County
Department of Public Health
120 Carousel Mall
San Bernardino, CA 92415
(909) 388-0426/PCS Mobile (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 compliance with the Americans with Disabilities Act of 1992.

Minutes

9:30

1. Call to Order

- Roll Call*
- Introductions

V. Jauregui Burns

2. Public Comments¹

None

Members of the Public

3. Members Privilege

None

PC Members

4. Approval of Agenda²

Motion/Second: T. Evans/K. Owens

Motion carried.

K. Owens/L. Ford-Watson made motion to start with 7.1 prior to 6.1.

V. Jauregui Burns

5. Approval of Minutes²

5.1 Minutes of January 19, 2012

Motion/Second: K. Owens/L. Ford-Watson

Motion carried.

V. Jauregui Burns

6. Old Business²

6.1 Planning Council Operation

A. Review and Revise IEHPC Policies and Procedures**

The committee worked on the PS&RA Process Section.

Committee Members

7. New Business²

7.1 Priority Setting and Resource Allocation Process (A-1)

The committee discussed possibly changing the number of priorities from top five to top 3. They discussed adding presentation on Priority Setting and Outside resources.

J. Houchen/T. Evans made a motion to keep the Priority Setting Process the same.

L. Ford-Watson asked to amend the motion to identify how many members voted for each category. All in favor. Motion carried.

Committee Members

A section will be added to section 5 Aggregating the votes. It will read, "In addition to tallying the total number of votes per category, the PC Support Staff will list a breakdown of the number of members who voted for each point value."

J. Houchen/A. Ziven made a motion to remove "Reallocation" from the PS&RA Process. All in favor. Motion carried.

8. Public Comments¹

None

Members of the Public

9. Members Privilege

None

PC Members

10. Review of Action Item

PCS will add committee section from Bylaws to next month's packet.

PC Staff

PCS will forward changes to Planning Committee

11. Agenda Setting for Next Meeting

March 1st, 2012

Beaumont, CA

PC Members/ V. Jauregui Burns

12. Roll Call*

PC Staff

11:30

13. Adjournment

V. Jauregui Burns

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