



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

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

# Bylaws Committee

Thursday, October 8, 2015  
10:00am-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

|                |   |                       |
|----------------|---|-----------------------|
| <b>10:00am</b> | <b>1. Call to Order</b>   | G. French             |
|                | <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>   |                       |
|                | <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>  | G. French             |
|                | 4.1 Approve October 8, 2015 Agenda  |                       |
|                | <b>5. Approval of Minutes<sup>2</sup></b>   | G. French             |
|                | 5.1 Minutes of 8.20.15 committee meeting  |                       |
|                | <b>6. Old Business<sup>2</sup></b>  |                       |
|                | 6.1 Update and review of Non-member Membership/Advisory Groups on other Planning Councils | Committee Members     |
|                | 6.2 Update and review on types of background checks                                       |                       |
|                | <b>7. New Business<sup>2</sup></b>  |                       |
|                | 7.1 Develop draft wording on Officer Terms  | Members of the Public |

|                |   |                       |
|----------------|---|-----------------------|
|                | <b>8. Public Comments<sup>1</sup></b>             | Members of the Public |
|                | <b>9. Members Privilege</b>                       | PC Members            |
|                | <b>10. Review of Action Item</b>                  | PC Staff              |
|                | <b>11. Agenda Setting for Next Meeting</b><br>TBD | PC Members/ G. French |
|                | <b>12. Roll Call*</b>                             | PC Staff              |
| <b>11:30am</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.

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

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Community Co-Chair

# Bylaws Subcommittee

Thursday, September 17, 2015  
9:00am-11:00am

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  
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## Minutes

**Members:** D. Huntsman, G. French, J. Taylor, L. White, S. Cromwell-Nieve, C. Smith, T. Lobato-Wright, A. Jacobson

**Public:** L. McGee, H. Morales-Montijo, T. Evans

**Staff:** A. Fox

|                |  |                       |
|----------------|--|-----------------------|
| <b>9:02 am</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><br><p style="text-align: center;">NONE</p>   | Members of the Public |
|                | <b>3. Members Privilege</b><br><p style="text-align: center;">NONE</p>   | PC Members            |
|                | <b>4. Approval of Agenda<sup>2</sup></b><br>4.1 Approve September 17, 2015 Agenda<br><b>There was a motion to approve the 9.17.15 agenda.</b><br><b>M/S/C: A. Jacobson, T. Lobato-Wright. No Abstentions</b>                                   | G. French             |
|                | <b>5. Approval of Minutes<sup>2</sup></b><br>5.1 Minutes of 8.20.15 committee meeting.<br><b>There was a motion to approve the 8.20.15 committee meeting minutes. M/S/C: A. Jacobson, T. Lobato-Wright.</b><br><b>D. Huntsman - Abstained.</b> | G. French             |
|                | <b>6. Old Business<sup>2</sup></b><br>6.1 Update and review of Non-member Membership on other Planning Councils.<br><b>The committee discussed how other Councils</b>  | Committee Members     |

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**included non-member consumers. The committee also discussed redefining non-member roles and relationship with the Council.**

6.2 Update and review on types of background checks

**The committee discussed the topic of background checks as part of vetting members as part of the CDC review process.**

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

7.1 Develop draft wording on Officer Terms

Discussed returning Officer term limits back to annually.

7.2 Discuss Child Care reimbursement

Members of the Public

**There was a motion to move the Child Care discussion back to Finance. M/S/C: A. Jacobson, T. Lobato-Wright**

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

**T. Evans stated that his concern about the Bylaws have to address members that are terming out as it relates to membership. He also stated that the committee should review the Policies and Procedures.**

Members of the Public

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## **9. Members Privilege**

**NONE**

PC Members

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## **10. Review of Action Item**

Staff will:

1. Draft guidelines for consumer advisory and input
2. Look into models for background checks
3. Inform chair of Finance committee that Bylaws committee has referred Child Care discussion to the next Finance committee meeting.
4. Invite or request information from Dr. Ohikhuare on need for background request.

PC Staff

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## **11. Agenda Setting for Next Meeting**

October 8, 2015

PC Members/ G. French

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## **12. Roll Call\***

PC Staff

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**11:10am**

## **13. Adjournment**

G. French

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