



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

Council Development Committee

Thursday, March 08, 2012
2:30pm-4:00pm

Meeting Location

Foothill AIDS Project
364 Orange Show Lane
San Bernardino, CA 92408
(909) 388-0426/PCS Mobile (909) 693-0750

Teleconferencing Site

Department of Public Health
Carousel Mall
120 Carousel Mall
San Bernardino CA 92415
(909) 388-0426

Teleconferencing 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.

Agenda

2:30

1. Call to Order

- Roll Call*
- Introductions

J. Houchen

2. Public Comments¹

Members of the Public

3. Members Privilege

PC Members

4. Approval of Agenda²

J. Houchen

5. Approval of Minutes²

5.1 Minutes of February 16, 2012

J. Houchen

6. Council Development Reports²

- 6.1 Council Development Reports
 - A. Attendance Logs
 - B. CDC Report

- C. Matrix for PC Membership Categories
 - D. Reflectiveness of Non-Aligned Consumers and PC Members by Demographic Group
 - E. Work Plan
- 6.2 Update on Prospective Members, Affiliations, Resignations, Terminations and Leave of Absences
- Record of Actions
 - Request for Leave of Absence
 - Review Applications

7. Old Business²

- 7.1 Review Policies and Procedures
 - A. Membership Renewal Process
 - B. Planning Council Non-Member

8. Public Comments¹

Members of the Public

9. Members Privilege

PC Members

10. Review of Action Items

PC Staff

11. Agenda Setting for Next Meeting

PC Members/ J. Houchen

12. Roll Call*

PC Staff

4:00

13. Adjournment

J. Houchen

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.

** Attachment was not available at time of printing, but will be available at the 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) 388-0426.

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) 388-0426 or by visiting the website <http://www.iehpc.org>.

Servicios en Español: Notificación para servicios de intérprete deben de someterse setenta y dos horas de anticipo. Por favor llame (909) 388-0426.

2012 Planning Council Membership Attendance Log

LEGEND:

1 = Attended Meeting

Blank space = Meeting Held, not attended

NM = No Meeting Held

= Not Yet a Member

LOA = Leave of Absence

Via Teleconference/Videoconference

DC = Disbanded Committee

L/E = Arrived Late / Left Early

NQ = No meeting held due to lack of attendees/member attended

*July PC = PS/RA Data Summit

Member-HR	Committee Meeting	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC
<i>Meeting locations by month</i>		SB	SB					RIV					
1 Batista San Bernardino	Natalie PC	1	1										
	EAM												
	Bylaws												
	Grievances												
	Planning												
	CDC												
	Finance												
	Standards		1										
	Empowerment	NM											
	CCC												
2 Bolton San Bernardino	Robert PC	1											
	EAM												
	Bylaws												
	Grievances												
	Planning												
	Finance												
	CDC												
	Standards												
	Empowerment	NM											
	CCC												
3 Bridges-Cobb State	Claudette PC	1	1										
	EXEMPT												
4 Comstock San Bernardino	Virginia PC												
	EAM												
	Bylaws												
	Finance												
	Grievances												
	Planning												
	CDC												
	Standards												
	Empowerment												
	CCC												
5 Contreras Riverside	Berta PC	1	1										
	EAM												
	Finance												
	Bylaws												
	Grievances												
	Planning	1	2										
	CDC	1	1										
	Standards	1	1										
	Empowerment	NM											
	CCC	1	1										
6 Christenson San Bernardino	Dana PC	1	1										
	EAM												
	Bylaws												
	Grievances												
	Planning	1	1										
	Finance	1	1										
	CDC		1										
	Standards												
	Empowerment	NM	1										
	CCC												
7 Evans Riverside	Terry PC	1	1										
	EAM												
	Bylaws	1	1										
	Grievances												
	Finance		1										
	Planning		1										
	CDC	1	1										
	Standards	1	1										
	Empowerment	NM	1										
	CCC												

	Member-HR	Meeting locations by month	Committee Meeting	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC
				SB	SB					RIV					
8	Fogelman Riverside	Burton	PC												
			EAM												
			Bylaws												
			Finance												
			Grievances												
			Planning												
			CDC												
			Standards												
			Empowerment	NM											
			CCC												
9	Ford-Watson San Bernardino	Lenora	PC	1	1										
			EAM												
			Bylaws	1											
			Grievances												
			Finance												
			Planning												
			CDC												
			Standards												
			Empowerment	NM											
			CCC		1										
10	French Riverside	Gregory	PC	1	1										
			EAM												
			Finance		1										
			Bylaws	1											
			Grievances												
			Planning	1	2										
			CDC												
			Standards		1										
			Empowerment	NM	1										
			CCC	1	1										
11	Frykman Riverside	Dr. Eric EXEMPT	PC												
12	Haro Riverside Secretary	Amando	PC												
			EAM												
			Bylaws												
			Finance												
			Grievances												
			Planning												
			CDC												
			Standards												
			Empowerment	NM											
			CCC												
13	Harris Riverside	Carolyn	PC	1	1										
			EAM												
			Finance												
			Bylaws												
			Grievances												
			Planning	1	1										
			CDC												
			Standards												
			Empowerment	NM											
			CCC	1	1										
14	Houchen San Bernardino Vice Chair	Jason	PC	1	1										
			EAM												
			Bylaws	1	1										
			Grievances												
			Finance												
			Planning												
			CDC	1	1										
			Standards												
			Empowerment	NM											
			CCC												
15	Byers State	Jeff EXEMPT	PC												
16	J. Burns Riverside	Victoria	PC	1	1										
			EAM												
			Bylaws	1											
			Grievances												
			Planning												
			Finance												
			CDC												
			Standards												
			Empowerment	NM											
			CCC												

	Member-HR	Committee Meeting	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC
	<i>Meeting locations by month</i>		SB	SB					RIV					
17	Nickel	Henry	1	1										
	San Bernardino	PC												
	Co-Chair	EAM												
		Bylaws												
		Grievances												
		Planning												
		Finance												
		CDC												
		Standards												
		Empowerment	NM											
		CCC												
18	Martinez	Roberta												
	San Bernardino	PC												
		EAM												
		Bylaws												
		Grievances												
		Finance												
		Planning												
		CDC												
		Standards												
		Empowerment	NM											
		CCC												
19	Ohikhuare	Dr. Maxwell	1	1										
	San Bernardino	EXEMPT												
20	Orr	Brandee	1											
	Riverside	PC												
		EAM												
		Bylaws												
		Grievances												
		Planning		2										
		Finance												
		CDC												
		Standards		1										
		Empowerment	NM											
		CCC												
21	Owens	Ken	1	1										
	Riverside	PC												
		EAM												
		Bylaws	1	1										
		Grievances												
		Planning												
		Finance	1	1										
		CDC	1	1										
		Standards	1											
		Empowerment	NM	1										
		CCC												
22	Wahl	Doris	1											
	Riverside	PC												
		EAM												
		Bylaws												
		Grievances												
		Planning	1	2										
		Finance												
		CDC												
		Standards		1										
		Empowerment	NM											
		CCC												
23	Ziven	Alan	1	1										
	Riverside	PC												
	Member at Large	EAM												
		Bylaws	1	1										
		Grievances												
		Finance	1	1										
		Planning		1										
		CDC	1											
		Standards	1	1										
		Empowerment	NM	1										
		CCC												
	RESIGNATIONS													
1														
	TERMINATIONS													
1														
2														



INLAND
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**Inland Empire HIV Planning Council
Council Development Committee Report
Date of Report: March 02, 2012**

Membership Status			
The IEHPC Membership can total 18-32 members			
23 Current Members			
Riverside Region is currently represented by 12 members.			
San Bernardino is currently represented by 9 members.			
There is currently 2 member representing the State.			
Recent Resignations/ Terminations			
Member Names	County	Effective Date	
Request for Application			
Name	County	Date Sent	
Paul Hagan	Riverside	1/3/2012	
Membership Applications Received			
Name	County	Date Received by PCS / Date Reviewed	
Paul Hagan	Riverside	1/10/2012	3/8/2012
Dana Williams	San Bernardino	2/13/2012	3/8/2012
Lloyd White	San Bernardino	2/9/2012	3/8/2012
Applicants Attending Meetings			
Name	County	Committee Mtgs	Planning Council Mtgs
Paul Hagan	Riveriside	2	2
Lloyd White	San Bernardino	7	2
Scheduled Interviews			
Name	County	Date of Interview	
BOS Approval in Process			
Name	County	Anticipated PC Approval Date	
Approved Leave of Absences			
Name	Leave Requested	Date Recieved/Date Returned	

Matrix for Planning Council Membership Categories - Riverside/San Bernardino, CA TGA

HRSA Copy

Mandated Categories of Representation and Reflectiveness of the Epidemic in the TGA	Race/Ethnicity and Gender																	
	White, Not Hispanic		Black, Not Hispanic		Hispanic		Asian/Pacific Islander		Am. Indian/Alaska Native									
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female						
1	Healthcare providers, including Federally Qualified Health Centers	1																
2	CBOs serving affected populations and AIDS service organizations (ASOs).			1	1					1								
3	Social service providers, including housing and homeless services providers.									1								
4	Mental health providers.		1*															
5	Substance Abuse Providers		1*															
6	Local Public Health Agencies			1														
7	Hospital planning agencies or other health care planning agencies.		1															
8	Affected communities, including PLWH and historically underserved subpopulations.	4		1						1								
	Representative of a local Federally recognized Native American Tribe																	
	Representative of individuals co-infected with HIV and Hepatitis	1																
9	Non-elected community leaders	1	1					1										
10	State Medicaid Agency				1													
11	State Part B Agency	1																
12	Part C grantees.																	
13	Part D grantees, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV.			1														
14	Grantees of other Federal HIV programs, including HIV prevention programs									1								
15	Representatives of formerly incarcerated PLWH.																	
	TOTAL	9	3	4	2	1	4			0	0	0	0	0	0	0	0	0
	TOTAL Non-Aligned PLWH	5	0	1	0	0	1			0	0	0	0	0	0	0	0	0

*one person fulfilling multiple reflectiveness categories

Matrix for Planning Council Membership Categories - Riverside/San Bernardino, CA TGA

CDC Copy

	White, Not Hispanic		Black, Not Hispanic		Hispanic		Asian/Pacific Islander		Am. Indian/Alaska Native		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
1	Healthcare providers, including Federally Qualified Health Centers	1									
2	CBOs serving affected populations and AIDS service organizations (ASOs).				1	1			1		
3	Social service providers, including housing and homeless services providers.								1		
4	Mental health providers.		1*								
5	Substance Abuse Providers		1*								
6	Local Public Health Agencies			1							
7	Hospital planning agencies or other health care planning agencies.		1								
8	Affected communities, including PLWH and historically underserved subpopulations.	4		1					1		
	Representative of individuals co-infected with HIV and Hepatitis	1									
	Representative of a local Federally recognized Native American Tribe										
9	Non-elected community leaders	1	1			1					
10	State Medicaid Agency				1						
11	State Part B Agency	1									
12	Part C grantees.										
13	Part D grantees, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV.			1							
14	Grantees of other Federal HIV programs, including HIV prevention programs								1		
15	Representatives of formerly incarcerated PLWH.										
	TOTAL	9	3	4	2	1	4		0	0	0
	TOTAL Non-Aligned PLWH	5	0	1	0	0	1		0	0	0

*one person fulfilling multiple reflectivness categories

- Not yet PC/Board approved

**Table 4: Reflectiveness of Non-aligned Consumers and
Planning Council Members by Demographic Group
CDC Copy**

TGA: Riverside/San Bernardino, California

Total Authorized Members according to the Bylaws:

Total Members as of January 31, 2012: 23

Total Non-Aligned Consumers: 7

Percent Non-Aligned Consumers: 30.4%

Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/08		Members of the Planning Council		Non- Aligned Consumers on Planning Council	
	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4537	54.2%	12	52.2	5	71.4
Black, not Hispanic	1404	16.8%	6	26.1	1	14.3
Hispanic	2220	26.5%	5	21.7	1	14.3
Asian/Pacific Islander	129	1.5%	0	0.0	0	0.0
American Indian/Alaska Native	48	0.6%	0	0.0	0	0.0
Multi-Race	30	0.4%	0	0.0	0	0.0
Not Specified	5	0.1%	0	0.0	0	0.0
Total	8373	100.0%	23	100.0	7	100.0
Gender						
Male	7196	85.9%	13	56.5	6	56.5
Female	1177	14.1%	10	43.5	1	43.5
Total	8373	100.0%	23	100.0	7	100.0

Note: Modes of transmission should be considered when constructing reflective PLWH membership, but are not required.

**Table 4: Reflectiveness of Non-aligned Consumers and
Planning Council Members by Demographic Group
HRSA Copy**

TGA: Riverside/San Bernardino, California

Total Authorized Members according to the Bylaws:

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Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/10		Members of the Planning Council		Non- Aligned Consumers on Planning Council	
	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4537	54.2%	12	52.2	5	71.4
Black, not Hispanic	1404	16.8%	6	26.1	1	14.3
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Gender						
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Note: Modes of transmission should be considered when constructing reflective PLWH membership, but are not required.

Planning Council Training Schedule and Workplan

Updated: 01/31/2012

January	February	March	April
<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>
<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>

Other training possibilities, to be scheduled:

Comprehensive Plan	Grievance Procedures	Managing Scarcity Training Update
Review of Data	HOPWA/Section 8	Leadership Conference Info/How Grps Interact
ARLES Training	Membership Recruitment/Retention	
Getting the Most out of the PS&RA	Directives Training	

Section 4: Membership and Nominations

Contents

This section provides information about the Inland Empire HIV Planning Council's Open nominations process and attendance requirements. It supplements information provided in Article III of the Bylaws.

Purpose

The Inland Empire HIV Planning Council is required under Ryan White legislation to use an open nominations process for the recruitment and screening of Planning Council members. The purpose of this policy and process is to establish a membership process and composition that meet legislative requirements and HAB/DSS policies and enable the Council to meet its legislatively and locally defined responsibilities, and to ensure that the process is clear and transparent.

Policy

It is the policy of the Planning Council to specify, publicize, and follow clearly defined procedures for the recruitment, orientation, training, and retention of members and to ensure that the membership is representative of required service categories and reflective of the epidemic and of the geographic service areas of the Riverside/San Bernardino, CA Transitional Grant Area (TGA).

Planning Council membership must include the member categories needed to meet the representation requirements specified in the Ryan White legislation, as described in the Planning Council Bylaws. In addition, both the Council as a whole and the unaffiliated consumers must be reflective of the epidemic in the TGA.

Open Nominations Process

Recruitment and Outreach

Overview

1. The Council Development Committee coordinates an ~~annual~~ open nominations process based on Bylaws requirements that terms for Planning Council members are ~~for three years~~ and end December 31, with staggered terms so that approximately one-third of the membership terms end each year.
2. If the federally mandated and locally required membership categories are not currently filled or will become vacant or if the composition of the current membership does not reflect the demographics of the epidemic in the TGA, the Council Development Committee identifies the areas of needed representation and prepares to recommend the individuals for appointment to correct this lack of representation. The Committee determines recruitment needs for the annual cycle (including who will and will not seek reappointment) each year in

October and presents information on upcoming vacancies and needs to the Executive Committee and Planning Council in November to get its input and advice.

3. The Planning Council annual open nominations process is active year-round, but is especially active from August – October of each year to handle [annual nominations and renominations](#), as one-third of terms end, and to ensure required reflectiveness of the demographics of HIV/AIDS in the TGA. The Planning Council does recruitment and nominations throughout the year to fill vacant membership categories, and continuously accepts and reviews applications from consumers who are interested in Planning Council membership in order to have a pool of qualified candidates. The nominees for [Planning Council the annual process membership](#) are recruited and screened by the Committee in October, and referred to the ~~Executive Committee and to the~~ full Council in November. The Planning Council [votes whether or not to](#) approves ~~a slate of the~~ nominees in November, and then sends [the list of recommended nominees](#) ~~it~~ to the Board of Supervisors for review and appointment by the Chair of the Board of Supervisors as CEO.

Recruitment

1. The Council Development Committee (CDC) recruits members for the Inland Empire HIV/AIDS Planning Council for the mandated membership categories.
2. The Council must ensure that at least one-third (33%) of its members are from the HIV infected or affected population and are unaffiliated – they are not staff members, consultants, or Board members of Part A-funded providers. The goal of the Council is to have HIV infected or affected people compose 50% of the total membership.
3. As required by the Ryan White legislation, the Council must ensure that the HIV infected or affected members and the total membership of the Planning Council reflect the epidemiology of the epidemic in the Riverside/San Bernardino, CA TGA, with particular consideration to disproportionately affected and historically underserved groups and subpopulations.
4. To guide the recruitment process, ~~Planning Council support staff~~ [Planning Council Staff](#) provides the Committee monthly current written reports on the status of the membership of the Planning Council, specifically on issues related to vacancies and reflectiveness as defined by HRSA.
5. Staff works with the CDC on an ongoing basis to publicize vacancies on the Planning Council. Depending upon the vacancy, various targeted approaches are used, including but not limited to: press releases, advertisement in HIV publications, and presentations at community meetings and health fairs and community events.
6. Materials used in recruitment include, at a minimum, application forms and brochures.
7. Potential applicants are asked to contact staff at (909) 388-0426 for more information, or access the website at www.iehpc.org. Staff sends the application and any relevant materials to the interested person, and follows up with the contact within two weeks if no information is received.
8. The Committee provides monthly updates to the Planning Council on its recent and planned recruitment activities.

New Candidate Application Process

All individuals interested in membership to the IEHPC must apply and go through the review and nominations process.

Handling of Applications

1. PC support staff provide all prospective applicants with an application packet that includes:
 - a. A membership application form
 - b. Requirements the potential applicant must fulfill before an application can be considered for membership (See Pre-Selection Attendance Requirements below)
 - c. A calendar of Council, Committee, and Subcommittee meetings (needed to meet the attendance requirements)
2. Once an application is received, staff develops a file for each individual, immediately follow up with the Chair of the CDC to advise of a new application, and inform the applicant of the pre-selection participation requirements described below.

Pre-Selection Attendance Requirements

1. Applications are received, recorded, and filed, so they can be considered for membership on the Council once the applicant fulfills the attendance requirements.
2. Staff contacts each applicant to confirm that his/her application has been received and to explain that before the applicant is interviewed and considered, s/he must first meet pre-selection attendance requirements.
3. All applicants are first required to attend two (2) Planning Council or Executive Committee meetings and two (2) other committee or subcommittee meetings. This meeting attendance requirement can be satisfied with by having attended any applicable meetings within the previous three months prior to and the ~~within~~ three months after of making application for Planning Council membership.
4. If any attendance requirements are not met within the six month window, the application shall be shredded. If the ~~Once the~~ applicant wishes to they may reapply fulfills the attendance requirement, his/her application can be reconsidered and restart the process.

Interview Process

1. Once an applicant who meets Planning Council membership requirements has met the Council/committee attendance requirements, s/he is interviewed. Staff works with the Council Development Committee to schedule an interview. Staff will inform the candidate of the time and location of the interview, and encourage the candidate to review information on the IEHPC web site in preparation for the interview.
2. The support staff prepares sufficient copies of the application to be reviewed by CDC members before the interview. Applications are kept in a secure location at Council Support offices. Only the CDC Chair and Co-Chair, the Community Co-Chair, the Health Officer Co-Chair, and the CDC members have access to the applications, in accordance with Federal and State laws.
3. The interview is designed to ensure that the applicant meets both overall membership criteria and the representation and reflectiveness requirements and other specific needs for the current recruitment effort. While the primary intent is to allow CDC members to ask

questions and have discussions with the applicant, the applicant shall also be allowed to ask questions and initiate discussion with the CDC members.

4. At least three (3) members of the Council Development Committee must be present to interview each applicant. The Committee or panel uses a set of consistent topics or questions in its interviews. The following topic areas are always covered during the interview:
 - a. The applicant's knowledge of and interest in the Ryan White program
 - b. Knowledge of HIV/AIDS services
 - c. Experience working with historically underserved populations and those with co-occurring conditions
 - d. The roles and responsibilities of Planning Council members and ability to meet them
 - e. How the applicant believes s/he can contribute to the Council's work and success, including specific skills, interests, and experience the applicant will bring
 - f. Time commitments and meeting schedules and the applicant's ability to meet them and to participate actively – including what it takes to be a member in good standing
 - g. Ability to meet committee involvement requirement and interest in any specific committees
 - h. HIV disclosure issues

5. In addition, the panel and applicant discuss Planning Council policies and procedures and expectations for compliance, including the following:

- a. Statement of Commitment
- b. a. Code of Conduct
- c. b. Confidentiality
- d. c. Form 700 and Conflict of Interest
- e. d. Committee Assignment
- f. e. Bylaws
- g. f. Mission Statement/Vision Statement
- h. g. Meeting locations
- i. h. Council approval process
- j. i. Council information – Membership Packet

6. CDC ~~members~~panels are informed of the applicant's HIV status, but this information must be kept confidential and not disclosed to anyone outside the Committee unless the individual has indicated a willingness to be publicly disclosed on his/her membership application.

7. After the applicant leaves, members continue their discussion and then provide in writing their ratings of vote either in favor of or against recommending the applicant to the Planning Council for membership on each question or topic area.
 - a. The CDC ~~and~~ rates applicants on a set of standardized criteria/questions, as highly qualified (3), qualified (2), and (1) not qualified. The applicant interview responses are scored by each member of the CDC or panel and averaged for a total rating.
 - b. Applicants must be recommended by a majority of the Committee members conducting the interview in order to be recommended for membership.
 - c. All applicants that have a mean score of 2.0 or more when scores on all criteria are averaged are considered by the Council Development Committee in selecting nominees for Planning Council membership. Their applications are kept on file for one year.

Formatted: Bullets and Numbering

8. To ensure that all applicants are reviewed objectively, a CDC officer or member who is related to or closely acquainted with the applicant, believes s/he has a conflict of interest, or for any reason is unable to provide an impartial review of the applicant's qualifications for membership, is excluded from the applicant interview and from the CDC's discussion and vote concerning that applicant.

~~9. The CDC considers all qualified applicants (scores of 2.0 or higher) when a vacancy arises. A candidate must also meet representation and reflectiveness needs for the specific vacancy. If there are multiple candidates, the CDC recommends the individual who best meets current Council needs. Nominations are moved forward based on consensus if possible, and by majority vote if necessary.~~

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~~10.9.~~ Discussion about the applicant and application is confidential and subject to the rules of confidentiality specified in the Bylaws and in this Manual.

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~~11.10.~~ The CDC presents to the ~~Executive Committee~~ Planning Council the candidates it recommends for each available membership position. At its option, the CDC may present more than one candidate for a position, for ~~Executive Committee and~~ Planning Council review and selection. ~~After Executive Committee review, the recommendations are forwarded to the full Council for review and action.~~ Each nominee approved by the Planning Council is forwarded to the Board of Supervisors for review and appointment by the Chair as CEO. The Planning Council provides the nominee's name, membership category, and other information requested by County Boards and Commissions.

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Candidates not Recommended to the ~~Executive Committee~~ Planning Council

1. Individuals who do not fit the current needs slate but were screened and rated positively ~~by the Council Development Committee (score of 2.0 or higher)~~ are held in a pool of qualified candidates. The candidates are told that their nominations will remain active for a period of one year, and are urged to join a committee of the Council to learn more while awaiting possible nomination to the Planning Council.
2. Applicants NOT recommended for interview and those NOT recommended for membership following the interview ~~due to ratings below 2.0:~~
 - a. Receive a letter from the Planning Council Manager indicating the Council's decision and thanking the applicants for their interest – with a reason given where appropriate
 - b. Are encouraged to join the Empowerment, Planning, or Quality Management Committee

Renewal of Membership

1. At the beginning of the annual open nominations process, the CDC support staff prepares a list of members whose terms will end that December and who are eligible for renewal of their membership.
2. Each member on the list is contacted by the CDC support staff, in order to determine whether the member wishes to be reappointed. Such contact may be made by regular mail, overnight mail, fax, or e-mail, and includes a Renewal Form, which the Council member is expected to return to the CDC's assigned support staff by a specified deadline. Failure to do so may jeopardize a member's consideration for reappointment.

3. No later than the October CDC meeting, the CDC discusses and votes to recommend or decline to recommend a Council member's reappointment. The decision is made by a simple majority vote.
4. If the CDC recommends reappointment, the recommendation is forwarded to the [Executive Committee](#) and then the full Council along with other recommended candidates for the Council. The same process for review is followed as for other Council member nominees.

Application for Renewal of Membership

Application for Renewal of Planning Council Membership

By submitting this form, you are requesting reappointment to the Inland Empire HIV Planning Council. The information on this form will be used by the Council Development Committee and may be shared with the Executive Committee, Council, and office of the Board of Supervisors for use in decision making about your application. It will not be shared publicly.

Name: _____

Contact Information:

Mailing Address: _____

Email: _____ Telephone: _____

Please answer the following questions:

1. What membership category do you currently fill? [Circle the appropriate letter or letters]
 - a. Health-care providers, including federally qualified health centers
 - b. Community-based organizations serving affected populations and AIDS service organizations
 - c. Social-service providers (including housing and homeless-services providers)
 - d. Mental health providers
 - e. Substance abuse providers
 - f. Local public health agencies
 - g. Hospital planning agencies or health-care planning agencies
 - a. Affected communities, including individuals with HIV disease or AIDS, members of a Federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B

or C, and historically underserved groups and subpopulations [includes unaffiliated consumers of Part A services]

- h. Non-elected community leaders
- i. State Medicaid agency
- j. State agency administering the Part B program
- k. Ryan White grantees under Part C and Part D (If there is no Part D [grantee-Ryan White Program Staff](#) in the EMA or TGA, representatives of organizations in the EMA or TGA with a history of serving children, youth, and families living with HIV)
- l. Grantees under other Federal HIV programs (including HIV prevention programs)
- m. Formerly incarcerated PLWH or their representatives
- n. Don't know

2. Are you seeking renomination in the same category? ___ Yes ___ No

If no, what other category(ies) are you eligible to fill?

- a. Health-care providers, including federally qualified health centers
- b. Community-based organizations serving affected populations and AIDS service organizations
- c. Social-service providers (including housing and homeless-services providers)
- d. Mental health providers
- e. Substance abuse providers
- f. Local public health agencies
- g. Hospital planning agencies or health-care planning agencies
- h. Affected communities, including individuals with HIV disease or AIDS, members of a Federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and historically underserved groups and subpopulations [includes unaffiliated consumers of Part A services]
- i. Non-elected community leaders
- j. State Medicaid agency
- k. State agency administering the Part B program
- l. Ryan White grantees under Part C and Part D (If there is no Part D [grantee-Ryan White Program Staff](#) in the EMA or TGA, representatives of organizations in the EMA with a history of serving children, youth, and families living with HIV)
- m. Grantees under other Federal HIV programs (including HIV prevention programs)
- n. Formerly incarcerated PLWH or their representatives

3. Please describe your most important contributions to the Planning Council during your past term.

4. Please describe your committee membership and involvement – what committee(s) did you join and how active have you been?

5. Are there any areas in which you fell short as a Council or committee member?
___ Yes ___ No If yes, what do you plan to do to improve your involvement or performance in those areas?

6. How would you describe your level of attendance at Council and committee meetings?

Council meetings: ___ High ___ Moderate ___ Low
Committee meetings: ___ High ___ Moderate ___ Low

7. If you are reappointed to the Planning Council, what commitments can you make about your participation and accomplishments?

8. If you are reappointed to the Planning Council, on what committee(s) and/or subcommittees would you like to serve?

- Executive Committee subcommittees:
 - Evaluation of the Administrative Mechanism Subcommittee
 - Bylaws Subcommittee
 - Grievances Subcommittee
- Planning Committee
 - Needs Assessment
 - Comprehensive Plan
 - Priority Setting and Resource Allocation
- Council Development
 - Empowerment
 - Care Strategy or Quality Management
 - Standards
 - Evaluation

9. Are you interested in chairing a Committee? Yes No

10. Please provide any other information you feel the Council Development Committee should have in order to consider your renomination.

Presentation of Recommended Applicants

1. An applicant for Planning Council membership, or a slate of applicants if multiple positions must be filled, is presented to the ~~Executive Committee and then to the~~ full Planning Council by the CDC Chair or Co-Chair. This presentation role may be delegated to the Community Co-Chair.
2. Each applicant has the option of making a statement of up to three (3) minutes to the Council or providing Council members with up to one (1) written page of information.
3. Council approval of the nomination requires a simple majority of the Council members present.
4. Once the Council has indicated its support of one or more applicants for appointment to the Planning Council, PC support staff drafts a *Record of Action* to the Grantee. The ~~Grantee~~ [Ryan White Program Staff](#) forwards the nomination(s) to the Chief Elected Official, the San Bernardino County Board of Supervisors.
5. An individual recommended for membership takes office once s/he receives formal notice of appointment by the Board of Supervisors. In the interim period between recommendation to the CEO and appointment, nominees are welcome to attend Planning Council meetings, but cannot vote.

Orientation

1. Once a new member has been appointed, PC support staff provides him/her with a copy of the Orientation Manual.

2. PC support staff, along with at least one officer and one representative of the Council Development Committee, provides an orientation for all new candidates within two weeks of appointment, or at the Planning Council member's first available time.
3. The orientation includes presentation and discussion on at least the following:
 - a. Roles and responsibilities of the Planning Council and how they relate to those of the [Grantee Ryan White Program Staff](#)
 - b. The Council's Bylaws, policies, and procedures
 - c. The committee structure and opportunities for committee membership
 - d. Expectations of individual members
 - e. The Planning Council's calendar of meetings and events
 - f. Questions and areas of concern
4. Each new member is assigned an experienced Planning Council member, if needed, to serve as mentor for the first six months of his/her term. This member sits next to the member at meetings, answers questions, and is available between meetings to provide information and help the new member become actively involved in the Planning Council and the assigned committee.

Reasonable Accommodation

Policy

The Planning Council and its committees shall accommodate the special needs of members who identify themselves as disabled.

Procedures

1. Members who identify themselves as disabled may complete a confidential *Request for Accommodation* form to identify specific needs for accommodation. The information included on the form remains confidential according to guidelines established by the Council.
2. Planning Council staff keep the *Request for Accommodation* form on file and shall use the information provided to make any necessary arrangements for assistance.
3. The Planning Council holds meetings at facilities that meet Americans with Disabilities Act (ADA) guidelines for physical access.
4. The Planning Council provides bottled water at all meetings.
- ~~5. The Planning Council provides meals at meetings that are held at meal time and at meetings that last more than four hours.~~
- ~~6-5.~~ The Planning Council provides simultaneous interpretation services for monolingual non-English speaking members at all regular Council and Committee meetings upon request, as required by law. The request for an interpreter must be made [24-72](#) hours in advance.

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Request for Accommodations Form

Please submit this form to [Planning Council support staff](#) [Planning Council Staff](#). If your needs are ongoing, you need to submit it only once. If your special accommodations needs are temporary, they will be in effect until the date you specify. Please inform staff if that date changes. Please notify staff as soon as you can and at least 24-72 hours in advance of the meeting whether you will be attending, so that appropriate arrangements can be made. This form will be kept confidential.

Name: _____

Contact Information: Telephone: _____

Email: _____

I am a member of: The Planning Council

The following committees: _____

I require the following special accommodations: [Check all that apply]

Accessible meeting space

For consumers: wheelchair-accessible transportation

Sign language interpretation

Interpretation in the following language: _____

Other (specify) _____

This is: An ongoing need A temporary need, through _____ date

Please provide any other relevant information related to your needs, to help us meet them.

Signature _____ Date: _____

Attendance

Policy

Planning Council members are expected to attend at least two-thirds of the regularly scheduled meetings of the Planning Council each calendar year and to join and attend two-thirds of the regularly scheduled meetings of at least one committee or subcommittee. Members are also expected to participate in required annual data presentations and in the Priority Setting and Resource Allocations meeting.

Procedures for Monitoring and Enforcing Attendance Policy

1. The Council Development Committee is responsible for monitoring attendance of all PC members and committee members at all Planning Council, committee, and subcommittee meetings and at required training or other activities. ~~Planning Council support staff~~[Planning Council Staff](#) and Council and Committee leaders assist with this process:
 - a. The assigned support staff member verifies attendance at all Planning Council, committee, and subcommittee meetings by circulating an attendance sign-in sheet. Council staff work closely with the Council Secretary and Committee Chairs to ensure accurate tracking and sign in sheets.
 - b. The Secretary of the Planning Council monitors Council meeting attendance, and signs off on Planning Council meeting attendance sign in sheets.
 - c. Committee and subcommittee Chairs monitoring committee and subcommittee meeting attendance and the accuracy of their committee attendance sign in sheets.
 - d. All sign-in sheets go to CDC support staff responsible for monitoring attendance, [along with the roll call sheets](#), and attendance data are then aggregated and tracked on a spreadsheet or similar list of members and meetings.
 - e. Minutes of all committees and subcommittees list the members who attended the meeting and those who were absent.
2. PC support staff provides the CDC with a ~~Quarterly~~[monthly](#) Attendance Report that includes a spreadsheet or similar list of members and meeting dates for the Planning Council and for each committee and subcommittee. The report indicates the date of each meeting or indicates when a meeting was not held, and provides the following information for each member and meeting for the calendar year to date:
 - a. PC members that attended the meeting in person
 - b. PC members that attended the meeting by teleconference or video conference,
 - c. PC members that did not attend but were on an approved Leave of Absence
 - d. PC members who did not attend the meeting and were not on Leave
3. The Council Development Committee reviews the Quarterly Attendance Report and identifies any member who is not meeting attendance requirements.
4. Based on this review, the CDC directs PC support staff to notify in writing any Planning Council member who is not meeting attendance requirements in the name of the Committee.
 - a. The member is given the option of improving attendance, taking a Leave of Absence, resigning, or being recommended to the CEO for termination on the basis of non-participation.
 - b. The Co-Chairs of the Council receive a copy of the letter to the member.
5. If the member does not ~~attend~~[attend both enough](#) Planning Council and committee meetings ~~to fulfill the annual two-thirds meeting attendance requirement during the next two months~~, the ~~Planning Council Staff will automatically submit a recommendation to CDC recommends to the Council that it~~ ask the CEO to remove the member for non-participation. ~~The recommendation is made first to the Executive Committee and then to the full Council, and then sent to the CEO.~~

Attendance-related Procedures

1. All Planning Council members are expected to arrive at the announced starting time of a Planning Council, committee, or subcommittee meeting and remain until the announced adjournment time.
2. Members who need to arrive late or leave early is expected to notify the appropriate support staff or committee or subcommittee Chair or Co-Chair prior to the beginning of the meeting.
3. If a member is unable to attend a meeting, he/she is expected to notify the appropriate support staff, A Council Co-Chair, or a Committee Chair or Co-Chair.
4. The Chair or Co-Chair running a Planning Council, committee, or subcommittee meeting is expected to be mindful of the timeframe of the meeting. If a meeting needs to continue past the adjournment time, the Chair or Co-Chair asks the members for their approval. Unanimous approval is required to continue past the adjournment time. If unanimous approval is not obtained, the Chair or the Co-Chair adjourns the meeting regardless of whether or not there is a quorum.

Leave of Absence

1. The Bylaws make provision for a Planning Council member to take a Leave of Absence, when s/he is unable to participate in Council activities for a limited period of time but wants to remain a member of the Council.
2. Any member of the Council may request a leave of absence for the following reasons:
 - a. Long-term personal illness
 - b. Long-term family illness
 - c. Death in the family
 - d. Employment-related reasons
 - e. Educational-related reasons
 - f. Other reasons as explained by the Council member
3. A leave of absence may be granted for a period of up to three (3) months. Only one Leave of Absence may be granted per calendar year, unless otherwise decided by the CDC. Under unusual circumstances, a second Leave of Absence may be granted for an additional three (3) month period. A Council member may not take than six (6) months of Leave of Absence in any calendar year.
4. It is the member's responsibility to contact the Community Co-Chair or the CDC Chair or Co-Chair or support staff by telephone, e-mail, or fax to request a Leave of Absence. The request must include:
 - a. Reason for the request
 - b. Desired start and end date for Leave of Absence
5. Approval for a leave of absence is recommended by the CDC by a majority of vote of its members, and brought to the ~~Executive Committee and~~ Planning Council for action.
6. During the period of the Leave of Absence, the Council member does not participate in Council activities, is not counted as a member for quorum purposes, and is treated like a member of the public if s/he attends a Council or committee meeting.

7. A Leave of Absence has no effect on a Council member's membership status or the end date of the member's term. However, a Leave of Absence will not be granted if the individual's term as a Council member would end before the proposed end of the Leave of Absence, since this would have the effect of extending the member's term.
8. If for any reason a Council member is not be able to return after a Leave of Absence, the CDC first requests that the member resign from the Council. If a resignation is not received, the CDC takes action to recommend termination of membership based on non-participation, as described in the Attendance section.



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

Council Development Committee

Thursday, February 16, 2012
1:30pm-3:30pm

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

1:30	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions 	J. Houchen
	2. Public Comments¹	Members of the Public
	3. Members Privilege B. Contreras stated she might have to leave early.	PC Members
	4. Approval of Agenda² Motion/Second: B. Contreras/T. Evans Motion carried.	J. Houchen
	5. Approval of Minutes² 5.1 Minutes of January 19, 2012 The minutes were skipped. PCS will reagendaize in March for approval.	J. Houchen
	6. Council Development Reports² 6.1 Language for Non-Recommendation of Renewal of Members K. Owens/B. Contreras made a motion to forward the following language to PC, The Council Development Committee has no recommendation to the Planning Council for the	

renewal and recommendation to the Board of Supervisors as it has not reached a consensus. The Council Development Committee is sending forth these members for review and decision.

Motion carried.

6.2 Council Development Reports

- A. Attendance Logs
- B. CDC Report
- C. Matrix for PC Membership Categories
- D. Reflectiveness of Non-Aligned Consumers and PC Members by Demographic Group
- E. Work Plan

6.3 Update on Prospective Members, Affiliations, Resignations, Terminations and Leave of Absences

- Record of Actions
- Request for Leave of Absence
Motion to deny the LOA for B. Fogelman. The committee will entertain another request for LOA with reason.
K. Owens/B. Contreras.
Motion carried.
The CDC Chair will contact B. Fogelman.
- Review Applications

7. Old Business²

7.1 Review Policies and Procedures

- A. Membership Renewal Process
- B. Planning Council Non-Member

8. Public Comments¹

Members of the Public

9. Members Privilege

PC Members

10. Review of Action Items

PCS will forward recommendation to PC.
The Chair will contact B. Fogelman regarding his LOA.

PC Staff

11. Agenda Setting for Next Meeting

PC Members/ J. Houchen

12. Roll Call*

PC Staff

3:30

13. Adjournment

The committee adjourned early because quorum was lost. T. Evans, K. Owens and J. Houchen continued to work as a working group. A. Ziven and D. Christenson participated via teleconference.

J. Houchen