



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

351 N. Mt. View • San Bernardino, CA 92415-0100  
(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

Gregory French  
Community Co-Chair

# Council Development Committee

Thursday, May 9, 2013  
12:30pm-2:30pm

## Meeting Location

Department of Public Health  
351 N. Mt. View Ave., Basement  
San Bernardino, CA 92415  
(909) 693-0750

There will be no teleconferencing available

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

## AGENDA

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<b>12:30pm</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"><li>▪ Roll Call*</li><li>▪ Introductions</li></ul>	T. Evans/PC Staff
	<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>	T. Evans
	<b>5. Approval of Minutes<sup>2</sup></b> 5.1 Minutes of April 4, 2013	T. Evans
	<b>6. Council Development Reports<sup>2</sup></b> <ul style="list-style-type: none"><li>6.1 Attendance Logs (A-1)</li><li>6.2 CDC Report (A-2)</li><li>6.3 Matrix for PC Membership Categories (A-3)</li><li>6.4 Reflectiveness of Non-Aligned Consumers and PC Members by Demographic Group (A-4)</li><li>6.5 Work Plan (A-5)</li></ul>	Committee Members

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	<b>7. Old Business<sup>2</sup></b> 7.1 Recruitment	Committee Members
	<b>8. New Business<sup>2</sup></b> 8.1 Interview new candidate 8.2 Develop committee workplan based on reduced meetings. (A-6)	Committee Members
	<b>9. Public Comments<sup>1</sup></b>	Members of the Public
	<b>10. Members Privilege</b>	PC Members
	<b>11. Review of Action Items</b>	PC Staff
	<b>12. Agenda Setting for Next Meeting</b> TBD	PC Members/ T. Evans
	<b>13. Roll Call*</b>	PC Staff
<b>2:30pm</b>	<b>14. Adjournment</b>	T. Evans

<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.

\*\* 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) 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>.

Servicios en Español: Notificación para servicios de intérprete deben de someterse setenta y dos horas de anticipo. Por favor llame (909) 693-0750.

## 2013 Planning Council Applicants Attendance Log

Via Teleconference/Videoconference

L/E = Arrived Late / Left Early

X= attended

	Last Name	First Name	App Submitted	Committee Meeting	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC
1	Cockerill	Heather	3/15/2013	Empowerment, Council Meeting				X								
2																
3																
4																
5																
6		o														
7																
8																
9																
10																

2013 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>														
1 Batista-Wyatt San Bernardino	Natalie	PC	1		1									
		EAM												
		Bylaws												
		Grievances												
		Planning	1	1		1								
		CDC												
		Finance												
		Standards												
2 Wahl Riverside	Doris	PC	1		1	1								
		EAM												
		Bylaws												
		Grievances												
		Planning	1	1	1	1								
		Finance												
		CDC												
		Standards	1	1	1	NM								
3 Bridges-Cobb State	Claudette	PC	1	1										
	EXEMPT													
	4 Contreras Riverside	Berta	PC	1	1	1								
			EAM	NM	NM	1	NM							
			Finance											
			Bylaws											
			Grievances											
			Planning	1	1	1	1							
		CDC	1	1	NQ	1								
		Standards	1	1	1	NM								
5 Christenson San Bernardino Secretary	Dana	PC	1	1		1								
		EAM												
		Bylaws												
		Grievances												
		Planning												
		Finance	NM	1	1	1								
		CDC												
		Standards												
6 Evans Riverside Vice-Chair	Terry	PC	1	1	1	1								
		EAM												
		Bylaws	1	NM	NQ	1								
		Grievances	As needed											
		Finance												
		Planning												
		CDC	1	1	NQ	1								
		Standards	1	1	1	NM								
	Empowerment	NM	1	1	1									
	CCC													

Member-HR	Committee Meeting	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC
<i>Meeting locations by month</i>													
7	Kaiser Riverside	Cameron	PC	1		1	1						
			EAM										
			Bylaws										
			Finance										
			Grievances										
			Planning										
			CDC										
			Standards										
			Empowerment										
			CCC										
8	Ford-Watson San Bernardino	Lenora	PC	1	1	1	1						
			EAM										
			Bylaws	1	NM	NQ	1						
			Grievances										
			Finance	NM	1	1	1						
			Planning										
			CDC										
			Standards										
			Empowerment										
			CCC	NM	NM	1	1						
9	French Riverside	Gregory	PC	1	LOA	LOA	LOA						
			EAM										
			Finance										
			Bylaws										
			Grievances										
			Planning										
			CDC										
			Standards										
			Empowerment										
			CCC										
10	Hagan Riverside	Paul	PC	1	1	1	1						
			EAM										
			Bylaws										
			Finance										
			Grievances										
			Planning	1	1		1						
			CDC										
			Standards	1	1		1						
			Empowerment										
			CCC										
11	Haro Riverside	Amando	PC		LOA	LOA	LOA						
			EAM										
			Bylaws		NM								
			Finance										
			Grievances										
			Planning										
			CDC										
			Standards										
			Empowerment	NM	LOA	LOA	LOA						
			CCC										
12	Huntsman Riverside	Danielle	PC	1		1	1						
			EAM										
			Finance										
			Bylaws			NM	1						
			Grievances										
			Planning										
			CDC										
			Standards	1	1	1							
			Empowerment										
			CCC										
13	Taylor Riverside	Jeff	PC	1	1	1	1						
			EAM										
			Bylaws										
			Grievances										
			Finance										
			Planning										
			CDC	1	1	NQ							
			Standards										
			Empowerment	NM	1	1	1						
			CCC										
14	Beams State	Nanci EXEMPT	PC										

	Member-HR	Committee Meeting	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC
	<i>Meeting locations by month</i>													
15	Nickel	Henry	PC	1	1	1								
	San Bernardino		EAM											
			Bylaws											
			Grievances											
			Planning		1	1								
			Finance	NM	1	1	1							
			CDC											
			Standards											
			Empowerment											
			CCC											
16	Orr	Brande	PC	1	1	1	1							
	Riverside		EAM	NM	NM	1	NM							
			Bylaws											
			Grievances											
			Planning	1										
			Finance											
			CDC											
			Standards	1	1									
			Empowerment											
			CCC	NM	NM									
17	Ohikhuare	Dr. Maxwell	PC											
	San Bernardino	EXEMPT												
18	White	Lloyd	PC	1	1	1	1							
	San Bernardino		EAM											
			Bylaws											
			Grievances											
			Planning											
			Finance		1		1							
			CDC		1		1							
			Standards		1									
			Empowerment	NM	1	1	1							
			CCC											
19			PC											
			EAM											
			Bylaws											
			Grievances											
			Planning											
			Finance											
			CDC											
			Standards											
			Empowerment											
			CCC											
20			PC											
			EAM											
			Bylaws											
			Grievances											
			Planning											
			Finance											
			CDC											
			Standards											
			Empowerment											
			CCC											
23			PC											
			EAM											
			Bylaws											
			Grievances											
			Finance											
			Planning											
			CDC											
			Standards											
			Empowerment											
			CCC											
	<b>RESIGNATIONS</b>													
1														
	<b>TERMINATIONS</b>													
1	Dr. R. Bolton													
2														



INLAND  
EMPIRE  
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PLANNING  
COUNCIL

**Inland Empire HIV Planning Council  
Council Development Committee Report  
Date of Report: May 3, 2013**

Membership Status			
<b>The IEHPC Membership can total 18-32 members</b>			
<b>18 Current Members</b>			
Riverside Region is currently represented by 11 members.			
San Bernardino is currently represented by 5 members.			
There is currently 2 member representing the State.			
Recent Resignations/ Terminations			
Member Names	County	Effective Date	
Dr. R. Bolton	San Bernardino	4/25/2013	
Request for Application			
Name	County	Date Sent	
Membership Applications Received			
Name	County	Date Received by PCS / Date Reviewed	
Applicants Attending Meetings			
Name	County	Committee Mtgs	Planning Council Mtgs
Scheduled Interviews			
Name	County	Date of Interview	
J. Chan	San Bernardino	5/9/2013	
BOS Approval in Process			
Name	County	Anticipated PC Approval Date	
Approved Leave of Absences			
Name	Leave Requested	Date Recieved/Date Returned	
A. Haro	3 months		
G. French	3 months		

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

**HRSA Copy**

Mandated Categories of Representation and Reflectivness 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
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.	5		2							
	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										
15	Representatives of formerly incarcerated PLWH.										
<b>TOTAL</b>		<b>8</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>2</b>				
<b>TOTAL Non-Aligned PLWH</b>		<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>				

\*one person fullfilling multiple reffectivness 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.	3		2							
	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					
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.										
<b>TOTAL</b>		<b>5</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>2</b>				
<b>TOTAL Non-Aligned PLWH</b>		<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>				

\*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 March 8, 2013: 19

Total Non-Aligned Consumers: 6

Percent Non-Aligned Consumers: 31.6%

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%	10	50.0	4	66.7
Black, not Hispanic	1404	16.8%	7	35.0	2	33.3
Hispanic	2220	26.5%	3	15.0	0	0.0
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
<b>Total</b>	<b>8373</b>	<b>100.0%</b>	<b>20</b>	<b>100.0</b>	<b>6</b>	<b>100.0</b>
<b>Gender</b>						
Male	7196	85.9%	11	55.0	6	55.0
Female	1177	14.1%	9	45.0	0	45.0
<b>Total</b>	<b>8373</b>	<b>100.0%</b>	<b>20</b>	<b>100.0</b>	<b>6</b>	<b>100.0</b>

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:

Total Members as of March 8, 2013: 22

Total Non-Aligned Consumers: 8

Percent Non-Aligned Consumers: 36.4%

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	54.5	6	75.0
Black, not Hispanic	1404	16.8%	7	31.8	2	25.0
Hispanic	2220	26.5%	3	13.6	0	0.0
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
<b>Total</b>	<b>8373</b>	<b>100.0%</b>	<b>22</b>	<b>100.0</b>	<b>8</b>	<b>100.0</b>
<b>Gender</b>						
Male	7196	85.9%	14	63.6	8	63.6
Female	1177	14.1%	8	36.4	0	36.4
<b>Total</b>	<b>8373</b>	<b>100.0%</b>	<b>22</b>	<b>100.0</b>	<b>8</b>	<b>100.0</b>

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

# Planning Council Training Schedule and Workplan

<i>Jan-13</i>	<i>Feb-13</i>	<i>Mar-13</i>	<i>Apr-13</i>
<b>Affordable Care Act-All members</b>	<b>P&amp;P's update-(Bylaws Committee)</b>	<b>Comprehensive Plan</b> <i>(All members)</i>	<b>Bylaws Update</b>
<b>Committee Structure Update</b> <i>(PC Staff)</i>	<b>Part 1- Preparing for PS&amp;RA 2013</b> <b>PC Structure and Values</b> <i>(PC Staff)</i>	<b>Part-2 Preparing for PS&amp;RA 2013-RWP</b> <b>Basic Needs Assessment &amp; Planning</b> <i>(PC Staff)</i>	<b>Part-3 Preparing for PS&amp;RA 2013-</b> <b>COI, Directives, PS&amp;RA process</b> <i>(PC Staff)</i>
<b>Required Documents &amp; Available Forms-</b> <i>(PC Staff)</i>			<b>Office of AIDS- Medical Monitoring Rep</b>
<b>Review Roberts rules of Orders</b>			
<i>May-13</i>	<i>Jun-13</i>	<i>Jul-13</i>	<i>Aug-13</i>
<b>Part-4 Preparing for PS&amp;RA 2013- Understanding Data Reports</b> <i>(PC &amp; RWP Staff)</i>	<b>Members Recruitment/Retention</b>	<b>PS&amp;RA Summit (potential)</b>	<b>PS&amp;RA Summit (potential)</b>
	<b>Homeless Presentation-Tenative date</b> June 27th		
<i>Sep-13</i>	<i>Oct-13</i>	<i>Nov-13</i>	<i>Dec-13</i>
<b>Update all members 2013 RW Reauthorization</b>	<b>Nominate 2014 Council Leadership</b>	<b>Elect 2014 Council Leadership</b>	<b>PC not Scheduled to meet</b>

Other training possibilities, to be scheduled:

Comprehensive Plan

Review of Data

ARIES Training

Getting the Most out of the PS&RA

Grievance Procedures

HOPWA/Section 8

Membership Recruitment/Retention

Directives Training

Managing Scarcity Training Update

Leadership Conference Info/How Grps Interact

New Member Training: Provided as new members are appointed

Clinical Quality Management

RW Services in Riverside/San

Bernardino CA TGA

Source Documents Review

HIV Comprehensive Plan

Bylaws

Needs Assessments

PC Policies and procedures (reimbursement for consumer members)

PC/ Grantee MOU

**D R A F T**  
**IEHPC CDC Committee Workplan**

**Provide adequate training and resources to IEHPC members, in order to build member leadership capacity for governing.**

Directive	Measurable	Date Completed
Development and implementation of ongoing recruitment and screening of potential Council members, using an open nominations process approved by the Council	Quarterly recruitment announcements on website targeting specific populations, groups and/or areas within the TGA Recommendation	Ongoing
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	Recommendation of the committee to the Council for membership of new member candidate	Ongoing
Development and presentation of a slate of candidates for the officer's two year position and of candidates to fill any officer vacancies during the year	Development and recommendation of slate of officers to the Council for election	By September of each year
Orientation and training of Council members	Conduct bi-monthly training and orientations for new and current Council members.	As needed
Monitoring of member participation, including attendance at Council and committee meetings	Review member participation during each committee meeting and respond according to the direction of the Council bylaws.	Ongoing
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	Review during each committee meeting and report findings at Council meetings Make recommendations at Council meetings to address gaps	

**D R A F T**  
**IEHPC CDC Committee Workplan**

**Provide adequate training and resources to IEHPC members, in order to build member leadership capacity for governing.**

Provide member training at Council meetings on the election process, PSRA, current legislation on HIV related healthcare, etc.	Development of Council Training Matrix	As outlined
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Notes:



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Riverside/San Bernardino California Transitional Grant Area

Maxwell Ohikhuare, MD  
County Health Officer Co-Chair

Gregory French  
Community Co-Chair

## Council Development Committee

Thursday, April 7, 2013  
11:00am-1:00pm

Meeting Location  
Registrar of Voters  
777 E. Rialto St.  
San Bernardino, CA 92415  
(909) 693-0750

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

### Minutes

**Members:** T. Evans, L. White, B. Contreras

**Staff:** A. Fox, M. Hoze

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**11:00am**

**1. Call to Order**

- Roll Call\*
- Introductions

T. Evan/PC Staff

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

There were no public comments

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**3. Members Privilege**

T. Evans thanked everyone for attending the meeting

PC Members

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**4. Approval of Agenda<sup>2</sup>**

Motion to approve the agenda  
Motion/Second: B. Contreras, L. White  
Motion Carried.

T. Evans

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**5. Approval of Minutes<sup>2</sup>**

5.1 Minutes of January 10, 2013  
Motion to approve minutes  
Motion/Second: B. Contreras, L. White  
Motion Carried.

T. Evans

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**6. Council Development Reports<sup>2</sup>**

- Members reviewed the attendance logs.
- It was recognized in the CDC report that there was a new applicant, R. Saenz and that an acknowledgement packet was mailed out.
- Committee members identified which committee members

Committee Members

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satisfied each category on the CDC Matrix. Areas where there was no representation were identified.

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

Committee Members

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

The committee discussed in detail about how the budget cuts is going to affect recruitment.

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

There were no public comment

Members of the Public

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**10. Members Privilege**

PC Members

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**11. Review of Action Items**

Staff Will:

1. Agendize prevention report presentation from Riverside County on Planning Council Agenda
  2. Agendize Preparing Part 2&3 of Planning Council Workplan on Planning Council agenda.
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PC Staff

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**12. Agenda Setting for Next Meeting**

March 7, 2013

PC Members/ T. Evans

*staff announced meeting locations are needed for meetings*

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**13. Roll Call\***

PC Staff

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**12:47pm**

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**14. Adjournment**

T. Evans

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<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.

\*\* 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) 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>.

Servicios en Español: Notificación para servicios de intérprete deben de someterse setenta y dos horas de anticipo. Por favor llame (909) 693-0750.