



INLAND
EMPIRE
HIV
PLANNING
COUNCIL

351 N. Mt. View • San Bernardino, CA 92415-0100
(909) 693-0750
Website: 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, November 7, 2013
1:00pm-3:00pm

Meeting Location

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

Teleconferencing Location***

Desert AIDS Project
1695 North Sunrise Way
Palm Springs, CA 92262-3707
(760) 323-2118

AGENDA

1:00pm

1. Call to Order

- Roll Call*
- Introductions

T. Evans/PC Staff

2. Public Comments¹

Members of the Public

3. Members Privilege

PC Members

4. Approval of Agenda²

T. Evans

5. Approval of Minutes²

5.1 Minutes of August 15, 2013

T. Evans

6. Council Development Reports²

- 6.1 Attendance Logs (A-1)
- 6.2 CDC Report (A-2)

Committee Members

7. Old Business²

Committee Members

8. New Business²

- 8.1 Develop Recruitment Workplan (A-3)
- 8.2 2014/2015 Council Training Schedule (A-4)

Committee Members

8.3 Interview T. Easley

9. Public Comments¹

Members of the Public

10. Members Privilege

PC Members

11. Review of Action Items

PC Staff

12. Agenda Setting for Next Meeting

January 9, 2014
Planning Council Conference Room

PC Members/ T. Evans

13. Roll Call*

PC Staff

3:00pm

14. Adjournment

T. Evans

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.

*** Teleconferencing will be disconnected if there are no participants on the line after 15 minutes.

Requests for special accommodations 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>.

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

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

	Member-HR		Committee Meeting	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC
	<i>Meeting locations by month</i>														
14	Nickel	Henry	PC	1	1	1		NM	1	1	NM				
	San Bernardino		EAM												
			Bylaws												
			Grievances												
			Planning	1	1	1		1							
			Finance	NM	1	1	1	NM	NM	NM	1				
			CDC												
			Standards												
			Empowerment												
			CCC												
15	Orr	Brande	PC	1	1	1	1	NM	1	1	NM	1			
	Riverside		EAM	NM	NM	1					1				
			Bylaws												
			Grievances												
			Planning	1	1	1	1		1		1				
			Finance												
			CDC												
			Standards	1	1	1	NM	NM	1						
			Empowerment												
			CCC	NM	NM	1	1	NQ	1						
16	Ohikhuare	Dr. Maxwell	PC	1	1	1	1	NM	1	1	NM	1			
	San Bernardino	EXEMPT													
17	White	Lloyd	PC	1	1	1	1	NM	1	1	NM	1			
	San Bernardino		EAM												
			Bylaws												
			Grievances												
			Planning	1	1	1	1	1							
			Finance	1	1		1	NM							
			CDC	1	1		1	1	1	NM	NM	1			
			Standards												
			Empowerment		1	1	1	NM	NM	NM	NM				
			CCC												
18	Cromwell	Shelia	PC												
	San Bernardino		EAM												
			Bylaws												
			Grievances												
			Planning												
			Finance												
			CDC												
			Standards												
			Empowerment												
			CCC												
19	Lopez	Albert	PC												
	San Bernardino		EAM												
			Bylaws												
			Grievances												
			Planning												
			Finance												
			CDC												
			Standards												
			Empowerment												
			CCC												
20	Cockerill	Heather	PC												
	San Bernardino		EAM												
			Bylaws												
		0	Grievances												
			Finance												
			Planning												
			CDC												
			Standards												
			Empowerment												
			CCC												
	RESIGNATIONS														
1	Amano Haro (July 2013)														
	TERMINATIONS														
1															
2															



Inland Empire HIV Planning Council
Council Development Committee Report
Date of Report: October 31, 2013

Membership Status			
The IEHPC Membership can total 18-32 members 20 Current Members Riverside Region is currently represented by 10 members. San Bernardino is currently represented by 8 members. There is currently 2 members representing the State.			
Recent Resignations/ Terminations			
Member Names	County	Effective Date	
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
Dr. Terri Easley	Riverside	2	2
Scheduled Interviews			
Name	County	Date of Interview	
Dr. Terri Easley	Riverside	11/7/2013	
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 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.	3		2	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										
10	State Medicaid Agency				1						
11	State Part B Agency		1								
12	Part C grantees.		1								
13	Part D grantees, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV.										
14	Grantees of other Federal HIV programs, including HIV prevention programs		1								
15	Representatives of formerly incarcerated PLWH.										
TOTAL		5	5	4	3	1	2				
TOTAL Non-Aligned PLWH		4	0	2	1	1	0				

*one person fullfilling multiple relectivness 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	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										
10	State Medicaid Agency				1						
11	State Part B Agency		1								
12	Part C grantees.		1								
13	Part D grantees, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV.			1	-1						
14	Grantees of other Federal HIV programs, including HIV prevention programs										
15	Representatives of formerly incarcerated PLWH.										
TOTAL		5	5	4	4	1	2				
TOTAL Non-Aligned PLWH		4	0	2	1	1	0				

*one person fulfilling multiple reflectiveness 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 October 31, 2013: 20

Total Non-Aligned Consumers: 8

Percent Non-Aligned Consumers: 40.0%

Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/11		Members of the Planning Council		Non- Aligned Consumers on Planning Council	
	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4300	52.8%	10	52.6	4	50.0
Black, not Hispanic	1336	16.4%	6	31.6	3	37.5
Hispanic	2284	28.0%	3	15.8	1	12.5
Asian/Pacific Islander	122	1.5%	0	0.0	0	0.0
American Indian/Alaska Native	41	0.5%	0	0.0	0	0.0
Multi-Race	56	0.7%	0	0.0	0	0.0
Not Specified	5	0.1%	0	0.0	0	0.0
Total	8144	100.0%	19	100.0	8	100.0
Gender						
Male	7196	88.4%	10	52.6	7	50.0
Female	1177	14.5%	10	52.6	1	50.0
Total	8373	102.8%	20	105.3	8	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:

Total Members as of October 31, 2013 **21**

Total Non-Aligned Consumers: **8**

Percent Non-Aligned Consumers: **38.1%**

Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/11		Members of the Planning Council		Non- Aligned Consumers on Planning Council	
	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4300	52.8%	10	50.0	4	50.0
Black, not Hispanic	1336	16.4%	7	35.0	3	37.5
Hispanic	2284	28.0%	3	15.0	1	12.5
Asian/Pacific Islander	122	1.5%	0	0.0	0	0.0
American Indian/Alaska Native	41	0.5%	0	0.0	0	0.0
Multi-Race	56	0.7%	0	0.0	0	0.0
Not Specified	5	0.1%	0	0.0	0	0.0
Total	8144	100.0%	20	100.0	8	100.0
Gender						
Male	6995	85.9%	10	50.0	6	47.6
Female	1149	14.1%	11	55.0	0	52.4
Total	8144	100.0%	21	105.0	6	100.0

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

<i>Jan-13</i>	<i>Feb-13</i>	<i>Mar-13</i>	<i>Apr-13</i>
Affordable Care Act-All members	P&P's update-(Bylaws Committee)	Comprehensive Plan <i>(All members)</i>	Bylaws Update
Committee Structure Update <i>(PC Staff)</i>	Part 1- Preparing for PS&RA 2013 PC Structure and Values <i>(PC Staff)</i>	Part-2 Preparing for PS&RA 2013-RWP Basic Needs Assessment & Planning <i>(PC Staff)</i>	Part-3 Preparing for PS&RA 2013- COI, Directives, PS&RA process <i>(PC Staff)</i>
Required Documents & Available Forms- (PC Staff)			Office of AIDS- Medical Monitoring Rep
Review Roberts rules of Orders			
<i>May-13</i>	<i>Jun-13</i>	<i>Jul-13</i>	<i>Aug-13</i>
No Council Meeting	Members Recruitment/Retention	PS&RA Training	PS&RA Summit
	Homeless Presentation-Tenative date June 27th		
<i>Sep-13</i>	<i>Oct-13</i>	<i>Nov-13</i>	<i>Dec-13</i>
Reallocations	No Meeting	Elect 2014 Council Leadership	PC not Scheduled to meet

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
ARIES Training	Membership Recruitment/Retention	
Getting the Most out of the PS&RA	Directives Training	

New Member Training: Provided as new members are appointed

Clinical Quality Management	Needs Assessments
RW Services in Riverside/San Bernardino CA TGA	PC Policies and procedures (reimbursement for consumer members)
Source Documents Review	PC/ Grantee MOU
HIV Comprehensive Plan	
Bylaws	

Council Development Committee (CDC) -Planning Council Membership Recruitment Plan - August 2013

The purpose of this Membership Recruitment Plan is to ensure that the make-up of the Council membership is reflective of our Transitional Grant Area (TGA); that non-aligned consumers is at a minimum 33.3%; to include representation of the mandated HRSA member categories and maintain membership range between 18 and 32 members.

In reviewing the make-up of the current Council membership, the Council Development Committee has identified areas where the Council has not met the minimum requirements. They are:

- Members: Due to a recently new Board of Supervisor policies that require members term out. The Council Bylaws state that a member can serve up to two (2) three (3) year terms and that one third of the member's term out starting on December 31, 2012. This resulted in a significant drop in membership. (Membership dropped from 24 to 18) and due to illness membership dropped from 18 to 16 as of June 2013.
- Out of the 15 HRSA mandated membership categories – Three have not been met. They are 1) a representative of a local Federally recognized Native American Tribe; 2) a representative from of another Federal HIV program (including HIV prevention programs) and 3) a representative that has been formerly incarcerated that is a person living with HIV.

The following is the proposed Plan of Action for general and target membership recruitment.

	Priority	Activity*	Who's Responsible	Timeline	Completed Y/N
1.	Increase Council Membership to 32 and consumer membership at a minimum of 33% on the Council.	A) In order to recruit consumers CDC will identify all providers that receive Ryan White funds and schedule trainings on the Council and Council membership for case managers and social workers.	Council Staff will contact each agency to coordinate in-service by August 30, 2013. Council Staff and/or Council member will conduct in-service	Apr, Aug & Nov 2014	
		B) In order to increase both Council and Consumer membership, CDC will coordinate with each Ryan White funded provider and ask them to distribute Planning Council brochures that will contain membership information in their outreach mailings and/or request to post a link to the Council on their website.	Council Staff will contact each provider in order to distribute Council Brochures at site, online and at appropriate support group meetings.	Ongoing	
		C) In order to increase both Council and Consumer membership CDC will coordinate an annual recruitment drive (November of each year) for Council members requiring them to distribute Council Brochures and get 12 names of consumers/advocates for the Council Development and the Empowerment Committee members to follow-up on.	Council Development committee (CDC) Chair will promote and give instruction to Council members on the annual recruitment drive at the September Council meeting	November 2013 Council meeting.	

*All activities are the recommendations of the CDC committee and approved by the Council.

Council Development Committee (CDC) -Planning Council Membership Recruitment Plan - August 2013

	Priority	Activity*	Who's Responsible	Timeline	Completed Y/N
		D) In order to increase both Council and Consumer membership CDC will attend at least two (2) Ryan White program provider meetings per year to promote the Planning Council and Council Membership. In order to increase both Council and Consumer membership.	Council staff will confirm date and time with RWP staff.	Aug & Oct 2013 Jan 2014	
		E) In order to increase both Council and Consumer membership CDC will represent the Council at Countywide workgroups and collaboratives that address the needs of individuals infected and affected by HIV/AIDS and other health related issues in both Riverside and San Bernardino counties. In order to increase both Council and Consumer membership.	Council Staff will identify working groups/collaboratives within TGA and provide to CDC CDC will link Council members to working groups/collaboratives	Ongoing	
		F) In order to increase both Council and Consumer membership CDC will coordinate with Planning Council Webmaster to create a recruitment "pop up" message periodically during the year. In order to increase both Council and Consumer membership.	Council Staff will contact Zhappo representative.	Aug, Oct, Jan,	
2	Increase community awareness through marketing and outreach	A) In order to increase both Council and Consumer membership CDC will utilize Riv/SB County resources to increase outreach – i.e. –websites of County Board of Supervisors, County Public Health Websites, and Community Hospital websites. In order to increase both Council and Consumer membership.	Council Staff will contact the County Departments and agencies in both Riv/SB to post information on Health related websites	Ongoing	
		B) P In order to increase both Council and Consumer membership CDC will post Planning Council Information Sheet indicating why consumer involvement is important throughout TGA on community websites and at community resource centers. i.e. CSUSB Gay and Lesbian Center, Riverside and San Bernardino Supervisor websites	Council Staff will develop an information Sheet on the Council by September 26 th , 2013 for Council approval and distribution.	September '13 and ongoing	

*All activities are the recommendations of the CDC committee and approved by the Council.

Council Development Committee (CDC) -Planning Council Membership Recruitment Plan - August 2013

	Priority	Activity*	Who's Responsible	Timeline	Completed Y/N
3.	Maintain equal representation from both Riverside and San Bernardino Counties	A) In order to increase both Council and Consumer membership CDC will request that County Health Officer from Riverside and San Bernardino counties make a countywide request for membership to the Council, via the Healthcare providers in their perspective County.	Coordinated and lead by the Council Development committee members, Council Staff – S. B. Co. and Riv Co. Health Officers	September 2013	
4.	Ensure that membership meets the required mandated HRSA categories	A) The CDC will evaluate and monitor Council's mandated HRSA membership categories and develop update annual membership recruitment plan.	Council Staff will maintain Council member roster and will alert CDC Chair when a member seat is or becomes available.	Quarterly at CDC committee meetings.	
		B) The CDC will identify and create an annual list of targeted (mandated HRSA categories) HIV/AIDS that have a youth focus within the TGA in order to educate consumers on Planning Council involvement.	Council Staff will maintain Council member roster and will alert CDC when member seat is or becomes available.	Quarterly at CDC committee meetings.	
5.	Ensure Member capacity for Policy/Decision making	A) The CDC will conduct new member multi-part orientations and Council trainings to ensure Council members are equipped, informed and provided with policies, legislation and data to make informed decisions and maintain HRSA compliance.	Council staff will provide CDC with and new member orientation plan and Council training plan for review and approval annually.	In the month of January.	

Other/Notes:

*All activities are the recommendations of the CDC committee and approved by the Council.

Planning Council Training Schedule and Workplan

Jan-14	Feb-14	Mar-14	Apr-14
	No Planning Council Meeting	No Planning Council Meeting	
May-14	Jun-14	Jul-14	Aug-14
No Planning Council Meeting		2014 PSRA	<u>No Committee or Council Meetings</u>
Sep-14	Oct-14	Nov-14	Dec-14
No Planning Council Meeting		<u>No Committee or Council Meetings</u>	<u>No Committee or Council Meetings</u>

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
ARIES Training	Membership Recruitment/Retention	
Getting the Most out of the PS&RA	Directives Training	

New Member Training: Provided as new members are appointed

Clinical Quality Management	Needs Assessments
RW Services in Riverside/San Bernardino CA TGA	PC Policies and procedures (reimbursement for consumer members)
Source Documents Review	PC/ Grantee MOU
HIV Comprehensive Plan	
Bylaws	



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Website: 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, August 15, 2013
10:00am-12:00pm

Meeting Location

Department of Public Health
351 N. Mt. View Ave., Basement
San Bernardino, CA 92415

Minutes

Members: T. Evans, J. Taylor, L. White

Guest: S. Cromwell, A. Lopez

Staff: A. Fox, M. Hoze

10:49am	1. Call to Order <ul style="list-style-type: none">▪ Roll Call*▪ Introductions	T. Evan/PC Staff
	2. Public Comments¹ <p>There were no public comments</p>	
	3. Members Privilege <p>None</p>	PC Members
	4. Approval of Agenda² <p>Motion to approve the agenda Motion/Second: L. White, J. Taylor Motion Carried.</p>	T. Evans
	5. Approval of Minutes² <p>5.1 Minutes of June 20, 2013 Motion to approve minutes Motion/Second: J. Taylor, L. White Motion Carried.</p>	T. Evans
	6. Council Development Reports² <ul style="list-style-type: none">• The committee reviewed the attendance logs to ensure member compliance.• The CDC reports were reviewed and changes made as necessary.	Committee Members

7. Old Business²

Committee Members

8. New Business²

- Committee reviewed S. Cromwell's membership application
- Committee members interviewed S. Cromwell

There was a motion to recommend S. Cromwell as a Planning Council member.

Motion/Second: J. Taylor, L. White

Motion Carried

- Committee reviewed A. Lopez's membership application
- Committee members interviewed A. Lopez

There was a motion to recommend A. Lopez as a Planning Council member.

Motion/Second: L. White, J. Taylor

Motion Carried

9. Public Comments¹

There were no public comment

Members of the Public

10. Members Privilege

NONE

PC Members

11. Review of Action Items

Staff Will:

Make changes to the CDC reports

Send out we miss you letters.

Agendize teleconferencing on Bylaws agenda

Follow up on H. Cockerill's BOS approval

Agendize motion on PC September agenda.

PC Staff

12. Agenda Setting for Next Meeting

November 7, 2013

SB County Department of Public Health

PC Members/ T. Evans

13. Roll Call*

PC Staff

12:49pm

14. Adjournment

T. Evans

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.

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