



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, March 20, 2014  
10:30am-12:00 pm

## Meeting Location

San Bernardino County Public Health  
HIV Planning Conference Room B15  
351 N. Mt. View Ave  
San Bernardino, CA  
(909) 693-0750

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

## AGENDA

- 
- |                 |   |                   |
|-----------------|---|-------------------|
| <b>10:30 am</b> | <b>1. Call to Order</b>   | T. Evans/PC Staff |
|                 | <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul> |                   |
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- |  |                                       |                       |
|--|---------------------------------------|-----------------------|
|  | <b>2. Public Comments<sup>1</sup></b> | Members of the Public |
|--|---------------------------------------|-----------------------|
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- |  |                             |            |
|--|-----------------------------|------------|
|  | <b>3. Members Privilege</b> | PC Members |
|--|-----------------------------|------------|
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|--|--|----------|
|  | <b>4. Approval of Agenda<sup>2</sup></b> | T. Evans |
|--|--|----------|
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- |  |   |          |
|--|---|----------|
|  | <b>5. Approval of Minutes<sup>2</sup></b> | T. Evans |
|  | 5.1 Minutes of January 9, 2014            |          |
- 
- |  |  |                   |
|--|--|-------------------|
|  | <b>6. Council Development Reports<sup>2</sup></b>  | Committee Members |
|  | 6.1 Council Development Report   |                   |
|  | <ul style="list-style-type: none"> <li>A. Attendance logs(A-1)</li> <li>B. CDC Report (A-2)</li> <li>C. Matrix for PC membership categories</li> <li>D. Reflectiveness of non-aligned consumers and PC members by demographic group</li> <li>E. Work plan</li> </ul> |                   |
|  | 6.2 Update on prospective members, affiliations, resignations, termination, leave of absences and reappointment  |                   |
-

	<b>7. Old Business<sup>2</sup></b>	Committee Members
	<b>8. New Business<sup>2</sup></b> 8.1 Review Outreach PowerPoint 8.2 Finalize criteria for C. Harris Outstanding Service Award 8.3 Review Member Performance – G. French 8.4 Interview A. Jackson	
	<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>12:00 pm</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.

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

# 2014 Planning Council Membership Attendance Log

LEGEND: 1 = Attended Mtg; Blank Space = Mtg Held, Non Attended

NM - No Meeting Held; NY = Not Yet a Member; LOA = Leave of Absence

CD = Disbanded Committee; L/E = Arrived Late/Left Early; NQ - No Mtg Held due to Lack of quorum

Member & County	Committee Meeting	JAN	MAR	APR	MAY	JUN	JUL	SEP	NOV	JAN
1 Katz Marjorie State	PC									
		<u>1</u>								
2 Chan Jerry San Bernardino	PC									
	Standards									
	Planning									
3 Bridges-Cobb Claudette State	PC	1								
4 Christenson Dan Riverside	PC									
	Empowerment									
	Planning									
5 Cockerhill Heather San Bernardino	PC	1								
	CCC	1								
	Planning									
6 Contreras Berta Riverside	PC	1								
	CCC	1								
	CDC	1								
	Planning									
7 Cromwell Shelia San Bernardino	PC	1								
	Empowerment	1								
	Planning	1								
	Standards	1								
8 Easley Terri Riverside	PC									
	CCC									
	Standards									
9 Evans Terry Riverside	PC	1								
	Bylaws	1								
	CDC	1								
	Empowerment	1								
	Finance	1								
	Standards	1								
10 Ford-Watson Lenora San Bernardino	PC	1								
	Bylaws	1								
	CCC	1								
	Finance	NM								
11 French Gregory Riverside	PC	1								

12	Hagan Riverside	Paul	PC	1																	
			CCC																		
			EAM																		
			Planning																		
			Standards																		
13	Huntsman Riverside	Danielle	PC	1																	
			Bylaws	1																	
			Standards	1																	
14	Kaiser, MD Riverside	Cameron	PC																		
				<u>1</u>																	
15	Lopez San Bernardino	Albert	PC																		
			Empowerment	1																	
			CDC	1																	
16	Maldonado Riverside	Gabriel	PC																		
			Empowerment																		
			Planning																		
17	Ohikhuare, MD San Bernardino	Maxwell	PC	1																	
18	Orr Riverside	Brande	PC	1																	
			EAM																		
			CCC																		
			Planning																		
			Standards																		
19	Prelesnik Riverside	Nicholas	PC																		
			CCC																		
			Empowerment																		
20	Taylor Riverside	Jeff	PC	1																	
			CDC	1																	
			Empowerment	1																	
21	Wahl Riverside	Doris	PC	1																	
			EAM																		
			CCC																		
			Planning																		
			Standards																		
22	White San Bernardino	Lloyd	PC	1																	
			Bylaws	1																	
			Empowerment	1																	
			Finance	1																	
			Planning	1																	
			CDC	1																	

Resignations: \_\_\_\_\_

Terminations: \_\_\_\_\_



**Inland Empire HIV Planning Council  
Council Development Committee Report  
30-Dec-13**

Membership Status
<p><b>The IEHPC Membership can total 18-32 members</b>  <b>18</b>  Riverside Region is currently represented by 8 members.  San Bernardino is currently represented by 8 members.  There is currently 2 members representing the State.</p>

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	
Arturo Jackson	Riverside	1.9.14	1.9.14
Tom Millus-Gallegos	San Bernardino	1.30.14	2.6.14
Sergio Razio	San Bernardino	1.30.14	2.6.14
Tracey Holt	San Bernardino	1.9.14	1.9.14

Applicants Attending Meetings			
Name	County	Committee Mtgs	Planning Council Mtgs
Dr. Terri Easley	Riverside	2	2
Arturo Jackson	Riverside	1	1
Tom Millus- Gallegos	San Bernardino		1
Sergio Razo	San Bernardino		1

Scheduled Interviews		
Name	County	Date of Interview
Arturo Jackson	Riverside	3/6/2014
Dr. Terri Easley	Riverside	3/6/2014

BOS Approval in Process		
Name	County	Anticipated PC Approval Date
Gabriel Maldonado	Riverside	3/11/2014

Approved Leave of Absences		
Name	Leave Requested	Date Recieved/Date Returned
Dana Christenson	12/5/2013	Dec 5, 2013/Apr 1,2014

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.												
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.	2		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.												
<b>TOTAL</b>		<b>4</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>1</b>						<b>18</b>
<b>TOTAL Non-Aligned PLWH</b>		<b>4</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>						<b>8</b>
													<b>40%</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.										
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.	2		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							
14	Grantees of other Federal HIV programs, including HIV prevention programs		1								
15	Representatives of formerly incarcerated PLWH.										
<b>TOTAL</b>		<b>4</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>1</b>				<b>19</b>
<b>TOTAL Non-Aligned PLWH</b>		<b>3</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>				<b>8</b>

38.10%

\*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 December 31, 2013: 18

Total Non-Aligned Consumers: 7

Percent Non-Aligned Consumers: 38.9%

Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/12		Members of the Planning Council		Non- Aligned Consumers on Planning Council	
	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4431	52.0%	9	47.4	3	37.5
Black, not Hispanic	1359	16.0%	8	42.1	4	50.0
Hispanic	2474	29.0%	2	10.5	1	12.5
Asian/Pacific Islander	133	1.6%	0	0.0	0	0.0
American Indian/Alaska Native	39	0.5%	0	0.0	0	0.0
Multi-Race	79	0.9%	0	0.0	0	0.0
Not Specified	3	0.0%	0	0.0	0	0.0
<b>Total</b>	<b>8518</b>	<b>100.0%</b>	<b>19</b>	<b>100.0</b>	<b>8</b>	<b>100.0</b>
<b>Gender</b>						
Male	7349	86.3%	10	52.6	7	52.6
Female	1169	13.7%	9	47.4	1	47.4
<b>Total</b>	<b>8518</b>	<b>100.0%</b>	<b>19</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.



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

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	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4431	52.0%	9	50.0	3	42.9
Black, not Hispanic	1359	16.0%	7	38.9	3	42.9
Hispanic	2474	29.0%	2	11.1	1	14.3
Asian/Pacific Islander	133	1.6%	0	0.0	0	0.0
American Indian/Alaska Native	39	0.5%	0	0.0	0	0.0
Multi-Race	79	0.9%	0	0.0	0	0.0
Not Specified	3	0.0%	0	0.0	0	0.0
<b>Total</b>	<b>8518</b>	<b>100.0%</b>	<b>18</b>	<b>100.0</b>	<b>7</b>	<b>100.0</b>
<b>Gender</b>						
Male	7349	86.3%	9	50.0	6	50.0
Female	1169	13.7%	9	50.0	1	50.0
<b>Total</b>	<b>8518</b>	<b>100.0%</b>	<b>18</b>	<b>100.0</b>	<b>7</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

Jan-13	Feb-13	Mar-13	Apr-13
Affordable Care Act-All members	P&P's update-(Bylaws Committee)	Comprehensive Plan (All members)	Bylaws Update
Committee Structure Update (PC Staff)	Part 1- Preparing for PS&RA 2013 PC Structure and Values (PC Staff)	Part-2 Preparing for PS&RA 2013-RWP Basic Needs Assessment & Planning (PC Staff)	Part-3 Preparing for PS&RA 2013-COI, Directives, PS&RA process (PC Staff)
Required Documents & Available Forms- (PC Staff)			Office of AIDS- Medical Monitoring Rep
Review Roberts rules of Orders			
May-13	Jun-13	Jul-13	Aug-13
No Council Meeting	Members Recruitment/Retention  Homeless Presentation-Tentative date June 27th	PS&RA Training	PS&RA Summit
Sep-13	Oct-13	Nov-13	Dec-13
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	



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# Council Development Committee

Thursday, January 9, 2014  
10:30am-12:00 pm

Meeting Location

San Bernardino County Public Health  
HIV Planning Conference Room B15  
351 N. Mt. View Ave  
San Bernardino, CA  
(909) 693-0750

Teleconferencing Location

Desert AIDS Project  
Situation Room  
1695 N. Sunrise Way  
Palm Springs, CA 92262  
(760) 323-2118

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

## Minutes

**Members:** B. Contreras, T. Evans, A. Lopez, J. Taylor, L. White, S. Cromwell

**Staff:** A. Fox

**Guests:** I. Ramirez, G. Maldonado, T. Holt

**10:41 am**

**1. Call to Order**

- Roll Call\*
- Introductions

T. Evans/PC Staff

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

Members of the Public

**3. Members Privilege**

J. Taylor announced that the **18th annual United States Conference on AIDS (USCA)**, on October 2-5, 2014 will be in San Diego this year and that he is on the Planning Committee.

PC Members

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

Motion to approve 1.9.14 agenda.

Motion/Second: B. Contreras, A. Lopez

Motion Carried.

T. Evans

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

5.1 Minutes of November 6, 2012

Motion to approve 11/6/13 minutes.

Motion/Second: L. White, B. Contreras

Motion Carried.

T. Evans

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

6.1 Council Development Report

A. Attendance logs\*\*

Committee Members

- B. CDC Report (A-1)
  - 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, termination, leave of absences and reappointment.  
The committee was updated on D. Christianson's request for a 90 day leave of absence.

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

7.1 Finalize details of the 2014 Council Workgroup Committee Members

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

- 8.1 Review appointment of J. Chan  
**Motion to make recommendation to the Council to approve J. Chan for membership, contingent upon his acceptance.**  
**Motion/Second: J. Taylor, L. White**  
**Motion Carried.**
- 8.2 Interview T. Easley – Was not able to attend due to illness.
- 8.3 Interview G. Maldonado  
**Motion to make recommendation to the Council to approve G. Maldonado for membership.**  
**Motion/Second: J. Taylor, L. White.**
- 8.3 Interview N. Prelesnik – Did not attend interview.

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

Members of the Public

**10. Members Privilege**

PC Members

**11. Review of Action Items**

- Staff will:
- 1. Will agendize committee recommendations for membership J. Chan to Council agenda. PC Staff
  - 2. Will agendize committee recommendations for membership G. Maldonado to Council agenda.

**12. Agenda Setting for Next Meeting**

March 6, 2014

PC Members/ T. Evans

**13. Roll Call\***

PC Staff

**12:16 pm**

**14. Adjournment**

T. Evans

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