



INLAND
EMPIRE
HIV
PLANNING
COUNCIL

San Bernardino County
Department of Public Health
351 N. Mt. View • San Bernardino, CA 92415-0100
(909) 693-0750
Website: www.iehpc.org

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD
County Health Officer Co-Chair

Shelia Cromwell-Nieve
Community Co-Chair

Council Development Committee

Thursday, January 8, 2015
1:00pm-2:30pm

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.

Agenda

1:00pm	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions 	G. French
	2. Public Comments¹	Members of the Public
	3. Members Privilege	PC Members
	4. Approval of Agenda² 4.1 Approve January 8, 2015 Agenda	G. French
	5. Approval of Minutes² 5.1 Minutes of May 15, 2014	G. French
	6. Council Development Reports² 6.1 Council Development Report <ul style="list-style-type: none"> A. Attendance logs(A-1) B. CDC Report (A-2) Matrix for PC membership categories Update on prospective members, affiliations, resignations, termination, leave of absences and reappointment Reflectiveness of non-aligned consumers and PC members by demographic group	Committee Members

Council Work plan

7. Old Business²

Committee Members

8. New Business²

- 8.1 Review and approve Workplan (A-3)
 - 8.2 Interview C. Thomas
 - 8.3 Interview R. Pitluk
 - 8.4 Interview K. Epps
-

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

March 5, 2015

PC Members/ G. French

13. Roll Call*

PC Staff

2:30pm

14. Adjournment

G. French

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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D R A F T
IEHPC CDC Committee Workplan

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

	Priority	Activity	Who's Responsible	Timeline	Completed Y/N
1.	Implement process for screening potential Council members.	<ol style="list-style-type: none"> 1. Submit application to candidates upon request. 2. Review applications for completion from applicants; send acknowledgement letter with interview process to applications. 3. Set-up interviews with applicant that meets screening criteria. 4. Review membership applications and vet membership requests 	Council Staff Council Staff Council Staff Council Staff Committee	January 2015 March 2015 May 2015 June 2015 September 2015	
2	Recommend new member candidates for Council membership.	<ol style="list-style-type: none"> 1. Committee will recommend vetted member applicants to the Council for membership. 	Committee Chair	January 2015 April 2015 June 2015 Nov 2015	
3	Orientation/training of Council members	<ol style="list-style-type: none"> 1. Conduct new member training and orientations for new and current Council members. 	Committee Council Members Council Staff	Feb 2015 and As Needed	
4	Monitor member participation, including attendance at Council, committee meetings and Council projects.	<ol style="list-style-type: none"> 1. Council Staff will document member attendance and submit report at each committee member. 2. Review member participation for each committee meeting. 	Committee Council Staff	January 2015 March 2015 May 2015 June 2015 September 2015	
5	Ensure that the Council's membership meets legislative requirements and HRSA standards, and that membership categories are reflective of the epidemic in the TGA, and includes at least one-third (1/3) unaffiliated members.	<ol style="list-style-type: none"> 1. Develop a Membership Recruitment Plan (See Attached) 2. Review membership status during each committee meeting and report findings at Council meetings 3. Make recommendations at Council meetings to address gaps 	Committee Council Staff	January 2015 March 2015 May 2015 June 2015 September 2015	

D R A F T
IEHPC CDC Committee Workplan

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

6	Provide member training at Council meetings on the election process, PSRA, current legislation on HIV related healthcare, etc.	Development of Council Training Matrix	Committee	January 2015	
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Notes:

2015 Planning Council Membership Attendance Log

LEGEND: 1 = Attended Mtg; A = Absent

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 due to Lack of quorum

Member & County	Committee Meeting	JAN	MAR	APR	MAY	JUN	JUL	SEP	NOV	JAN
1 Katz Marjorie State	PC									
	PSRA									
2 Chan Jerry SB	PC									
	Standards									
	CCC									
	PSRA									
3 Persad Kamini State	PC									
	PSRA									
4 Cockerhill Heather SB	PC									
	Finance									
	Standards									
	PSRA									
5 Contreras Berta RIV	PC									
	CCC									
	CDC									
	Planning									
	EAM									
	PSRA									
6 Cromwell Shelia SB	PC									
	Empowerment									
	Planning									
	Standards									
	PSRA									
7 Ford-Watson Lenora SB	PC									
	Bylaws									
	CCC									
	Finance									
	PSRA									
8 French Gregory RIV	PC									
	Bylaws									
	Finance									
	CDC									
	Empowerment									
	EAM									
9 Huntsman Danielle RIV	PC									
	Bylaws									
	Standards									
	PSRA									
10 Kaiser, MD Cameron RIV	PC									
	PSRA									
11 Maldonado Gabriel RIV	PC									
	Empowerment									
	Planning									
	CCC									
12	PSRA									

Member & County		Committee Meeting	JAN	MAR	APR	MAY	JUN	JUL	SEP	NOV	JAN
13	Ohikhuare, MD Maxwell SB	PC									
		PSRA									
14	Taylor Jeff RIV	PC									
		CDC									
		Empowerment									
		PSRA									
15	White Lloyd SB	PC									
		Bylaws									
		Empowerment									
		Finance									
		Planning									
		CDC									
		PSRA									
16	Jackson Arturo RIV	PC									
		CCC									
		Empowerment									
		PSRA									
17	Welden Zayda RIV	PC									
		CCC									
		Standards									
		Planning									
		PSRA									
18	Epps Kimberly SB	PC									
		CDC									
		PSRA									
19	Pitluk Roy RIV	PC									
		Planning									
		Empowerment									
		CDC									
		PSRA									
20	Smith Curtis RIV	PC									
		Planning									
		Empowerment									
		CDC									
		Empowerment									



INLAND
EMPIRE
HIV
PLANNING
COUNCIL

Inland Empire HIV Planning Council
Council Development Committee Report
1-Jan-15

Membership Status			
The IEHPC Membership can total 18-32 members			
16			
Riverside Region is currently represented by <u>7</u> members.			
San Bernardino is currently represented by <u>7</u> members.			
There is currently <u>2</u> 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	
Justin Patterson	San Bernardino	9/4/2014	9/4/2014
Aaron Jacobson	San Bernardino	9/4/2014	9/4/2014
Curtis Smith	Riverside	9/29/2014	9/29/2014
Todd Lobato-Wright	Riverside	12/15/2014	12/15/2014
Applicants Attending Meetings			
Name	County	Committee Mtgs	Planning Council Mtgs
Roy Pitluk	Riverside	1	1
Curtis Smith	Riverside	1	1
Aaron Jacobson	San Bernardino	2	
Kimberly Epps	San Bernardino	1	1
Scheduled Interviews			
Name	County	Date of Interview	
Roy Pitluk	Riverside	1/8/15	
Curtis Smith	Riverside	1/8/15	
Kimberly Epps	San Bernardino	1/8/15	
BOS Approval in Process			
Name	County	Anticipated PC Approval Date	
Zeyda Weldon	Riverside	1/6/2015	
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/Other			
		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								
3	Social service providers, including housing and homeless services providers.							1					
4	Mental health providers.		*										
5	Substance Abuse Providers		*										
6	Local Public Health Agencies			1									
7	Hospital planning agencies or other health care planning agencies.												
8	Affected communities, including PLWH and historically underserved subpopulations.	1		2	1	1							
	Representative of a local Federally recognized Native American Tribe												
	Representative of individuals co-infected with HIV and Hepatitis												
9	Non-elected community leaders						1						
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.												
TOTAL		2	3	4	2	1	1	1		0	1	15	
TOTAL Non-Aligned PLWH		1	0	3	1	1	0	0		0	0	6	40%

*one person fullfilling multiple reffectivness categories

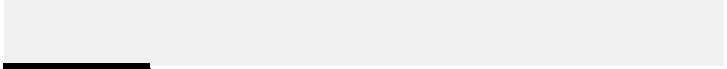
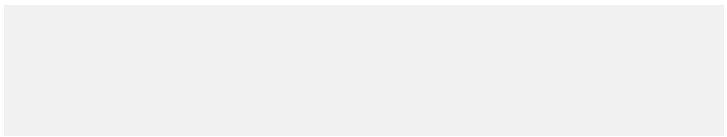
Matrix for Planning Council Membership Categories - Riverside/San Bernardino, CA TGA

Council Approved Copy

		White, Not Hispanic		Black, Not Hispanic		Hispanic		Asian/Pacific Islander		Am. Indian/Alaska Native/Other	
		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						
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.	1		2	1	1					
	Representative of individuals co-infected with HIV and Hepatitis										
	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.		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.										
TOTAL		2	4	5	2	1	1	1			1
TOTAL Non-Aligned PLWH		1	0	3	1	1	0	0			0

*one person fulfilling multiple reflectiveness categories

- Not yet PC/Board approved



17	35.30%
6	

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

TGA: Riverside/San Bernardino, California

Total Authorized Members according to the Bylaws:

Total Members as of Sep 4, 2014: 15
 Total Non-Aligned Consumers: 6
 Percent Non-Aligned Consumers: 40.0%

Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/13		Members of the Planning Council		Non- Aligned Consumers on Planning Council	
	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4437	50.7%	5	33.3	1	16.7
Black, not Hispanic	1390	15.9%	6	40.0	4	66.7
Hispanic	2620	30.0%	2	13.3	1	16.7
Asian/Pacific Islander	150	1.7%	1	6.7	0	0.0
American Indian/Alaska Native	35	0.4%	1	6.7	0	0.0
Multi-Race	85	1.0%	0	0.0	0	0.0
Unkown	28	0.3%	0	0.0	0	0.0
Total	8745	100.0%	15	100.0	6	100.0
Gender						
Male	7557	86.4%	8	53.3	5	53.3
Female	1188	13.6%	7	46.7	1	46.7
Total	8745	100.0%	15	100.0	6	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 May 31, 2014 19

Total Non-Aligned Consumers: 8

Percent Non-Aligned Consumers: 42.1%

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%	7	36.8	2	25.0
Black, not Hispanic	1359	16.0%	7	36.8	4	50.0
Hispanic	2474	29.0%	3	15.8	2	25.0
Asian/Pacific Islander	133	1.6%	1	5.3	0	0.0
American Indian/Alaska Native	39	0.5%	1	5.3	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
Total	8518	100.0%	19	100.0	8	100.0
Gender						
Male	7349	86.3%	11	57.9	7	57.9
Female	1169	13.7%	8	42.1	1	42.1
Total	8518	100.0%	19	100.0	8	100.0

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

Planning Council Training Schedule and Workplan

<i>Jan-15</i>	<i>Feb-15</i>	<i>Mar-14</i>	<i>Apr-15</i>
Required Documents & Available Forms- (PC Staff) Review Roberts rules of Orders	No Council Meeting	No Council Meeting	Bylaws Udate
<i>May-15</i>	<i>Jun-15</i>	<i>Jul-15</i>	<i>Aug-15</i>
No Council Meeting		PS&RA Training PS&RA Summit	No Council Meeting
<i>Sep-15</i>	<i>Oct-15</i>	<i>Nov-15</i>	<i>Dec-14</i>
No Council Meeting	No Council Meeting	HIV Comprehenisive Plan	No Council Meeting

Other training possibilities, to be scheduled:



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Department of Public Health
351 N. Mt. View • San Bernardino, CA 92415-0100
(909) 693-0750
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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, September 4, 2014
11:00am-12:30pm

<u>Meeting Location</u>	<u>Teleconferencing Location</u>
San Bernardino County Public Health HIV Planning Conference Room B15 351 N. Mt. View Ave San Bernardino, CA (909) 693-0750	Desert AIDS Project Situation Room 1695 N. Sunrise Way Palm Springs, CA 92262 (760) 323-2118

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Minutes

Members: B. Orr, J. Taylor, L. White, S. Cromwell-Nieve, T. Evans

Guests: Z. Welden, J. Patterson, A. Jacobson

Staff: A. Fox

- 11:45am**
- 1. Call to Order**
 - Roll Call* T. Evans
 - Introductions

 - 2. Public Comments¹**

None Members of the Public

 - 3. Members Privilege**

None PC Members

 - 4. Approval of Agenda²**

Motion to approve the 9.4.14 agenda. T. Evans
M/S/C: J. Taylor, L. White – No Abstentions

 - 5. Approval of Minutes²**

5.1 Minutes of May 15, 2014 T. Evans
Motion to approve the 5.15.14 minutes. M/S/C: J. Taylor, L. White – No Abstentions

 - 6. Council Development Reports²**
 - 6.1 Council Development Report
 - A. Attendance logs(A-1)
 - B. CDC Report (A-2) Committee Members

There was committee consensus that once an application is received and processed, staff will contact a CDC member to make a follow-up call with applicant. Staff will script call.

 - 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 (A-2)

7. Old Business²

7.1 Review/Implement Recruitment Plan

Committee Members

8. New Business²

8.1 Develop a of Slate for members that are up for renewal

The committee developed a list of members that was up for renewal and determined if they met minimum criteria for renewal.

There was a motion to recommend the membership renewal of L. White M/S/C: J. Taylor, T. Evans – No Abstentions

8.2 Develop a slate for Officer's Slate for FY14/15

The committee developed an Officer's slate for 2015 for recommendation to the Council.

There was a motion to recommend the Council approve the 2015 Slate of Officers. M/S/C: L. White, J. Taylor – No Abstentions

8.3 Interview - Z. Welden

There was a motion to recommend Z. Welden for Council membership. M/S/C: L. White, J. Taylor – No Abstentions

9. Public Comments¹

None

Members of the Public

10. Members Privilege

None

PC Members

11. Review of Action Items

Staff will:

1. Send a "Warning Letter" to H. Cockerill
2. Send a "Warning Letter" to D. Huntsman
3. Send an "Auto-Termination Letter" to A. Lopez
4. Modify attendance log for to include Membership terms
5. Agendize Committee recommendations for member renewals on the November Council Agenda
6. Agendize Committee recommendation for Slate of Officers on the November Council Agenda
7. Agendize Committee recommendations for Z. Welden's membership on the November Council Agenda
8. Script member follow-up call to individuals that submit application for membership.

PC Staff

12. Agenda Setting for Next Meeting

January 8, 2015

PC Members/ T. Evans

13. Roll Call*

PC Staff

1:18pm

14. Adjournment

T. Evans

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² The agenda item may consist of a discussion and a vote. Public comments can be made prior to each Planning Council vote.

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