



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

120 Carousel Mall • San Bernardino, CA 92415-0475  
(909) 388-0426 • Fax (909) 388-0424  
Website: [www.iehpc.org](http://www.iehpc.org)

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD  
Interim County Health Officer Co-Chair

Henry Nickel  
Community Co-Chair

# Evaluation of Administrative Mechanism Subcommittee

Thursday, May 03, 2012  
9:30am-11:30am

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.*

## Agenda

<b>9:30</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	C. Harris
	<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>	C. Harris
	<b>5. Approval of Minutes<sup>2</sup></b> 5.1 Minutes of March 01, 2012	C. Harris
	<b>6. Old Business<sup>2</sup></b> <ul style="list-style-type: none"> <li>6.1 Evaluation of the Administrative Mechanism Progress Report</li> <li>6.2 Criteria for Evaluation of Planning Council and Support Staff</li> </ul>	C. Harris

<b>7. Public Comments<sup>1</sup></b>	Members of the Public
<b>8. Members Privilege</b>	PC Members
<b>9. Review of Action Items</b>	PC Staff
<b>10. Agenda Setting for Next Meeting</b>	PC Members/ C. Harris
<b>11. Roll Call*</b>	PC Staff
<b>11:30 12. Adjournment</b>	C. Harris

<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) 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.



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

120 Carousel Mall • San Bernardino, CA 92415-0475  
(909) 388-0426 • Fax (909) 388-0424  
Website: [www.iehpc.org](http://www.iehpc.org)

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD  
Interim County Health Officer Co-Chair

Henry Nickel  
Community Co-Chair

# Evaluation of Administrative Mechanism Subcommittee

Thursday, March 01, 2012  
2:00pm-3:30pm

Meeting Location\*  
Beaumont Civic Center  
550 E. 6<sup>th</sup> Street  
Beaumont, CA  
(909) 388-0426/PCS Mobile (909) 693-0750  
\*Teleconferencing is not available

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

## Minutes

**Attendees:** L. Ford-Watson, C. Harris, K. Owens, A. Ziven

**PCS:** A. Soria

<b>2:00</b>	<b>1. Call to Order</b>	
	<ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	C. Harris
	<b>2. Public Comments<sup>1</sup></b>	Members of the Public
	None	
	<b>3. Members Privilege</b>	PC Members
	None	
	<b>4. Approval of Agenda<sup>2</sup></b>	C. Harris
	Motion/Second: L. Ford-Watson/A. Ziven	
	Motion carried	
	<b>5. Approval of Minutes<sup>2</sup></b>	C. Harris
	5.1 Minutes of May 11, 2010	
	Motion/Second: A. Ziven/L. Ford-Watson	
	K. Owens/C. Harris abstained. Motion carried.	
	<b>6. Old Business<sup>2</sup></b>	G. French
	6.1 Review EAM Report for Program Year 2010-2011 (Attachment 1)	
	PCS will make corrections to the report.	

---

---

## 7. New Business<sup>2</sup>

### 7.1 Roles and Responsibilities of the Evaluation of Administrative Mechanism Subcommittee (Attachment 2)

Motion for the committee to develop and conduct a survey to evaluate PCS for FY 2012-2013.

A. Ziven/L. Ford-Watson

Motion carried.

A. Ziven/L. Ford-Watson made a motion to resend the previous motion. All in favor. Motion carried.

A. Ziven/L. Ford-Watson made a motion to develop a process for staff evaluation for FY 2011-2012

All in favor. Motion carried.

A. Ziven/K. Owens made a motion once evaluation process is drafted they will send to Bylaws for review and approval.

All in favor. Motion carried.

C. Harris

### 7.2 Review and discuss the EAM Parameters Negotiated by PC and the RWP/Department of Public Health (Attachment 3)

### 7.3 Discuss the Role and Process for the selection of the EAM consultant

K. Owens/L. Ford-Watson made a motion to hire a consultant to conduct the EAM.

All in favor. Motion carried.

### 7.4 Approval of the Consultant(s)

---

## 8. Public Comments<sup>1</sup>

Members of the Public

---

## 9. Members Privilege

K. Owens commented on the discussion regarding PCS salary.

PC Members

---

## 10. Review of Action Items

PC Staff

---

## 11. Agenda Setting for Next Meeting

April 19<sup>th</sup>  
2:00pm-3:30pm  
TBD

PC Members/ C. Harris

---

## 12. Roll Call\*

PC Staff

---

3:30

## 13. Adjournment

C. Harris

---

<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) 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.