



County of San Bernardino, Dept of Public Health
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Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD
County Health Officer Co-Chair

Shelia Cromwell-Nieve
Community Co-Chair

Evaluation of Administrative Mechanism

Thursday, January 8, 2015

11:00am-11:30am

Meeting Location

Department of Public Health
351 North Mt. View Ave., B15
San Bernardino, CA 92415
(909) 693-0750

Teleconferencing Site***

Desert AIDS Project
1695 North Sunrise Way
Palm Springs, CA 92262-3702
(760) 323-2118

Agenda

11:00am	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	G. French
	5. Approval of Minutes²	G. French
	6. Old Business²	G. French
	7. New Business² <ul style="list-style-type: none">7.1 Review 2015 Workplan7.2 Review 2015 Council Survey tool for implementation7.3 Develop timeline and implement 2015 Administrative Mechanism Evaluation for program year 2014-2015	Members of the Public

8. Public Comments¹

9. Members Privilege

PC Members

10. Review of Action Items

PC Staff

11. Agenda Setting for Next Meeting

March 5, 2015
HIV Planning Council Conference Room

PC Members

12. Roll Call*

PC Staff

11:30am

13. 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.

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.

The purpose of the Evaluation of Administrative Mechanism (EAM) committee is to annually review the parameters established by the Planning Council's evaluation of the Ryan White's Request for Proposal (RFP) or the Priority and Resource Allocations process. The evaluation conducted by a third party entity and is overseen by the Council's EAM committee. The committee will also evaluate the performance of the Council and Council staff in implementing and maintaining the tasks/product for the Council.

The EAM committee will:

	Priority	Activity	Who's Responsible	Timeline	Completed Y/N
1.	Develop the necessary tools and procedures and oversee the assessment of the efficiency of the administrative mechanism of the RWP (i.e. procurement and contract arrangement), working through and reporting to the Council.	<ol style="list-style-type: none"> 1) Review and /or revise and approve existing Allocation process tool 2) Select a third party entity to conduct the evaluation 3) Review the final report and make recommendation to Council 4) Council Approval 	Committee Council Staff Committee Council	January 2015 February 2015 May 2015 June 2015	
2.	Assess the overall performance of the Council and Council activities (i.e. PRSA Data Summit, committee workplans, Council recruitment, Needs Assessment, etc.) and assess staff support and member commitment annually.	<ol style="list-style-type: none"> 1) Review and /or revise and approve Council's Responsibilities' Survey tool 2) Disseminate Survey tool with timeline for completion 3) Review and assess surveys and prepare report for Council 4) Present Survey report to Council 	Committee Council Staff Committee/Staff Committee Chair	January 2015 February 2015 March 2015 April 2015	

Other/Notes:

Operations	<p>The Council develops and maintains bylaws, procedures for planning council grievance procedures, conflict of interest, operations, policies and procedures, procedures that ensure open meetings, and an open nominations process to identify nominees. Council members are trained in planning, and newmembers receive orientation to their roles and responsibilities and those of the grantee.</p>	_____	<hr/> <hr/> <hr/> <hr/>
Assess Needs	<p>The Council determines how many persons living with HIV disease (both HIV infection and AIDS) are in the TGA through an epidemiologic profile and the needs of populations living with HIV disease and the capacity of the service system to meet those needs. This includes determining: (1) the number, characteristics, and service needs of PLWHA who know their HIV status and are not in care; (2) the service needs of people with PLWHA who are in care, including differences in care and needs; (3) the number and location of agencies providing HIV-related services in the TGA; (4) their capacity and capability to serve PLWHA, including capacity development needs and; (5) availability of other resources and how Ryan White services need to work with these other services, like substance abuse services and HIV prevention agencies.</p>	1) _____ 2) _____ 3) _____ 4) _____ 5) _____	<hr/> <hr/> <hr/> <hr/>
Comprehensive Planning	<p>The Council develops a written plan that defines short and long-term goals for delivering HIV</p>		<hr/>

	<p>services in the TGA. This plan is based, in part, on the results of the needs assessment. It is used to guide decisions about how to deliver HIV/AIDS services for people living with HIV.</p>	<p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>Set Priorities & Allocations Resources</p>	<p>The Council makes decisions about priorities for funding based on many factors:</p> <ul style="list-style-type: none"> (1) the needs assessment; (2) information about the most successful and economical ways of providing services; (3) actual cost and utilization data provided by the grantee; (4) priorities of people living with HIV who will use services; (5) making Part A funds work well with other services like HIV prevention and substance abuse; (6) the amount of funds from other sources like Affordable Care Act, Medicaid, Medicare and; (7) developing capacity for HIV services in historically underserved communities. <p>The Council also allocates resources to prioritized services and provides directives to the grantee on how best to meet the service priorities it has identified.</p>	<p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p> <p>6) _____</p> <p>7) _____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>Coordinate with RWP & other HIV Related Services</p>	<p>The Council ensures that Part A funds work well with other funds. Identifying what other sources of funding exist. Participation in local and statewide coordinated</p>	<p>_____</p>	<p>_____</p> <p>_____</p>

	efforts addressing HIV services.	_____	_____ _____
Assess the Administrative Mechanism	The Council is responsible for evaluating how well the grantee manages to get funds to providers. By reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay these providers. Reviewing whether the funds are used to pay only for services that were identified as priorities.	_____	_____ _____ _____ _____
Develop standards of care	The Council develops and maintains the Standards of Care to guide providers in delivering services. The grantee uses these standards of care in monitoring contractors and in determining service quality, as part of its Clinical Quality Management function.	_____	_____ _____ _____ _____
Council Staff Support	The Council receives guidance and support from Council Staff specifically: (1) Manages Council workflow, correspondence, communication, and expenditures. (2) Works with Council committees and with the Co-Chairs to ensure compliance with HRSA requirements, facilitating committee work, and providing technical assistance to the Council and committees. (3) Helps the Council manage Conflict of Interest using its policies and procedures. (4) Works with committee Chairs to determine the level and nature of support they need and arranging for it to be provided. (5) Provides support in streamlining and organizing the	1) _____ 2) _____ 3) _____ 4) _____	_____ _____ _____ _____

	<p>work responsibilities of Council members, and assuring that the Council achieves its objectives and mandated requirements on schedule. (6) Ensures that Council members are informed about HRSA technical assistance calls that are relevant to the Council.</p>	<p>5) ___ 6) ___</p>	
<p>Overall Council effectiveness</p>	<p>The Council is responsible for the overall impact of the Council's legislative responsibilities; member development and planning capacity, council staff support, partnerships (RWP, local and state government and community-based and faith-based organizations within the TGA.)</p>	<p>_____</p>	<p>_____ _____ _____ _____</p>