



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

172 W. 3<sup>rd</sup> St • San Bernardino, CA 92415-0010  
(909) 841-1360  
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

## Finance Committee

Thursday, November 1, 2012  
12:30-1:30pm

Meeting Location  
HSS Administration  
157 W. Fifth Street  
Second Floor  
San Bernardino, CA  
(909) 841-1360

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 full compliance with the Americans with Disabilities Act of 1992.*

## Agenda

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<b>12:30</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"><li>▪ Roll Call*</li><li>▪ Introductions</li></ul>	A. Ziven
	<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>	Committee Members
	<b>5. Approval of Minutes<sup>2</sup></b> 5.1 Minutes of October 4, 2012	Committee Members
	<b>6. New Business<sup>2</sup></b> 7.1 Review Monthly Expenditure Report (A-1)	A. Ziven
	<b>7. Review of Action Items</b>	PC Staff
	<b>8. Agenda Setting for Next Meeting</b> January 2013	PC Members/ A. Ziven

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**9. Roll Call\***

PC Staff

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**1:30**

**10. Adjournment**

A. Ziven

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<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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# Inland Empire HIV Planning Council

Monthly Expenditures: from **March 2012** through **February 2013**

<u>Salary and Benefits</u>		March	April	May	June	July	August	Sep	Oct	Nov	Dec	Jan'13	Feb'13	YTD	Balance
PC Liaison	64,152				9,018	6,675	7,026	6,675						29,394	34,758
Office Specialist	55,041													-	55,041
Office Assistant III		4,044	2,841	4,939	5,916	4,415	5,412	4,879						32,447	(32,447)
Staff Analyst II	9,633	262	583	583	552	539	120	779						3,418	6,215
Storekeeper		252	26				184							462	(462)
IT: Automated Systems			27		81									108	(108)
Fiscal Specialist				228										228	(228)
Secretary I			2,039											2,039	(2,039)
LD Factor added					2,275									2,275	(2,275)
<b>Total Salary and Benefits</b>	<b>128,826</b>	<b>4,559</b>	<b>5,517</b>	<b>5,749</b>	<b>17,842</b>	<b>11,630</b>	<b>12,742</b>	<b>12,333</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,372</b>	<b>58,454</b>
<u>Services &amp; Supplies:</u>															
<u>Supplies</u>															
IEHPC	3,500	942					819							1,761	1,739
Staff	3,500			624	586	61		914						2,184	1,316
<u>Travel</u>															
IEHPC	6,000	296		152	68		217	897						1,629	4,371
Staff	2,775				30									30	2,745
<u>Consultants</u>															
Comp Plan	15,000			15,000										15,000	-
County Counsel	6,000		1,330		4,513									5,843	158
EAM	2,500													-	2,500
Needs Assessment	10,000						4,210							4,210	5,790
PS&RA	4,000													-	4,000
Communication	10,549	694	501	390	1,209			37						2,831	7,718
Rent and Lease Structure	10,000													-	10,000
Room Rental	1,500													-	1,500
Rental Maintenance Equipment	5,000		410		561	248	171	103						1,493	3,507
Food for meetings	2,000	21		36	342									399	1,601
Member Recognition	1,500													-	1,500
Postage	2,500	434	947	267	825									2,473	27
<u>Marketing/Outreach</u>															
Marketing	5,500													-	5,500
Outreach	7,500													-	7,500
Consultant	4,000													-	4,000
Special PC Projects	8,158			112	53		3,179							3,344	4,814
<b>Total Services &amp; Supplies</b>	<b>111,482</b>	<b>2,387</b>	<b>3,188</b>	<b>16,581</b>	<b>8,186</b>	<b>309</b>	<b>8,596</b>	<b>1,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,197</b>	<b>70,285</b>
<b>Indirect (10% of Labor)</b>	<b>12,883</b>	<b>456</b>	<b>552</b>	<b>575</b>	<b>1,784</b>	<b>1,163</b>	<b>1,274</b>	<b>1,233</b>						<b>7,037</b>	<b>5,846</b>
<b>Grand Total</b>	<b>253,191</b>	<b>7,402</b>	<b>9,257</b>	<b>22,905</b>	<b>27,812</b>	<b>13,102</b>	<b>22,612</b>	<b>15,517</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>118,606</b>	<b>134,585</b>



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# Finance Committee

Thursday, October 4, 2012  
12:30am-2:00pm

Meeting Location  
Government Center  
385 N. Arrowhead Ave  
San Bernardino, CA  
(909) 841-1360

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 full compliance with the Americans with Disabilities Act of 1992.*

## Minutes

**Members:** D. Christenson, L. Ford-Watson, G. French, L. White, A. Ziven

**PCS:** A. Fox

**Guests:** S. Rigsby, M. Nunez

**12:37**

**1. Call to Order**

- Roll Call\*
- Introductions

A. Ziven

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

Members of the Public

**3. Members Privilege**

PC Members

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

Motion to approve agenda.  
Motion/Second: L. Ford-Watson, G. French  
Motion Carried.

Committee Members

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

5.1 Minutes of September 6, 2012  
Motion to approve the 9/6/12 minutes  
Motion/ Second: D. Christenson, G. French  
Abstain: G. French  
Motion Carried.

Committee Members

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

7.1 Project Cost for a One Day Council Retreat  
**Motion** to designate \$6500.00(\$5500 for Venue and

A. Ziven

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\$1000 for materials) from the Special Project Line item for a one day Council retreat.

**Motion/Second:** L. Ford-Watson, G. French

**Abstained:** D. Christenson

**Motion Carried.**

7.2 Draft Budget for 2013-2014

**Motion:** To recommend to Council to approve preliminary Budget for Fiscal year 2013-2014

**Motion/Second:** L. Ford-Watson, G. French

**Motion Carried.**

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## 7. Review of Action Items

PC Staff

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## 8. Agenda Setting for Next Meeting

November 1, 2012

PC Members/ A. Ziven

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## 9. Roll Call\*

PC Staff

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1:40pm

## 10. Adjournment

A. Ziven

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