



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

351 N. Mt. View Ave • San Bernardino, CA 92415-0010  
(909) 693-0750  
Website: [www.iehpc.org](http://www.iehpc.org)

Riverside/San Bernardino California Transitional Grant Area

Maxwell Ohikhuare, MD  
Interim County Health Officer Co-Chair

Gregory French  
Community Co-Chair

# Bylaws Subcommittee

Thursday, January 10, 2013  
12:00pm-1:30pm

Meeting Location

Elite Professional Building  
12981 Perris Blvd., Ste 201  
Moreno Valley, CA 92553  
(909) 693-0750

Teleconferencing Location

Desert AIDS Project  
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

<b>12:00 pm</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	T. Evans
	<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>	T. Evans
	<b>5. Approval of Minutes<sup>2</sup></b> 7.1 Minutes of December 6, 2012	T. Evans
	<b>6. Old Business<sup>2</sup></b> NONE	Committee Members
	<b>7. New Business<sup>2</sup></b> 7.1 Review Roles and Responsibilities (A-1) 7.2 Review Bylaws** 7.3 Review Final Draft of Policy and Procedures**	Members of the Public
	<b>8. Public Comments<sup>1</sup></b>	Members of the Public

	<b>9. Members Privilege</b>	PC Members
	<b>10. Review of Action Item</b>	PC Staff
	<b>11. Agenda Setting for Next Meeting</b>	PC Members/ T. Evan
	<b>12. Roll Call*</b>	PC Staff
<b>1:30 pm</b>	<b>13. Adjournment</b>	T. Evans

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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.

\*\* Copies can be obtained at the I.E.H.P.C. office and will be available at the meeting.

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This document reflects:

IEHPC Reviewed and Revisions:  
San Bernardino County Counsel Review:  
IEHPC Planning Council Approved:  
Ryan White Program Review of Revisions and Recommendations:  
San Bernardino County BOS approval:

1/20/11-8/04/11  
1/20/11-8/04/11  
08/25/2011  
08/29/2011  
09/27/2011

Any non-standard or official written communication or information request to the RWP or an outside entity that is initiated by a committee must go through the regular reporting and approval process, as specified above.

### **Section 3 – Standing Committees**

- A. The standing committees shall be the Evaluation of the Administrative Mechanism, Bylaws, Grievance, Planning, Council Development, Empowerment, Continuum of Care, Standards and Finance Committees.
- B. The Council Support Staff shall work with each committee to ensure that the administration and responsibility of each committee is met.

#### **a. Evaluation of Administrative Mechanism Committee**

(1) Responsibilities: The responsibilities of the Evaluation of the Administrative Mechanism Committee shall be to:

- (a) 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 and
- (b) Assess the performance of the Council Support Staff (i.e. assisting the Council in establishing and carrying out process) for timely and appropriate activities within the TGA.

#### **b. Bylaws Committee**

(1) Responsibilities: The responsibilities of the Bylaws Committee, shall include:

- (a) Periodic review of these Bylaws to ensure that they meet the needs of the Council,
- (b) Development of proposed amendments to the Bylaws in accordance with Ryan White legislation and HRSA guidelines,
- (c) Development of recommendations for changes to the policies and procedures governing Council operations, as needed,
- (d) Recommendation of changes to the Bylaws, policies, and procedures to the Council, with the full Council responsible for approval, and

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08/29/2011  
09/27/2011

- (e) Submission of Council-approved Bylaws and items related to Council mandates to the Board of Supervisors for final review and approval.

**c. Grievances Committee**

(1) Responsibilities: The responsibilities of the Grievances Committee, working through and reporting to the Council, shall include:

- (a) Serving as the first step in the grievance process, by hearing and where possible resolving grievances against the Council, as specified in the Grievances Policy,
- (b) Hearing and resolving Code of Conduct complaints, as specified in the Code of Conduct Policy, and
- (c) Assisting in review of and revisions to both policies as needed.

(2) Composition:

- (a) The committee shall be constituted as needed to resolve a grievance.
- (b) For each grievance, a committee shall be convened consisting of the Vice Chair and two other members appointed by the Vice Chair who have no actual or perceived conflict of interest with regard to the issue being addressed. The Vice Chair shall serve as the Chair of the committee.

**d. Planning Committee**

(1) Responsibilities: The responsibilities of the Planning Committee shall include the following:

- (a) Taking the lead role in conducting periodic needs assessments for the TGA and reporting this information back to the Council, and overseeing any needs assessment contractors and working collaboratively with the RWP. Specific Activities include:

- i. Determining the size and demographic characteristics of the individuals with HIV disease within the TGA, including trends in the epidemic, working in collaboration with epidemiologists in the State and County Departments of Public Health to obtain an epidemiologic profile of the TGA,



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Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD  
Interim County Health Officer Co-Chair

Henry Nickel  
Community Co-Chair

## Bylaws Subcommittee

Thursday, December 6, 2012  
9:30am-11:30am

Meeting Location  
Preparedness and Response  
247 S. Boyd Street  
San Bernardino, CA 92415  
(909) 252-4406

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

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## Minutes

**Members:** T. Evans, L. Ford-Watson, V. Jauregui-Burns, L. White, A. Ziven (via phone)

**Staff:** A. Fox, M. Hoze

<b>10:30 am</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	T. Evans
	<b>2. Public Comments<sup>1</sup></b> There were no public comments	Members of the Public
	<b>3. Members Privilege</b> None	PC Members
	<b>4. Approval of Agenda<sup>2</sup></b> Motion to approve agenda Motion/Second: L. Ford, A. Ziven Motion Carried	T. Evans
	<b>5. Approval of Minutes<sup>2</sup></b> 5.1 Minutes of November 8, 2012 Motion to approve 11.08.12 minutes Motion/Second: A. Ziven, L. Ford Motion Carried.	T. Evans
	<b>6. Old Business<sup>2</sup></b> 6.1 Planning Council Operation Review and Revise IEHPC Policies and Procedures** starting with section 7: Council and committee meetings through section 10: Review and Updating of bylaws and policies and procedures. Draft of the bylaws is complete. Must be approved by council before implementing.	Committee Members

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Motion to approve draft of Policies and procedures  
Motion/Second: A. Ziven, L. Ford  
A. Motion Carried  
6.2 Update of the MOU: Danny and Scott reviewed it and the MOU is now being sent to County Council for review.

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

None

Members of the Public

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

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**9. Members Privilege**

T. Evans thanked everyone for working hard on the policies and procedures. A. Ziven wished everyone Happy Holidays.

PC Members

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**10. Review of Action Item**

1. Attach new reimbursement for consumers.
2. Attach PS&RA procedures.
3. Agendize review of bylaws.

PC Staff

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**11. Agenda Setting for Next Meeting**

December 10, 2012

PC Members/ T. Evans

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**12. Roll Call\***

PC Staff

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**12:12pm**

**13. Adjournment**

T.Evans

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