



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  
County Health Officer Co-Chair

Gregory French  
Community Co-Chair

## Bylaws Committee

Thursday, May 9, 2013  
9:30am-11:30am

### Meeting Location

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

There will be no teleconferencing available

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

## Agenda

|         |  |                       |
|---------|--|-----------------------|
| 9:30 am | <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><br>7.1 Minutes of April 18, 2013   | T. Evans              |
|         | <b>6. Old Business<sup>2</sup></b> <ul style="list-style-type: none"><li>6.1 Review/Amend Bylaws to reflect reduced budget.</li><li>6.2 Review Policies and Procedures</li></ul> | Committee Members     |
|         | <b>7. New Business<sup>2</sup></b><br>7.1 Develop committee workplan based on reduced meetings (A-1)   | 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><br>June 6, 2013, Department of Public Health |  | PC Members/ T. Evan |
| <b>12. Roll Call*</b>   |  | PC Staff            |
| <b>11:30 am 13. Adjournment</b>   |  | T. Evans            |

<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.

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

\*\*\* If there are no participants on the line for teleconferencing after 15 minutes from the start of the meeting, teleconferencing will not be available.

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>.

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**D R A F T**  
**IEHPC Bylaws Committee Workplan**  
**Provide clear Council operational guidelines**

| Directive  | Measurable   | Date Completed   |
|--|--|--|
| Periodic review of these Bylaws to ensure that they meet the needs of the Council  | Agendize review of bylaws on Bylaws agenda   | By second meeting of the year<br>As requested by Council |
| Development of proposed amendments to the Bylaws in accordance with Ryan White legislation and HRSA guidelines                         | Develop appropriate amendments in accordance to RW legislation and/or HRSA guidelines for Council approval | As Needed  |
| Development of recommendations for changes to the policies and procedures governing Council operations, as needed                      | Recommendation of amendment (if needed) on Council agenda or committee update at Council Agenda            | As Needed  |
| Recommendation of changes to the Bylaws, policies, and procedures to the Council, with the full Council responsible for approval       | Approval of Council  | As Needed  |
| Submission of Council-approved Bylaws and items related to Council mandates to the Board of Supervisors for final review and approval. | Submission to the S. B. County Public Health Administration for Board of Supervisor review and approval    | As Needed  |
|  |  |  |

Notes:



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# Bylaws Committee

Thursday, April 18, 2013  
10:00am-12:00pm

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

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

## Minutes

**Members:** T. Evans, L. Ford-Watson, D. Huntsman

**Guest:** A. Ziven

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

|                |  |                       |
|----------------|--|-----------------------|
| <b>10:00am</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><br>There were no public comments   | Members of the Public |
|                | <b>3. Members Privilege</b><br>T. Evans thanked everyone for coming.   | PC Members            |
|                | <b>4. Approval of Agenda<sup>2</sup></b><br>Motion to approve agenda<br>Motion/Second: L. Ford-Watson, D. Huntsman<br>Motion Carried   | T. Evans              |
|                | <b>5. Approval of Minutes<sup>2</sup></b><br>5.1 Minutes of January 10, 2013<br>Motion to approve 1.10.13 minutes<br>Motion/Second: L. Ford-Watson, D. Huntsman<br>Motion Carried. | T. Evans              |
|                | <b>6. Old Business<sup>2</sup></b><br>Detailed discussion on non-member participation and requirements.  | Committee Members     |
|                | <b>7. New Business<sup>2</sup></b><br>Discussion on making changes to the Bylaws in response to Federal sequestration and reduced meetings.  | Committee Members     |

|                |  |                       |
|----------------|--|-----------------------|
|                | <b>8. Public Comments<sup>1</sup></b><br>There were no public comments.  | Members of the Public |
|                | <b>9. Members Privilege</b><br>T. Evans commended everyone for making the necessary changes for potential budget cuts. | PC Members            |
|                | <b>10. Review of Action Items</b><br>There were no action items.   | PC Staff              |
|                | <b>11. Agenda Setting for Next Meeting</b><br>June 6, 2013, SB County Department of Public Health                      | PC Members/T. Evans   |
|                | <b>12. Roll Call*</b>  | PC Staff              |
| <b>12:36pm</b> | <b>13. Adjournment</b>   | T. Evans              |

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