



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

351 N. Mt. View • San Bernardino, CA 92415-0100  
(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

# Council Development Committee

Thursday, March 7, 2013  
11:00am-1:00pm

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

Teleconferencing Location  
Desert AIDS Project  
Situation Room  
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>11:00am</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	T. Evans/PC Staff
	<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> 5.1 Minutes of February 7, 2013	T. Evans
	<b>6. Council Development Reports<sup>2</sup></b> 6.1 Attendance Logs (A-1) 6.2 CDC Report (A-2) 6.3 Matrix for PC Membership Categories (A-3) 6.4 Reflectiveness of Non-Aligned Consumers and PC Members by Demographic Group (A-4) 6.5 Work Plan (A-5)	Committee Members
	<b>7. Old Business<sup>2</sup></b>	Committee Members

	<b>8. New Business<sup>2</sup></b> 8.1 Marketing Materials	
	<b>9. Public Comments<sup>1</sup></b>	Members of the Public
	<b>10. Members Privilege</b>	PC Members
	<b>11. Review of Action Items</b>	PC Staff
	<b>12. Agenda Setting for Next Meeting</b> April 4, 2013	PC Members/ T. Evans
	<b>13. Roll Call*</b>	PC Staff
<b>1:00pm</b>	<b>14. 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.

\*\* 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.

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Servicios en Español: Notificación para servicios de intérprete deben de someterse setenta y dos horas de anticipo. Por favor llame (909) 693-0750.



Member-HR	Committee Meeting	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC
<i>Meeting locations by month</i>													
7	Kaiser Riverside	Cameron	PC	1									
			EAM										
			Bylaws										
			Finance										
			Grievances										
			Planning										
			CDC										
			Standards										
			Empowerment										
			CCC										
8	Ford-Watson San Bernardino	Lenora	PC	1	1								
			EAM										
			Bylaws	1									
			Grievances										
			Finance	NM	1								
			Planning										
			CDC										
			Standards										
			Empowerment										
			CCC										
9	French Riverside	Gregory	PC	1									
			EAM										
			Finance										
			Bylaws										
			Grievances										
			Planning										
			CDC										
			Standards										
			Empowerment										
			CCC										
10	Hagan Riverside	Paul	PC	1	1								
			EAM										
			Bylaws										
			Finance										
			Grievances										
			Planning	1	1								
			CDC										
			Standards	1	1								
			Empowerment										
			CCC										
11	Haro Riverside	Amando	PC		LOA	LOA	LOA						
			EAM										
			Bylaws		NM								
			Finance										
			Grievances										
			Planning										
			CDC										
			Standards										
			Empowerment	NM	LOA	LOA	LOA						
			CCC										
12	Huntsman Riverside	Danielle	PC	1	1								
			EAM										
			Finance										
			Bylaws										
			Grievances										
			Planning	1									
			CDC										
			Standards	1	1								
			Empowerment										
			CCC										
13	Taylor Riverside	Jeff	PC	1	1								
			EAM										
			Bylaws										
			Grievances										
			Finance										
			Planning										
			CDC	1	1								
			Standards										
			Empowerment	NM	1								
			CCC										
14	Beams State	Nanci EXEMPT	PC										





INLAND  
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HIV  
PLANNING  
COUNCIL

Inland Empire HIV Planning Council  
Council Development Committee Report  
Date of Report: February 25, 2013

Membership Status			
<b>The IEHPC Membership can total 18-32 members</b>			
<b>19 Current Members</b>			
Riverside Region is currently represented by 11 members.			
San Bernardino is currently represented by 6 members.			
There is currently 2 member representing the State.			
Recent Resignations/ Terminations			
Member Names	County	Effective Date	
Request for Application			
Name	County	Date Sent	
Heather Cockerill	San Bernardino	2/25/2013	
Membership Applications Received			
Name	County	Date Received by PCS / Date Reviewed	
Applicants Attending Meetings			
Name	County	Committee Mtgs	Planning Council Mtgs
Scheduled Interviews			
Name	County	Date of Interview	
BOS Approval in Process			
Name	County	Anticipated PC Approval Date	
Approved Leave of Absences			
Name	Leave Requested	Date Recieved/Date Returned	
Amando Haro	3 months	2/21/2013	

**Matrix for Planning Council Membership Categories - Riverside/San Bernardino, CA TGA**

**HRSA Copy**

Mandated Categories of Representation and Reflectivness of the Epidemic in the TGA		Race/Ethnicity and Gender									
		White, Not Hispanic		Black, Not Hispanic		Hispanic		Asian/Pacific Islander		Am. Indian/Alaska Native	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1	Healthcare providers, including Federally Qualified Health Centers	1									
2	CBOs serving affected populations and AIDS service organizations (ASOs).			1	1		1				
3	Social service providers, including housing and homeless services providers.						1				
4	Mental health providers.		1*								
5	Substance Abuse Providers		1*								
6	Local Public Health Agencies			1							
7	Hospital planning agencies or other health care planning agencies.		1								
8	Affected communities, including PLWH and historically underserved subpopulations.	5		2							
	Representative of a local Federally recognized Native American Tribe										
	Representative of individuals co-infected with HIV and Hepatitis	1									
9	Non-elected community leaders	1	1			1					
10	State Medicaid Agency				1						
11	State Part B Agency		1								
12	Part C grantees.										
13	Part D grantees, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV.			1							
14	Grantees of other Federal HIV programs, including HIV prevention programs										
15	Representatives of formerly incarcerated PLWH.										
<b>TOTAL</b>		<b>8</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>2</b>				
<b>TOTAL Non-Aligned PLWH</b>		<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>				

\*one person fullfilling multiple reffectivness categories

**Matrix for Planning Council Membership Categories - Riverside/San Bernardino, CA TGA**

**CDC Copy**

		White, Not Hispanic		Black, Not Hispanic		Hispanic		Asian/Pacific Islander		Am. Indian/Alaska Native	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1	Healthcare providers, including Federally Qualified Health Centers	1									
2	CBOs serving affected populations and AIDS service organizations (ASOs).			1	1		1				
3	Social service providers, including housing and homeless services providers.						1				
4	Mental health providers.		1*								
5	Substance Abuse Providers		1*								
6	Local Public Health Agencies			1							
7	Hospital planning agencies or other health care planning agencies.		1								
8	Affected communities, including PLWH and historically underserved subpopulations.	3		2							
	Representative of individuals co-infected with HIV and Hepatitis	1									
	Representative of a local Federally recognized Native American Tribe										
9	Non-elected community leaders					1					
10	State Medicaid Agency				1						
11	State Part B Agency		1								
12	Part C grantees.										
13	Part D grantees, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV.			1							
14	Grantees of other Federal HIV programs, including HIV prevention programs		1								
15	Representatives of formerly incarcerated PLWH.										
<b>TOTAL</b>		<b>5</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>2</b>				
<b>TOTAL Non-Aligned PLWH</b>		<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>				

\*one person fulfilling multiple reflectivness categories

- Not yet PC/Board approved



**Table 4: Reflectiveness of Non-aligned Consumers and  
Planning Council Members by Demographic Group  
CDC Copy**

**TGA: Riverside/San Bernardino, California**

Total Authorized Members according to the Bylaws:

Total Members as of January 8, 2013: 19

Total Non-Aligned Consumers: 6

Percent Non-Aligned Consumers: 31.6%

Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/08		Members of the Planning Council		Non- Aligned Consumers on Planning Council	
	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4537	54.2%	10	50.0	4	66.7
Black, not Hispanic	1404	16.8%	7	35.0	2	33.3
Hispanic	2220	26.5%	3	15.0	0	0.0
Asian/Pacific Islander	129	1.5%	0	0.0	0	0.0
American Indian/Alaska Native	48	0.6%	0	0.0	0	0.0
Multi-Race	30	0.4%	0	0.0	0	0.0
Not Specified	5	0.1%	0	0.0	0	0.0
<b>Total</b>	<b>8373</b>	<b>100.0%</b>	<b>20</b>	<b>100.0</b>	<b>6</b>	<b>100.0</b>
<b>Gender</b>						
Male	7196	85.9%	11	55.0	6	55.0
Female	1177	14.1%	9	45.0	0	45.0
<b>Total</b>	<b>8373</b>	<b>100.0%</b>	<b>20</b>	<b>100.0</b>	<b>6</b>	<b>100.0</b>

Note: Modes of transmission should be considered when constructing reflective PLWH membership, but are not required.

**Table 4: Reflectiveness of Non-aligned Consumers and  
Planning Council Members by Demographic Group  
HRSA Copy**

**TGA: Riverside/San Bernardino, California**

Total Authorized Members according to the Bylaws:

Total Members as of January 8, 2013: 22

Total Non-Aligned Consumers: 8

Percent Non-Aligned Consumers: 36.4%

Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/10		Members of the Planning Council		Non- Aligned Consumers on Planning Council	
	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4537	54.2%	12	54.5	6	75.0
Black, not Hispanic	1404	16.8%	7	31.8	2	25.0
Hispanic	2220	26.5%	3	13.6	0	0.0
Asian/Pacific Islander	129	1.5%	0	0.0	0	0.0
American Indian/Alaska Native	48	0.6%	0	0.0	0	0.0
Multi-Race	30	0.4%	0	0.0	0	0.0
Not Specified	5	0.1%	0	0.0	0	0.0
<b>Total</b>	<b>8373</b>	<b>100.0%</b>	<b>22</b>	<b>100.0</b>	<b>8</b>	<b>100.0</b>
<b>Gender</b>						
Male	7196	85.9%	14	63.6	8	63.6
Female	1177	14.1%	8	36.4	0	36.4
<b>Total</b>	<b>8373</b>	<b>100.0%</b>	<b>22</b>	<b>100.0</b>	<b>8</b>	<b>100.0</b>

Note: Modes of transmission should be considered when constructing reflective PLWH membership, but are not required.

# Planning Council Training Schedule and Workplan

<i>Jan-13</i>	<i>Feb-13</i>	<i>Mar-13</i>	<i>Apr-13</i>
<b>Affordable Care Act-All members</b>	<b>P&amp;P's update-(Bylaws Committee)</b>	<b>Comprehensive Plan</b> <i>(All members)</i>	<b>Bylaws Update</b>
<b>Committee Structure Update</b> <i>(PC Staff)</i>	<b>Part 1- Preparing for PS&amp;RA 2013</b> <b>PC Structure and Values</b> <i>(PC Staff)</i>	<b>Part-2 Preparing for PS&amp;RA 2013-RWP</b> <b>Basic Needs Assessment &amp; Planning</b> <i>(PC Staff)</i>	<b>Part-3 Preparing for PS&amp;RA 2013-</b> <b>COI, Directives, PS&amp;RA process</b> <i>(PC Staff)</i>
<b>Required Documents &amp; Available</b> <b>Forms- (PC Staff)</b>			<b>Office of AIDS- Medical Monitoring</b> <b>Rep</b>
<b>Review Roberts rules of Orders</b>			
<i>May-13</i>	<i>Jun-13</i>	<i>Jul-13</i>	<i>Aug-13</i>
<b>Part-4 Preparing for PS&amp;RA 2013-</b> <b>Understanding Data Reports</b> <i>(PC &amp; RWP Staff)</i>	<b>Members Recruitment/Retention</b>	<b>PS&amp;RA Summit (potential)</b>	<b>PS&amp;RA Summit (potential)</b>
	<b>Homeless Presentation-Tenative date</b> <b>June 27th</b>		
<i>Sep-13</i>	<i>Oct-13</i>	<i>Nov-13</i>	<i>Dec-13</i>
<b>Update all members 2013 RW</b> <b>Reauthorization</b>	<b>Nominate 2014 Council Leadership</b>	<b>Elect 2014 Council Leadership</b>	<b>PC not Scheduled to meet</b>

Other training possibilities, to be scheduled:

Comprehensive Plan

Review of Data

ARIES Training

Getting the Most out of the PS&RA

Grievance Procedures

HOPWA/Section 8

Membership Recruitment/Retention

Directives Training

Managing Scarcity Training Update

Leadership Conference Info/How Grps Interact

New Member Training: Provided as new members are appointed

Clinical Quality Management

RW Services in Riverside/San

Bernardino CA TGA

Source Documents Review

HIV Comprehensive Plan

Bylaws

Needs Assessments

PC Policies and procedures (reimbursement for consumer members)

PC/ Grantee MOU



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Community Co-Chair

# Council Development Committee

Thursday, February 7, 2013  
1:00pm-3:00pm

## Meeting Location

SB County Special Districts  
157 W. 5<sup>th</sup> St.  
San Bernardino, CA 92415  
(909) 693-0750

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

## Minutes

**Members:** T. Evans, N. Batista-Wyatt, J. Taylor, L. White, B. Contreras  
**Guest:** A. Ziven  
**Staff:** A. Fox, M. Hoze

- 
- 1:05pm**      **1. Call to Order**
- Roll Call\* T. Evan/PC Staff
  - Introductions
- 
- 2. Public Comments<sup>1</sup>**  
There were no public comments
- 
- 3. Members Privilege** PC Members  
T. Evans thanked everyone for attending the meeting
- 
- 4. Approval of Agenda<sup>2</sup>** T. Evans  
Motion to approve the agenda  
Motion/Second: J. Taylor, L. White  
Motion Carried.
- 
- 5. Approval of Minutes<sup>2</sup>** T. Evans  
5.1 Minutes of January 10, 2013  
Motion to approve minutes  
Motion/Second: J. Taylor, L. White  
Motion Carried.
- 
- 6. Council Development Reports<sup>2</sup>** Committee Members
- Members reviewed the attendance logs. There was discussion on the teleconferencing guidelines for meetings.
  - It was recognized in the CDC report that there was a new applicant, R. Saenz and that an acknowledgement packet
-

- was mailed out.
- Committee members identified which committee members satisfied each category on the CDC Matrix. Areas where there was no representation were identified.

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

Committee Members

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

Discussion of an upcoming presentation from Office of AIDS Surveillance Project and joint San Bernardino and Riverside County LIHP training.

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

N. Batista-Wyatt announced training "Increasing Cultural Competency for working with African Americans" being held February 25, 2013 at SB County Health Services Building Auditorium.

Members of the Public

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## 10. Members Privilege

T. Evans announced documentary and panel discussion on the topic "What keeps me Hidden" held February 19, 2013 in Riverside

PC Members

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## 11. Review of Action Items

### Staff Will:

1. Send out information on re-entry meeting
2. Work on getting Council on the re-entry agenda to do a presentation
3. Update Council Website

PC Staff

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## 12. Agenda Setting for Next Meeting

March 7, 2013

PC Members/ T. Evans

*staff announced meeting locations are needed for meetings*

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## 13. Roll Call\*

PC Staff

3:00pm

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## 14. Adjournment

T. Evans

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