



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, June 6, 2013  
10:00am-12:00pm

**Meeting Location**

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

**Teleconferencing Location\*\*\***

Desert AIDS Project  
1695 North Sunrise Way  
Palm Springs, CA 92262-3707  
(760) 323-2118

## AGENDA

<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/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 May 9, 2013	T. Evans
	<b>6. Council Development Reports<sup>2</sup></b> <ul style="list-style-type: none"> <li>6.1 Attendance Logs (A-1)</li> <li>6.2 CDC Report (A-2)</li> <li>6.3 Matrix for PC Membership Categories (A-3)</li> <li>6.4 Reflectiveness of Non-Aligned Consumers and PC Members by Demographic Group (A-4)</li> <li>6.5 Work Plan (A-5)</li> </ul>	Committee Members
	<b>7. Old Business<sup>2</sup></b> <ul style="list-style-type: none"> <li>7.1 Recruitment</li> </ul>	Committee Members

	<b>8. New Business<sup>2</sup></b>	
	8.1 Member Conflict of Interest (A-6)	Committee Members
	<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>	PC Members/ T. Evans
	TBD	
	<b>13. Roll Call*</b>	PC Staff
<b>12:00pm</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.

\*\*\* Teleconferencing will be disconnected if there are no participants on the line after 15 minutes.

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.

2013 Planning Council Membership Attendance Log													
LEGEND:													
1 = Attended Meeting													
Blank space = Meeting Held, not attended													
NM = No Meeting Held													
. . . = Not Yet a Member													
LOA = Leave of Absence													
Via Teleconference/Videoconference													
DC = Disbanded Committee													
L/E = Arrived Late / Left Early													
NQ = No meeting held due to lack of attendees/member attended													
												*July PC = PS/RA Data Summit	
Member-HR	Committee Meeting	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC
<i>Meeting locations by month</i>													
1 Batista-Wyatt San Bernardino	Natalie	PC	1		1		NM						
		EAM											
		Bylaws											
		Grievances											
		Planning	1	1		1	1						
		CDC											
		Finance											
		Standards											
2 Wahl Riverside	Doris	PC	1		1	1	NM						
		EAM											
		Bylaws											
		Grievances											
		Planning	1	1	1	1							
		Finance											
		CDC											
		Standards	1	1	1	1	NM						
3 Bridges-Cobb State	Claudette	PC	1	1			NM						
	EXEMPT												
4 Contreras Riverside	Berta	PC	1	1	1		NM						
		EAM	NM	NM	1	NM	NM						
		Finance											
		Bylaws											
		Grievances											
		Planning	1	1	1	1	1						
		CDC	1	1	NQ	1	1						
		Standards	1	1	1	NM	NM						
5 Christenson San Bernardino Secretary	Dana	PC	1	1		1	NM						
		EAM											
		Bylaws											
		Grievances											
		Planning											
		Finance	NM	1	1	1	NM						
		CDC											
		Standards											
6 Evans Riverside Vice-Chair	Terry	PC	1	1	1	1	NM						
		EAM											
		Bylaws	1	NM	NQ	1	1						
		Grievances	As needed										
		Finance											
		Planning											
		CDC	1	1	NQ	1	1						
		Standards	1	1	1	NM	NM						
	Empowerment	NM	1	1	1	1							
	CCC												

	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 EAM Bylaws Finance Grievances Planning CDC Standards Empowerment CCC	1		1	1	NM							
8	Ford-Watson San Bernardino	Lenora PC EAM Bylaws Grievances Finance Planning CDC Standards Empowerment CCC	1	1	1	1	NM							
9	French Riverside Community Co-chair  LOA until Aug.	Gregory PC EAM Finance Bylaws Grievances Planning CDC Standards Empowerment CCC	1											
10	Hagan Riverside	Paul PC EAM Bylaws Finance Grievances Planning CDC Standards Empowerment CCC	1	1	1	1	NM							
11	Haro Riverside  LOA effective 2/21/13 LOA extended til July	Amando PC EAM Bylaws Finance Grievances Planning CDC Standards Empowerment CCC		LOA	LOA	LOA								
12	Huntsman Riverside	Danielle PC EAM Finance Bylaws Grievances Planning CDC Standards Empowerment CCC	1	1	1	1	NM							
13	Taylor Riverside	Jeff PC EAM Bylaws Grievances Finance Planning CDC Standards Empowerment CCC	1	1	1	1	NM							
14	Beams State	Nanci PC EXEMPT												

	Member-HR	Committee Meeting	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC
<i>Meeting locations by month</i>														
15	Nickel	Henry	PC	1	1	1		NM						
	San Bernardino		EAM											
			Bylaws											
			Grievances											
			Planning	1	1	1		1						
			Finance	NM	1	1	1	NM						
			CDC											
			Standards											
			Empowerment											
			CCC											
16	Orr	Brande	PC	1	1	1	1	NM						
	Riverside		EAM	NM	NM									
			Bylaws											
			Grievances											
			Planning	1	1	1	1							
			Finance											
			CDC											
			Standards	1	1	1	NM	NM						
			Empowerment											
			CCC	NM	NM	1	1	NQ						
17	Ohikhuare	Dr. Maxwell	PC	1	1	1	1							
	San Bernardino	EXEMPT												
18	White	Lloyd	PC	1	1	1	1	NM						
	San Bernardino		EAM											
			Bylaws											
			Grievances											
			Planning	1	1	1	1	1						
			Finance	1	1		1	NM						
			CDC	1	1		1	1						
			Standards											
			Empowerment		1	1	1	NM						
			CCC											
19			PC											
			EAM											
			Bylaws											
			Grievances											
			Planning											
			Finance											
			CDC											
			Standards											
			Empowerment											
			CCC											
20			PC											
			EAM											
			Bylaws											
			Grievances											
			Planning											
			Finance											
			CDC											
			Standards											
			Empowerment											
			CCC											
23			PC											
			EAM											
			Bylaws											
			Grievances											
			Finance											
			Planning											
			CDC											
			Standards											
			Empowerment											
			CCC											
			RESIGNATIONS											
1														
			TERMINATIONS											
1														
2														



**Inland Empire HIV Planning Council**  
**Council Development Committee Report**  
**Date of Report: May 21, 2013**

Membership Status			
<b>The IEHPC Membership can total 18-32 members</b>			
<b>18 Current Members</b>			
Riverside Region is currently represented by 11 members.			
San Bernardino is currently represented by 5 members.			
There is currently 2 member representing the State.			
Recent Resignations/ Terminations			
Member Names	County	Effective Date	
Request for Application			
Name	County	Date Sent	
Mary Dorsey	Riverside	5/9/2013	
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	
H. Cockeril	San Berardino	6/13/2013	
BOS Approval in Process			
Name	County	Anticipated PC Approval Date	
Approved Leave of Absences			
Name	Leave Requested	Date Recieved/Date Returned	

**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.		1								
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>5</b>	<b>5</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 March 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 March 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

Jan-13	Feb-13	Mar-13	Apr-13
<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>Apr-13</b> Bylaws Update
<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> Basic Needs Assessment & Planning <i>(PC Staff)</i>	<b>Part-3 Preparing for PS&amp;RA 2013-</b> COI, Directives, PS&RA process <i>(PC Staff)</i>
<b>Required Documents &amp; Available</b> <b>Forms- (PC Staff)</b>			Office of AIDS- Medical Monitoring Rep
<b>Review Roberts rules of Orders</b>			
May-13	Jun-13	Jul-13	Aug-13
<b>No Council Meeting</b>	Members Recruitment/Retention  Homeless Presentation-Tenative date June 27th	PS&RA Training	PS&RA Summit
Sep-13	Oct-13	Nov-13	Dec-13
Reallocations	No Meeting	Elect 2014 Council Leadership	PC not Scheduled to meet

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

**Ryan White Services Mar. 2013 - Feb 2014 Providers and COI: PC Members**

Ambulatory Outpatient Medical	Case Mgmt. Non Medical	EIS - Part A	EIS - MAI	Food	Home & Comm Based Care	Housing	Medical Case Mgmt.	Med Trans- portation	Mental Health	Oral Health (Dental)	Pharmacy	Psycho- social Support	Sub- stance Abuse
AHF	Bienestar	AHF	Bienestar	Bienestar	DAP	DAP	AHF	Bienestar	DAP	DAP	DAP	Bienestar	DAP
DAP	DAP	DAP	DAP	DAP		FAP	DAP	DAP	FAP	SACHS	Riv County	DAP	FAP
Riv County	FAP	FAP	FAP	FAP			Riv County	FAP	Riv County	Riv County		FAP	
			Riv County										

Providers

Ambulatory Outpatient Medical	Case Mgmt. Non Medical	EIS - Part A	EIS - MAI	Food	Home & Comm Based Care	Housing	Medical Case Mgmt.	Med Trans- portation	Mental Health	Oral Health (Dental)	Pharmacy	Psycho- social Support	Sub- stance Abuse	Outreach
L. Ford-Watson	B. Contreras	L. Ford- Watson	B. Contreras	B. Contreras	B. Orr	B. Orr	L. Ford- Watson	B. Contreras	B. Orr	B. Orr	B. Orr	B. Contreras	B. Orr	N. Batista
B. Orr	B. Orr	B. Orr	B. Orr	B. Orr		N. Batista	B. Orr	B. Orr	N. Batista	D. Huntsman; Dr. Kaiser	D. Huntsman; Dr. Kaiser	B. Orr	N. Batista	
D. Huntsman; Dr. Kaiser	N. Batista	N. Batista	N. Batista	N. Batista			D. Huntsman; Dr. Kaiser	N. Batista	D. Huntsman; Dr. Kaiser			N. Batista		
			D. Huntsman; Dr. Kaiser											

PC Members



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Riverside/San Bernardino California Transitional Grant Area

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County Health Officer Co-Chair

Gregory French  
Community Co-Chair

# Council Development Committee

Thursday, May 9, 2013  
12:30pm-2:30pm

## Meeting Location

Department of Public Health  
351 N. Mt. View Ave., B15  
San Bernardino, CA 92415

## Minutes

**Members:** T. Evans, L. White, B. Contreras

**Guest:** S. Cienfuegas, J. Chan

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

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1:07pm

**1. Call to Order**

- Roll Call\*
- Introductions

T. Evan/PC Staff

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

There were no public comments

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**3. Members Privilege**

T. Evans thanked everyone for attending the meeting

PC Members

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

Motion to approve the agenda  
Motion/Second: B. Contreras, L. White  
Motion Carried.

T. Evans

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

5.1 Minutes of January 10, 2013  
Motion to approve minutes  
Motion/Second: L. White, B. Contreras  
Motion Carried.

T. Evans

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**6. Council Development Reports<sup>2</sup>**

- Committee Members reviewed the attendance logs.
- It was noted that the areas identified as missing representation are priority for recruitment.
- The Committee made adjustments to the PC training workplan in response to reduced meetings.
- There was a motion to extend LOA for A. Haro to end of June. **Motion/Second:** L. White, B. Contreras. **Motion Carried**

Committee Members

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- There was a motion extend LOA for G. French to the end of July. **Motion/Second: B. Contreras, L. White Motion Carried**

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

Committee Members

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

- New candidate J. Chan was interviewed by Committee members
- There was a motion to recommend J. Chan as a member of the Planning Council **Motion/Second: L. White, B. Contreras. Motion Carried**
- Committee discussed in detail the new Committee workplan based on reduced meetings.

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

There were no public comment

Members of the Public

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## 10. Members Privilege

NONE

PC Members

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## 11. Review of Action Items

### Staff Will:

1. Send warning letters to members identified.
2. Request updated information from RWP of non-aligned consumers living with HIV/AIDS in the TGA
3. Agendize recommendation of J. Chan on PC agenda
4. Agendize recommendation of extending LOA for G. French and A. Haro.

PC Staff

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## 12. Agenda Setting for Next Meeting

TBD

PC Members/ T. Evans

---

## 13. Roll Call\*

PC Staff

**3:30pm**

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## 14. Adjournment

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.

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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.