



San Bernardino County
Department of Public Health
351 N. Mt. View • San Bernardino, CA 92415-0100
(909) 693-0750
Website: 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 5, 2014
9:30am-10:30am

<u>Meeting Location</u>	<u>Teleconferencing Location</u>
San Bernardino County Public Health HIV Planning Conference Room B15 351 N. Mt. View Ave San Bernardino, CA (909) 693-0750	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

9:30am	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions 	T. Evans/PC Staff
	2. Public Comments¹	Members of the Public
	3. Members Privilege	PC Members
	4. Approval of Agenda²	T. Evans
	5. Approval of Minutes² 5.1 Minutes of May 15, 2014	T. Evans
	6. Council Development Reports² <ul style="list-style-type: none"> 6.1 Council Development Report <ul style="list-style-type: none"> A. Attendance logs(A-1) B. CDC Report (A-2) C. Matrix for PC membership categories D. Reflectiveness of non-aligned consumers and PC members by demographic group E. Work plan 6.2 Update on prospective members, affiliations, resignations, termination, leave of absences and reappointment (A-2) 	Committee Members

7. Old Business²

7.1 Finalize Criteria for Carolyn Harris Outstanding Service Award (CHOSA) (A-3)

Committee Members

7.2 Finalize Nomination form for CHOSA (A-4)

8. New Business²

9. Public Comments¹

Members of the Public

10. Members Privilege

PC Members

11. Review of Action Items

PC Staff

12. Agenda Setting for Next Meeting

Sep 4, 2014

PC Members/ T. Evans

13. Roll Call*

PC Staff

10:30am

14. Adjournment

T. Evans

¹ 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.

² 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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2014 Planning Council Membership Attendance Log

LEGEND: 1 = Attended Mtg; A = Absent

NM - No Meeting Held; NY = Not Yet a Member; LOA = Leave of Absence

CD = Disbanded Committee; L/E = Arrived Late/Left Early; NQ - No Mtg due to Lack of quorum

Member & County	Committee Meeting	JAN	MAR	APR	MAY	JUN	JUL	SEP	OCT	JAN
1 Katz Marjorie State	PC		NM							
2 Chan Jerry San Bernardino	PC									
	Standards									
	Planning									
3 Persad Kamini State	PC									
4 Christenson Dana Riverside	PC									
	Empowerment									
	Planning									
5 Cockerhill Heather San Bernardino	PC	1	NM	1	NM					
	CCC	1	NQ	NM	A					
	Standards	1	1	NM	A					
6 Contreras Berta Riverside	PC	1	NM	1	NM					
	CCC	1	NQ	NM	1					
	CDC	1	1	NM	1					
	Planning	A	1	NM	1					
	EAM		NM	NM	NM					
7 Cromwell Shelia San Bernardino	PC	1	NM	1	NM					
	Empowerment	1	NM	NM	NM					
	Planning	1	1	1	1					
	Standards	1	1	1	1					
8 Evans Terry Riverside	PC	1	NM	1	NM					
	Bylaws	1	NM	NM	NM					
	CDC	1	1	NM	1					
	Empowerment	1	NM	NM	NM					
	Finance	NM	NM	NM	NM					
	Standards	1	1	1	1					
9 Ford-Watson Lenora San Bernardino	PC	1	NM	1	NM					
	Bylaws	1	NM	NM	NM					
	CCC	1	NQ	1	1					
	Finance	NM	NM	NM	NM					
10 French Gregory Riverside	PC	1	NM	1	NM					
11 Huntsman Danielle Riverside	PC	1	NM	1	NM					
	Bylaws	1	NM	NM	NM					
	Standards	1	1	NM	A					

Member & County		Committee Meeting	JAN	MAR	APR	MAY	JUN	JUL	SEP	OCT	JAN	
12	Kaiser, MD Riverside	Cameron PC	A	NM	A	NM						
12	Lopez San Bernardino	Albert PC Empowerment CDC	A	NM	A	NM						
			1	NM	NM	NM						
			1	1	NM	1						
13 14	Maldonado Riverside	Gabriel PC Empowerment Planning CCC			1	NM						
					NM	NM						
					1	1						
					1	1						
15	Ohikhuare, MD San Bernardino	Maxwell PC	1	NM	1	NM						
16	Orr Riverside	Brande PC EAM CCC Planning Standards	1	NM	1	NM						
				NM	NM	NM						
				NQ	1	1						
				1	1	1						
				1	1	1						
17 18	Taylor Riverside	Jeff PC CDC Empowerment	1	NM	1	NM						
			1	1	NM	A						
			1	NM	NM	NM						
	18	White San Bernardino	Lloyd PC Bylaws Empowerment Finance Planning CDC	1	NM	1	NM					
				1	NM	NM	NM					
				1	NM	NM	NM					
				1	1	1	1					
19 20	Jackson Riverside	Arturo PC Empowerment CCC										

Resignations: _____

Terminations: _____



**Inland Empire HIV Planning Council
Council Development Committee Report
1-May-14**

Membership Status			
The IEHPC Membership can total 18-32 members			
19			
Riverside Region is currently represented by 8 members.			
San Bernardino is currently represented by 8 members.			
There is currently 1 members representing the State.			
Recent Resignations/ Terminations			
Member Names	County	Effective Date	
Request for Application			
Name	County	Date Sent	
Membership Applications Received			
Name	County	Date Received by PCS / Date Reviewed	
Applicants Attending Meetings			
Name	County	Committee Mtgs	Planning Council Mtgs
Tom Millus- Gallegos	San Bernardino		1
Sergio Razo	San Bernardino		1

Scheduled Interviews			
Name	County	Date of Interview	
BOS Approval in Process			
Name	County	Anticipated PC Approval Date	
Arturo Jackson	Riverside		
Jerry Chan	San Bernardino	Approved May 20, 2014	
Approved Leave of Absences			
Name	Leave Requested	Date Recieved/Date Returned	
Dana Christiansen	4/15/2014	7/15/2014	

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/Other			
		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.												
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.	2		2	1	1							
	Representative of a local Federally recognized Native American Tribe												
	Representative of individuals co-infected with HIV and Hepatitis	1											
9	Non-elected community leaders												
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.												
14	Grantees of other Federal HIV programs, including HIV prevention programs		1										
15	Representatives of formerly incarcerated PLWH.												
TOTAL		4	5	4	3	1	1						18
TOTAL Non-Aligned PLWH		4	0	2	1	1	0						8
													40%

*one person fullfilling multiple reffectivness categories

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

Council Approved Copy

		White, Not Hispanic		Black, Not Hispanic		Hispanic		Asian/Pacific Islander		Am. Indian/Alaska Native/Other	
		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						
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.	1		2	1	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		1								
15	Representatives of formerly incarcerated PLWH.										
TOTAL		3	4	5	2	2	1	1		1	19
TOTAL Non-Aligned PLWH		2	0	3	1	2	0	0		0	8

42.11%

*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
Council Approved Copy**

TGA: Riverside/San Bernardino, California

Total Authorized Members according to the Bylaws:

Total Members as of May 15, 2014: 19
 Total Non-Aligned Consumers: 8
 Percent Non-Aligned Consumers: 42.1%

Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/12		Members of the Planning Council		Non- Aligned Consumers on Planning Council	
	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4431	52.0%	9	47.4	3	37.5
Black, not Hispanic	1359	16.0%	8	42.1	4	50.0
Hispanic	2474	29.0%	2	10.5	1	12.5
Asian/Pacific Islander	133	1.6%	0	0.0	0	0.0
American Indian/Alaska Native	39	0.5%	0	0.0	0	0.0
Multi-Race	79	0.9%	0	0.0	0	0.0
Not Specified	3	0.0%	0	0.0	0	0.0
Total	8518	100.0%	19	100.0	8	100.0
Gender						
Male	7349	86.3%	10	52.6	7	52.6
Female	1169	13.7%	9	47.4	1	47.4
Total	8518	100.0%	19	100.0	8	100.0

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 May 31, 2014 19
 Total Non-Aligned Consumers: 8
 Percent Non-Aligned Consumers: 42.1%

Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/12		Members of the Planning Council		Non- Aligned Consumers on Planning Council	
	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4431	52.0%	7	36.8	2	25.0
Black, not Hispanic	1359	16.0%	7	36.8	4	50.0
Hispanic	2474	29.0%	3	15.8	2	25.0
Asian/Pacific Islander	133	1.6%	1	5.3	0	0.0
American Indian/Alaska Native	39	0.5%	1	5.3	0	0.0
Multi-Race	79	0.9%	0	0.0	0	0.0
Not Specified	3	0.0%	0	0.0	0	0.0
Total	8518	100.0%	19	100.0	8	100.0
Gender						
Male	7349	86.3%	11	57.9	7	57.9
Female	1169	13.7%	8	42.1	1	42.1
Total	8518	100.0%	19	100.0	8	100.0

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

Planning Council Training Schedule and Workplan

Jan-14	Feb-14	Mar-14	Apr-14
Affordable Care Act-All members	P&P's update-(Bylaws Committee)	Comprehensive Plan <i>(All members)</i>	Bylaws Update
Committee Structure Update <i>(PC Staff)</i>	Part 1- Preparing for PS&RA 2013 PC Structure and Values <i>(PC Staff)</i>	Part-2 Preparing for PS&RA 2013-RWP Basic Needs Assessment & Planning <i>(PC Staff)</i>	Part-3 Preparing for PS&RA 2013- COI, Directives, PS&RA process <i>(PC Staff)</i>
Required Documents & Available Forms- (PC Staff)			Office of AIDS- Medical Monitoring Rep
Review Roberts rules of Orders			
May-14	Jun-14	Jul-14	Aug-14
No Council Meeting	Members Recruitment/Retention 2014 Needs Assessment Presentation	PS&RA Training	PS&RA Summit
Sep-14	Oct-14	Nov-14	Dec-14
No Council Meeting	No Meeting	Elect 2014 Council Leadership	No Council Meeting

Other training possibilities, to be scheduled:

Comprehensive Plan	Grievance Procedures	Managing Scarcity Training Update
Review of Data	HOPWA/Section 8	Leadership Conference Info/How Grps Interact
ARIES Training	Membership Recruitment/Retention	
Getting the Most out of the PS&RA	Directives Training	

New Member Training: Provided as new members are appointed

<ul style="list-style-type: none"> Clinical Quality Management RW Services in Riverside/San Bernardino CA TGA Source Documents Review HIV Comprehensive Plan Bylaws 	<ul style="list-style-type: none"> Needs Assessments PC Policies and procedures (reimbursement for consumer members) PC/ Grantee MOU
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The Carolyn Harris Outstanding Service Award

The Inland Empire HIV Planning Council (COUNCIL) seeks to maintain the optimum health of all those living with HIV/AIDS in our TGA (Riverside and San Bernardino Counties) through the development and implementation of a comprehensive, consumer-centered continuum of care.

The Carolyn Harris Outstanding Service Award was established in 2014 by the Inland Empire HIV Planning Council and is presented annually to the individual Community member and Council member recognizing their outstanding leadership and advocacy efforts for people living with HIV or AIDS.

Carolyn Harris will forever be remembered for the way she lived out her faith in service to victims of the AIDS epidemic and fight against HIV, as well as her broader public health advocacy. She was uncompromising in her core principals with unending grace and acceptance of people others might treat as untouchables, with strength to stand up on their behalf. She truly was a liberal as defined by President Kennedy in his speech of September 14, 1960. "...someone who cares about the welfare of the people, their health, their housing, their schools, their jobs, their civil rights, and their civil liberties..." Carolyn was one of the first members on the Inland Empire HIV Planning Council, and was committed to the vision and mission of the Council for over twenty years.

Community Advocates are recognized for their outstanding volunteer efforts and dedication toward improving conditions and opportunities in the HIV/AIDS community. He/She should be a positive role model whose actions encourage others to follow in their footsteps.

- Increasing the Inland Empire community awareness of issues related to HIV/AIDS.
- Working towards dissolution of one or more barriers to PLWH/A to care.
- Being the voice for those who have difficulty or cannot represent themselves.

Community advocates are selected from Riverside and San Bernardino Counties (one from each county), at the discretion of the Planning Council selection committee.

Who is eligible? An individual currently engaged in volunteer service that improves the quality of life of people with HIV or AIDS in TGA.

- An individual currently engaged in volunteer service that improves the quality of life of people living with HIV/AIDS in Riverside and San Bernardino Counties (TGA).
- Contribution and/or activity must have been performed in the TGA for a minimum of one calendar year.
- *Nominees are not eligible if they*
 - are currently working as a Ryan White Provider
- Award recipients will be asked to attend a recognition event during the January 2015 Planning Council meeting.

Who can nominate? Council Members and Council Partners

What is the timeline/process? **DEADLINE** to submit nomination form: **October 30, 2014**. All nominations must include a Nomination Form and a biography which highlights volunteer services performed by the nominee.

What are the award criteria? Awardees will be selected based on the description and/or evidence provided in the nomination form that shows how they are working to affect educational policy and legislation through effective advocacy at the local, state and/or national levels. Work must be related to the most recent legislative session, and a description and/or evidence of efforts must be included with the application for nomination. A scoring system will be used to determine a recipient.

Recipients of the award will be selected with the following criteria and considering the diverse activities that may be included within each area:

- Impact on legislation or legislators
- Mobilizing grassroots advocacy
- Raising public awareness
- Advocacy efforts that include multiple components that serve to frame an issue, develop alliances, and gather and disseminate data relevant to moving the agenda forward.

2014

Carolyn Harris Outstanding Service Award (CHOSA)

CHOSA Guidelines

The **Carolyn Harris Outstanding Service Award (CHOSA)** seeks to recognize and honor the contributions of advocates who, through their volunteerism in the community, have provided a notable effort towards one or more of the following:

- Increasing TGA's (Riverside and San Bernardino Counties) community awareness of issues related to HIV/AIDS.
- Working towards dissolution of one or more barriers to people with HIV/AIDS.
- Being the voice for those who have difficulty or cannot represent themselves.

Selected from TGA are **two advocates** at the discretion of the Council selection committee.

All awards are based on the virtue and impact of their work.

Community Advocates are recognized for their outstanding volunteer efforts of an individual dedicated toward improving conditions and opportunities in the HIV/AIDS community. He/She should be a positive role model whose actions encourage others to follow in their footsteps.

2014

Carolyn Harris Outstanding Service Award (CHOSA)

CHOSA Nomination Criteria

All nominations must include the attached Nomination Form and a biography which highlights volunteer services performed by the nominee.

- An individual currently engaged in volunteer service that improves the quality of life of people with HIV or AIDS in TGA.
- Contribution and/or activity must have been performed in the TGA for a minimum of one calendar year.
- Incomplete nominations will not be considered.
- Award recipients will be asked to attend the January 2015 Planning Council meeting.
- DEADLINE to submit nomination form: **October 30, 2014**
- Nominees are not eligible if they
 - a. are currently working as a Ryan White Provider

2014

Carolyn Harris Outstanding Service Award (CHOSA)

CHOSA NOMINATION FORM

Please print clearly or type in the spaces below. If you have questions, e-mail Council Staff at angelia.fox@dph.sbcounty.gov or call 909-693-0750.

Individual Nominee

Name

Home Phone

Work (Cell) Phone

Street Address

City

State

ZIP

E-mail

Nominator

Name

Home Phone

Work (Cell) Phone

Street Address

City

State

ZIP

E-mail

Nominator's Signature

Date

2014

Carolyn Harris Outstanding Service Award (CHOSA)

Submit via U.S. Mail or email the complete:

- Nomination form (mandatory)**
- Narrative statement / Letter of Recommendation (mandatory)**
- Other Supporting materials**

Nominee will not be considered if all materials are not submitted.
DEADLINE to submit nomination: **October 30, 2014**

Send To:

San Bernardino County Department of Public Health
Attn: Inland Empire HIV Planning Council
351 N. Mt. View Ave, Ste B15
San Bernardino, CA 92415

Or e-mail questions to angelia.fox@dph.sbcounty.gov



INLAND
EMPIRE
HIV
PLANNING
COUNCIL

San Bernardino County
Department of Public Health
351 N. Mt. View • San Bernardino, CA 92415-0100
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Website: 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, May 15, 2014
1:00pm-2:30pm

Meeting Location

San Bernardino County Public Health
HIV Planning Conference Room B15
351 N. Mt. View Ave
San Bernardino, CA
(909) 693-0750

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

Minutes

Members: T. Evans, A. Lopez, S. Cromwell-Nieve, B. Contreras, L. White
Staff: A. Fox

1:12pm	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions 	T. Evans/PC Staff
	2. Public Comments¹ NONE	Members of the Public
	3. Members Privilege	PC Members
	4. Approval of Agenda² There was a motion to approve the May 15, 2014 agenda. M/S/C: L. White, A. Lopez Vote was unanimous.	T. Evans
	5. Approval of Minutes² 5.1 Minutes of March 20, 2014 There was a motion to approve the March 20, 2014 Minutes. M/S/C: A. Lopez, L. White – Vote was Unanimous	T. Evans
	6. Council Development Reports² 6.1 Council Development Report <ul style="list-style-type: none"> A. Attendance logs(A-1) B. CDC Report (A-2) C. Matrix for PC membership categories D. Reflectiveness of non-aligned consumers and PC 	Committee Members

members by demographic group
E. Work plan

6.2 Update on prospective members, affiliations, resignations, termination, leave of absences and reappointment (a-2)

A. Fox updated the committee on the resignations of P. Hagan and D. Wahl and the request for Leave of Absence extension by D. Christenson. The committee review the Council's reflectivity and attendance. There was committee consensus to recommend to the Council to extend D. Christenson's Leave of Absence.

7. Old Business²

Committee Members

8. New Business²

8.1 Review Criteria for Carolyn Harris Outstanding Service Award (CHOSA) (A-3)

The committee reviewed and revised CHOSA.

8.2 Review Nomination form for CHOSA (A-4)

The committee reviewed and revised the CHOSA Nomination Form

9. Public Comments¹

NONE

Members of the Public

10. Members Privilege

A. Lopez acknowledge his lapse in attendance and ensured the committee that he would improve his commitment to the Council.

PC Members

11. Review of Action Items

Council Staff will:

1. Add the CDC recommendation to the Council to extend the Leave of Absence For D. Christenson.
 2. Make revisions on CHOSA
-
-

PC Staff

12. Agenda Setting for Next Meeting

June 5, 2014

PC Members/ T. Evans

13. Roll Call*

PC Staff

2:32pm

14. Adjournment

T. Evans

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² 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.

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