



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, September 4, 2014
11:00am-12:30pm

Meeting Location	Teleconferencing Location
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

11:00am	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions 	T. Evans
	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 Review/Implement Recruitment Plan		Committee Members
8. New Business²		
8.1 Develop a of Slate for members that are up for renewal		
8.2 Develop a slate for Officer's Slate for FY14/15		
8.3 Interview - Z. Welden		
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 January 8, 2015		PC Members/ T. Evans
13. Roll Call*		PC Staff
12:30pm	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	NOV	JAN
1 Katz Marjorie State	PC		NM							
	PSRA						1			
2 Chan Jerry San Bernardino	PC									
	Standards					1				
	CCC					1				
3 Persad Kamini State	PSRA						1			
	PC									
4 Christenson Dana Riverside <i>LOA</i>	PC									
	Empowerment									
	Planning									
	PSRA									
5 Cockerhill Heather San Bernardino	PC	1	NM	1	NM					
	CCC	1	NQ	NM	A	A				
	Standards	1	1	NM	A	A				
	PSRA									
6 Contreras Berta Riverside	PC	1	NM	1	NM					
	CCC	1	NQ	NM	1	1				
	CDC	1	1	NM	1	1				
	Planning	A	1	NM	1	1				
	EAM		NM	NM	NM	NM				
	PSRA						1			
7 Cromwell Shelia San Bernardino	PC	1	NM	1	NM					
	Empowerment	1	NM	NM	NM	1				
	Planning	1	1	1	1	1				
	Standards	1	1	1	1	1				
	PSRA						1			
8 Evans Terry Riverside	PC	1	NM	1	NM					
	Bylaws	1	NM	NM	NM	1				
	CDC	1	1	NM	1	1				
	Empowerment	1	NM	NM	NM	1				
	Finance	NM	NM	NM	NM	NM				
	Standards	1	1	1	1	1				
9 Ford-Watson Lenora San Bernardino	PSRA						1			
	PC	1	NM	1	NM					
	Bylaws	1	NM	NM	NM	1				
	CCC	1	NQ	1	1	1				
	Finance	NM	NM	NM	NM	NM				
10 French Gregory Riverside	PSRA						1			
	PC	1	NM	1	NM					
11 Huntsman Danielle Riverside	PSRA						1			
	PC	1	NM	1	NM					
	Bylaws	1	NM	NM	NM	A				
	Standards	1	1	NM	A	A				
	PSRA						1			

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

Resignations: _____

Terminations: _____



**Inland Empire HIV Planning Council
Council Development Committee Report
Sep 4 2014**

Membership Status
<p>The IEHPC Membership can total 18-32 members 19 Riverside Region is currently represented by 9 members. San Bernardino is currently represented by 7 members. There is currently 2 members representing the State.</p>

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	
David Weinman	Riverside	6/11/2014	6/11/2014
Roy Pitluk	Riverside	7/19/2014	7/19/2014
Zayda Welden	Riverside	8/1/2014	8/1/2014

Applicants Attending Meetings			
Name	County	Committee Mtgs	Planning Council Mtgs
David Weinman	Riverside		
Roy Pitluk	Riverside		1
Zayda Welden	Riverside	2	1

Scheduled Interviews		
Name	County	Date of Interview
Zayda Welden	Riverside	9/4/2014

BOS Approval in Process		
Name	County	Anticipated PC Approval Date

Approved Leave of Absences		
Name	Leave Requested	Date Recieved/Date Returned
Dana Christensian	7/9/2014	7/9/2014

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.												
8	Affected communities, including PLWH and historically underserved subpopulations.	1		2	1	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						
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		0	1	19	
TOTAL Non-Aligned PLWH		2	0	3	1	2	0	0		0	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 Sep 4, 2014: 19
 Total Non-Aligned Consumers: 8
 Percent Non-Aligned Consumers: 42.1%

Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/13		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
Unkown	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.

**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 (All members)	Bylaws Update
Committee Structure Update (PC Staff)	Part 1- Preparing for PS&RA 2013 PC Structure and Values (PC Staff)	Part-2 Preparing for PS&RA 2013-RWP Basic Needs Assessment & Planning (PC Staff)	Part-3 Preparing for PS&RA 2013-COI, Directives, PS&RA process (PC Staff)
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

Clinical Quality Management	Needs Assessments
RW Services in Riverside/San Bernardino CA TGA	PC Policies and procedures (reimbursement for consumer members)
Source Documents Review	PC/ Grantee MOU
HIV Comprehensive Plan	
Bylaws	



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Gregory French
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Council Development Committee

Thursday, June 5, 2014
9:30am-10:30am

Meeting Location	Teleconferencing Location
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

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Minutes

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

Staff: A. Fox

9:35am

1. Call to Order

- Roll Call*
- Introductions

T. Evans/PC Staff

2. Public Comments¹

NONE

Members of the Public

3. Members Privilege

T. Evans thanked everyone for coming and to be mindful that the PC Calendar is set, but there may be additional meetings, as needed.

PC Members

4. Approval of Agenda²

There was a motion to approve the 6.5.14 agenda.

T. Evans

M/S/C – B. Contreras, L. White – No Abstentions

5. Approval of Minutes²

5.1 Minutes of May 15, 2014

There was a motion to approve the 5.15.14 minutes.

T. Evans

M/S/C – B. Contreras, A. Lopez – No Abstentions

6. Council Development Reports²

6.1 Council Development Report

- 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

Committee Members

E. Work plan
 6.2 Update on prospective members, affiliations, resignations, termination, leave of absences and reappointment (A-2)
 The committee reviewed and discussed the Council development reports presented by staff.
 There was committee consensus to recommend to Council A. Jackson and H. Persad for membership

7. Old Business²

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

7.2 Finalize Nomination form for CHOSA (A-4)

There was a motion to award up to three CHOSAs annually when a council member is awarded.

Committee Members

M/S/C – A. Lopez, B. Contreras – 1 No vote – J. Taylor.

There was a motion to recommend to Council the approved of the CHOSA and Nomination process.

M/S/C – B. Contreras, L. White – No Abstentions

8. New Business²

9. Public Comments¹

NONE

Members of the Public

10. Members Privilege

PC Members

11. Review of Action Items

Staff will:

1. Make final changes on CHOSA
2. Agendize on the June Council agenda the committee recommendations to approve CHOSA
3. Agendize on the June Council Agenda the committee recommendation to approve A. Jackson, H. Persad for membership

PC Staff

12. Agenda Setting for Next Meeting

Sep 4, 2014

PC Members/ T. Evans

13. Roll Call*

PC Staff

10:23am

14. Adjournment

T. Evans

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