



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

San Bernardino County  
Department of Public Health  
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

**Cameron Kaiser, MD**  
County Health Officer Co-Chair

**Shelia Cromwell-Nieve**  
Community Co-Chair

# Council Development Committee

Thursday, June 4, 2015  
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

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>1:00pm</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	G. French
	<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> 4.1 Approve June 4, 2015 Agenda	G. French
	<b>5. Approval of Minutes<sup>2</sup></b> 5.1 Minutes of April 30, 2015	G. French
	<b>6. Council Development Reports<sup>2</sup></b> 6.1 Council Development Report A. Attendance logs(A-1) 6.2 CDC Report (A-2)	Committee Members

<b>7. Old Business<sup>2</sup></b>	Committee Members
<b>8. New Business<sup>2</sup></b> 8.1 Review CHOSA Nominees (A-3) 8.2 Annual Council Survey (A-4)	
<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> September 10, 2015	PC Members/ G. French
<b>13. Roll Call*</b>	PC Staff
<b>2:30pm</b>	<b>14. Adjournment</b> G. French

<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.

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>.

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

# 2015 Planning Council Membership Attendance Log

LEGEND: 1 = Attended Mtg; A = Absent, AE = Absent Excused

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									
	PSRA									
2 Chan Jerry SB	PC	1		1						
	Standards	1	A							
	CCC	1	A	NM						
	PSRA									
4 Cockerhill Heather SB	PC	1		1						
	Finance	1	NM	NM						
	Standards	A	NM	NM						
	PSRA									
5 Contreras Berta RIV	PC	1		1						
	CCC	1	A	NM						
	CDC	A	A	1						
	Planning	NQ	A	A						
	EAM	A	NM	NM						
	PSRA									
6 Cromwell Shelia SB	PC	1		1						
	Empowerment	1	AE	1						
	PSRA									
7 Ford-Watson Lenora SB	PC	1		1						
	Bylaws	NM	NM	NM						
	CCC	1	1	NM						
	Finance	1	NM	NM						
	PSRA									
8 French Gregory RIV	PC	1		1						
	Bylaws	NM	NM	NM						
	Finance	1	NM	NM						
	CDC	1	1	1						
	Empowerment	1	1	1						
	EAM	1	NM	NM						
	PSRA									
9 Huntsman Danielle RIV	PC	1		1						
	Bylaws	NM	NM	NM						
	Standards	1	NM	NM						
	PSRA									
10 Kaiser, MD Cameron RIV	PC	1		1						
	PSRA									
11 Maldonado Gabriel RIV	PC	AE		1						
	Empowerment	1	1	A						
	Planning	1	NQ	NQ						
	CCC	1	1	NM						
	Finance	1	NM	NM						
	PSRA									
Member & County	Committee Meeting	JAN	MAR	APR	MAY	JUN	JUL	SEP	NOV	JAN
13 Ohikhuare, MD Maxwell SB	PC	1		1						
	PSRA									

14	Taylor	Jeff RIV	PC	1		A									
			CDC	1	1	1									
			Empowerment	1	1	1									
			PSRA												
15	White	Lloyd SB	PC	1		1									
			Bylaws	NM	NM	NM									
			Empowerment	1	1	1									
			Finance	1	NM	NM									
			Planning	NQ	NQ	NQ									
			CDC	1	1	1									
			Standards	1	NM	NM									
PSRA															
16	Jackson	Arturo RIV	PC	1											
			CCC	A	A										
			Empowerment	A	A										
			PSRA												
17	Welden	Zayda RIV	PC	1		1									
			CCC	1	1	NM									
			Standards	1	NM	NM									
			PSRA												
18	Ruiz	Danielle SB	PC												
			CDC												
			PSRA												
19	Pitluk	Roy RIV	PC												
			Planning												
			Empowerment												
			CDC												
			PSRA												
20	Smith	Curtis RIV	PC			1									
			Planning												
			Empowerment												
			CDC												
	Laboto-Wright	Todd RIV	PC												
			Empowerment												
			Standards												
	Jacobson	Aaron	PC												
			Empowerment												
			Planning												
Standards															
Patterson	Justin	PC													
		Empowerment													

**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 1 2015: 15  
 Total Non-Aligned Consumers: 6  
 Percent Non-Aligned Consumers: 40.0%

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	4437	50.7%	5	33.3	1	16.7
Black, not Hispanic	1390	15.9%	7	46.7	5	83.3
Hispanic	2620	30.0%	2	13.3	0	0.0
Asian/Pacific Islander	150	1.7%	1	6.7	0	0.0
American Indian/Alaska Native	35	0.4%	0	0.0	0	0.0
Multi-Race	85	1.0%	0	0.0	0	0.0
Unkown	28	0.3%	0	0.0	0	0.0
<b>Total</b>	<b>8745</b>	<b>100.0%</b>	<b>15</b>	<b>100.0</b>	<b>6</b>	<b>100.0</b>
<b>Gender</b>						
Male	7557	86.4%	8	53.3	5	53.3
Female	1188	13.6%	7	46.7	1	46.7
<b>Total</b>	<b>8745</b>	<b>100.0%</b>	<b>15</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.



**Inland Empire HIV Planning Council  
Council Development Committee Report  
30-Apr-15**

Membership Status			
<b>The IEHPC Membership can total 18-32 members</b>			
<b>16</b>			
Riverside Region is currently represented by <b>8</b> members.			
San Bernardino is currently represented by <b>7</b> members.			
There is currently <b>1</b> members representing the State.			
Recent Resignations/ Terminations			
Member Names	County	Effective Date	
Request for Application			
Name	County	Date Sent	
Sameer Rakholia	Riverside	5/18/2015	
Kalayah Smith	Riverside	5/18/2015	
Alex Iling	Riverside	5/18/2015	
Membership Applications Received			
Name	County	Date Received by PCS / Date Reviewed	
Leann Gonzalez	Riverside	5/11/2015	5/11/2015
Applicants Attending Meetings			
Name	County	Committee Mtgs	Planning Council Mtgs
Rhonda Brown	San Bernardino	1	
Danielle Ruiz	San Bernardino	2	
Scheduled Interviews			
Name	County	Date of Interview	
Danielle Ruiz	San Bernardino	6/4/2015	
BOS Approval in Process			
Name	County	Anticipated PC Approval Date	
Roy Pitluk	Riverside	3/31/2015	
Todd Lobato-Wright	Riverside	3/31/2015	
Aaron Jacobson	San Bernardino	3/31/2015	
Justin Patterson	San Bernardino	3/31/2015	

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										
2	CBOs serving affected populations and AIDS service organizations (ASOs).										
3	Social service providers, including housing and homeless services providers.										
4	Mental health providers.										
5	Substance Abuse Providers										
6	Local Public Health Agencies										
7	Hospital planning agencies or other health care planning agencies.										
8	Affected communities, including PLWH and historically underserved subpopulations.										
	Representative of a local Federally recognized Native American Tribe										
	Representative of individuals co-infected with HIV and Hepatitis										
9	Non-elected community leaders										
10	State Medicaid Agency										
11	State Part B Agency										
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.										
14	Grantees of other Federal HIV programs, including HIV prevention programs										
15	Representatives of formerly incarcerated PLWH.										
<b>TOTAL</b>											
<b>TOTAL Non-Aligned PLWH</b>											

\*one person fullfilling multiple reflectivness categories

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

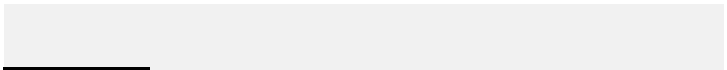
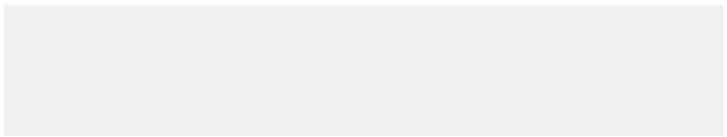
**Council Approved Copy**

		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						
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.										
8	Affected communities, including PLWH and historically underserved subpopulations.	1		3	1	1					
	Representative of individuals co-infected with HIV and Hepatitis										
	Representative of a local Federally recognized Native American Tribe										
9	Non-elected community leaders						1				
10	State Medicaid Agency										
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.										
<b>TOTAL</b>		<b>2</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>			
<b>TOTAL Non-Aligned PLWH</b>		<b>1</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>			

\*one person fulfilling multiple reflectiveness categories

- Not yet PC/Board approved





15
6

40.00%

**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
<b>Total</b>	<b>8518</b>	<b>100.0%</b>	<b>19</b>	<b>100.0</b>	<b>8</b>	<b>100.0</b>
<b>Gender</b>						
Male	7349	86.3%	11	57.9	7	57.9
Female	1169	13.7%	8	42.1	1	42.1
<b>Total</b>	<b>8518</b>	<b>100.0%</b>	<b>19</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.

<b>Jan-15</b>	<b>Feb-15</b>	<b>Mar-14</b>	<b>Apr-15</b>
Required Documents & Available Forms- (PC Staff) Review Roberts rules of Orders	No Council Meeting	No Council Meeting	Bylaws Udate
<b>May-15</b>	<b>Jun-15</b>	<b>Jul-15</b>	<b>Aug-15</b>
No Council Meeting		PS&RA Training  PS&RA Summit	No Council Meeting
<b>Sep-15</b>	<b>Oct-15</b>	<b>Nov-15</b>	<b>Dec-14</b>
No Council Meeting	No Council Meeting	HIV Comprehenisive Plan	No Council Meeting

Other training possibilities, to be scheduled:

Operations	<p>The Council develops and maintains bylaws, procedures for planning council grievance procedures, conflict of interest, operations, policies and procedures, procedures that ensure open meetings, and an open nominations process to identify nominees. Council members are trained in planning, and newmembers receive orientation to their roles and responsibilities and those of the grantee.</p>	_____	<hr/> <hr/> <hr/> <hr/>
Assess Needs	<p>The Council determines how many persons living with HIV disease (both HIV infection and AIDS) are in the TGA through an epidemiologic profile and the needs of populations living with HIV disease and the capacity of the service system to meet those needs. This includes determining: (1) the number, characteristics, and service needs of PLWHA who know their HIV status and are not in care;  (2) the service needs of people with PLWHA who are in care, including differences in care and needs;  (3) the number and location of agencies providing HIV-related services in the TGA;  (4) their capacity and capability to serve PLWHA, including capacity development needs and;  (5) availability of other resources and how Ryan White services need to work with these other services, like substance abuse services and HIV prevention agencies.</p>	1) _____ 2) _____ 3) _____ 4) _____ 5) _____	<hr/> <hr/> <hr/> <hr/>
Comprehensive Planning	<p>The Council develops a written plan that defines short and long-term goals for delivering HIV</p>		<hr/>

	<p>services in the TGA. This plan is based, in part, on the results of the needs assessment. It is used to guide decisions about how to deliver HIV/AIDS services for people living with HIV.</p>	<p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>Set Priorities &amp; Allocations Resources</p>	<p>The Council makes decisions about priorities for funding based on many factors:</p> <ul style="list-style-type: none"> <li>(1) the needs assessment;</li> <li>(2) information about the most successful and economical ways of providing services;</li> <li>(3) actual cost and utilization data provided by the grantee;</li> <li>(4) priorities of people living with HIV who will use services;</li> <li>(5) making Part A funds work well with other services like HIV prevention and substance abuse;</li> <li>(6) the amount of funds from other sources like Affordable Care Act, Medicaid, Medicare and;</li> <li>(7) developing capacity for HIV services in historically underserved communities.</li> </ul> <p>The Council also allocates resources to prioritized services and provides directives to the grantee on how best to meet the service priorities it has identified.</p>	<p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p> <p>6) _____</p> <p>7) _____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>Coordinate with RWP &amp; other HIV Related Services</p>	<p>The Council ensures that Part A funds work well with other funds. Identifying what other sources of funding exist. Participation in local and statewide coordinated</p>		<p>_____</p> <p>_____</p>

	efforts addressing HIV services.	_____	_____ _____
Assess the Administrative Mechanism	The Council is responsible for evaluating how well the grantee manages to get funds to providers. By reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay these providers. Reviewing whether the funds are used to pay only for services that were identified as priorities.	_____	_____ _____ _____ _____
Develop standards of care	The Council develops and maintains the Standards of Care to guide providers in delivering services. The grantee uses these standards of care in monitoring contractors and in determining service quality, as part of its Clinical Quality Management function.	_____	_____ _____ _____ _____
Council Staff Support	The Council receives guidance and support from Council Staff specifically: (1) Manages Council workflow, correspondence, communication, and expenditures. (2) Works with Council committees and with the Co-Chairs to ensure compliance with HRSA requirements, facilitating committee work, and providing technical assistance to the Council and committees. (3) Helps the Council manage Conflict of Interest using its policies and procedures. (4) Works with committee Chairs to determine the level and nature of support they need and arranging for it to be provided. (5) Provides support in streamlining and organizing the	1) _____  2) _____  3) _____  4) _____	_____ _____ _____ _____

	<p>work responsibilities of Council members, and assuring that the Council achieves its objectives and mandated requirements on schedule.  (6) Ensures that Council members are informed about HRSA technical assistance calls that are relevant to the Council.</p>	<p>5) ____  6) ____</p>	
<p>Overall Council effectiveness</p>	<p>The Council is responsible for the overall impact of the Council’s legislative responsibilities; member development and planning capacity, council staff support, partnerships (RWP, local and state government and community-based and faith-based organizations within the TGA.)</p>	<p>_____</p>	<p>_____  _____  _____  _____</p>

<ol style="list-style-type: none"> <li>1. Agendas and minutes arrive in sufficient time for review</li> <li>2. Work products are done in a timely manner/by due dates</li> <li>3. Work products reflect requests made by PC members</li> <li>4. Work products are clear/understandable</li> <li>5. Concerns with work products are addressed in a complete manner when these are identified by PC Members</li> <li>6. Concerns with work products are addressed by staff in a timely manner</li> <li>7. Concerns with work products are addressed by staff to the satisfaction of members</li> <li>8. Staff is courteous in its treatment of members</li> <li>9. Staff is punctual</li> <li>10. Staff follows up on assignments consistently</li> <li>11. Staff communicates expectations clearly</li> <li>12. Staff responds to PC requests in a timely manner</li> <li>13. Staff is solution-focused</li> <li>14. Staff conduct demonstrates sensitivity to member needs</li> </ol>	<p>The Council receives guidance and support from Council Staff specifically:</p> <ol style="list-style-type: none"> <li>(1) Manages Council workflow, correspondence, communication, and expenditures.</li> <li>(2) Works with Council committees and with the Co-Chairs to ensure compliance with HRSA requirements, facilitating committee work, and providing technical assistance to the Council and committees.</li> <li>(3) Helps the Council manage Conflict of Interest using its policies and procedures.</li> <li>(4) Works with committee Chairs to determine the level and nature of support they need and arranging for it to be provided.</li> <li>(5) Provides support in streamlining and organizing the work responsibilities of Council members, and assuring that the Council achieves its objectives and mandated requirements on schedule.</li> <li>(6) Ensures that Council members are informed about HRSA technical assistance calls that are relevant to the Council.</li> </ol>
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Riverside/San Bernardino California Transitional Grant Area

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County Health Officer Co-Chair

Shelia Cromwell-Nieve  
Community Co-Chair

# Council Development Committee

Thursday, April 30, 2015  
12:30pm-1:30pm

Meeting Location

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

Teleconferencing Location

Desert AIDS Project  
Situation Room  
1695 N. Sunrise Way  
Palm Springs, CA 92262  
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*These facilities are in compliance with the Americans with Disabilities Act of 1992.*

## Minutes

**Members:** L. White, G. French, J. Taylor, B. Contreras, S. Cromwell-Nieve

**Staff:** A. Fox

**Guests:** K. Christopher, J. Deturic, A. Jacobson

12:47pm

**1. Call to Order**

- Roll Call\*
- Introductions

G. French

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

NONE

Members of the Public

**3. Members Privilege**

G. French announced the May 13, 2015 Town Hall Meeting in the Council Chambers at San Bernardino City Hall from 2-4pm

PC Members

J. Taylor announced that the June 17<sup>th</sup> Town Hall on PrEP location was just confirmed. It will be at the Desert Regional Hospitals Auditorium.

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

4.1 Approve April 30, 2015 Agenda

G. French

Motion to approve the 4.30.15 agenda. M/S/C: B. Contreras, J. Taylor – No Abstentions

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

5.1 Minutes of March 5, 2015

G. French

Motion to approve the 3.5.15 Minutes. M/S/C: L. White, J. Taylor – No Abstentions

<b>6. Council Development Reports<sup>2</sup></b>		
6.1 Council Development Report		
A. Attendance logs(A-1)		
<b>The committee reviewed in detail the attendance logs of the Council Members.</b>		Committee Members
6.2 CDC Report (A-2)		
<b>The committee reviewed in detail the CDC report. A. Fox updated the committee on the response from County Council regarding non-member Council Membership.</b>		
<b>7. Old Business<sup>2</sup></b>		Committee Members
<b>8. New Business<sup>2</sup></b>		
8.1 Interview Danielle Ruiz (Interview rescheduled to June)		
<b>9. Public Comments<sup>1</sup></b>		Members of the Public
<b>NONE</b>		
<b>10. Members Privilege</b>		PC Members
<b>NONE</b>		
<b>11. Review of Action Items</b>		
Staff will:		
1. Call T. Evans and give him an update of County Counsels response on Non-Member Members		PC Staff
2. Contact Bonnie from RWP about updating data on enrolled consumers.		
<b>12. Agenda Setting for Next Meeting</b>		PC Members/ G. French
June 4, 2015		
<b>13. Roll Call*</b>		PC Staff
<b>1:38pm</b>	<b>14. Adjournment</b>	G. French

<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.

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