



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

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD
County Health Officer Co-Chair

Shelia Cromwell-Nieve
Community Co-Chair

Council Development/EAM Committee

Thursday, September 17, 2015
11:00am-12:00pm

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

11:00am	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions 	G. French
	2. Public Comments¹	Members of the Public
	3. Members Privilege	PC Members
	4. Approval of Agenda² 4.1 Approve September 17, 2015 Agenda	G. French
	5. Approval of Minutes² 5.1 Minutes of 8.20.15 committee meeting	G. French
	6. Council Development Reports² 6.1 Council Development Report A. Attendance logs(A-1) 6.2 CDC Report (A-2)	Committee Members

7. Old Business²		
7.1 Council Responsibilities Assessment (A-3)		Committee Members
8. New Business²		
8.1 Carolyn Harris Award		
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 7, 2016		PC Members/ G. French
13. Roll Call*		PC Staff
12:00pm	14. Adjournment	G. French

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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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

NM - No Meeting Held; NY = Not Yet a Member; LOA = Leave of Absence , AA =Approved 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	PSRA						1			
2 Chan Jerry SB 2nd Term End Dec 2018	PC	1	NM	1	NM	1	1			
	Standards	1	NM	NM	NM	NM				
	CCC	1	NM	NM	1	1				
	PSRA						1			
3 Bridges-Cobb Claudette State	PC					1				
	PSRA						1			
4 Cockerhill Heather SB 1st Term End Dec 2016	PC	1	NM	1	NM	1				
	Finance	1	NM	NM	NM	NM				
	Standards	A	NM	NM	NM	NM				
	PSRA						1day			
5 Contreras Berta RIV 1st Term End Dec 2016	PC	1	NM	1	NM	1				
	CCC	1	1	NM	A	1				
	CDC	A	A	1	NM	1				
	Planning	NQ	NQ	NM	NQ	1				
	EAM	A	NM	NM	NM	NM				
	PSRA						1			
6 Cromwell Shelia SB 1st Term End Dec 2015	PC	1	NM							
	Empowerment	1								
	PSRA						1			
7 Ford-Watson Lenora SB Term Out Dec 2015	PC	1	NM	1	NM	1		LOA	LOA	LOA
	Bylaws	NM	NM	NM	NM	NM				
	CCC	1	A	NM	1	1				
	Finance	1	NM	NM	NM	NM				
	PSRA						1			
8 French Gregory RIV Term Out Dec 2016	PC	1	NM	1	NM	1				
	Bylaws	NM	NM	NM	NM	NM				
	Finance	1	NM	NM	NM	NM				
	CDC	1	1	1	NM	1				
	Empowerment	1	1	1	NM	1				
	EAM	1	NM	NM	NM	NM				
	PSRA						1			
9 Huntsman Danielle RIV 1st Term End Dec 2016	PC	1	NM	1	NM	1				
	Bylaws	NM	NM	NM	NM	NM				
	Standards	1	NM	NM	NM	NM				
	PSRA						1			
10 Kaiser, MD Cameron RIV	PC	1	NM	1	NM	1				
	PSRA						1			
11 Maldonado Gabriel RIV 1st Term End Dec 2016	PC	AA	NM	1	NM	1				
	Empowerment	1	1	1	NM	1				
	Planning	1								
	CCC	1								
	Finance	1	NM	NM	NM	NM				
	PSRA						1			

Member & County		Committee Meeting	JAN	MAR	APR	MAY	JUN	JUL	SEP	NOV	JAN
13	Ohikhuare, MD Maxwell SB	PC	1	NM	1		1				
		PSRA						A			
14	Taylor Jeff RIV 1st Term End Dec 2016	PC	1	NM			1				
		CDC	1	1	1		1				
		Empowerment	1	1	1		1				
		PSRA							1day		
15	White Lloyd SB 1st Term End Dec 2016	PC	1	NM	1		1				
		Bylaws	NM	NM							
		Empowerment	1	1							
		Finance	1	NM							
		Planning	NQ			1	1				
		CDC	1	1	1		1				
		Standards	1	NM		NM	NM				
16	Welden Zayda RIV 1st Term End Dec 2018	PC	1	NM	1		1				
		CCC	1		1		1				
		Planning				1	1				
		Standards	1	NM		NM					
		PSRA							1		
17	Smith Curtis RIV 1st Term End Dec 2018	PC			1		1				
		Planning				1	1				
		Empowerment			1						
		CDC			1						
		PSRA							1		
18	Laboto-Wright Todd RIV 1st Term End Dec 2018	PC					1	1			
		Empowerment									
		Bylaws									
		PSRA							1		
19	Jacobson Aaron SB 1st Term End Dec 2018	PC					1				
		Empowerment									
		Planning									
		Standards									
		PSRA							1day		
20	Patterson Justin SB 1st Term End Dec 2018	PC					1				
		Empowerment									
		CDC									
		CCC									
		PSRA							1		



**Inland Empire HIV Planning Council
Council Development Committee Report
17-Sep-15**

Membership Status			
The IEHPC Membership can total 18-32 members			
20			
Riverside Region is currently represented by 8 members.			
San Bernardino is currently represented by <u>9</u> members.			
There is currently <u>2</u> 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
Rhonda Brown	San Bernardino	1	
Sameer Rakholia	Riverside		2
Scheduled Interviews			
Name	County	Date of Interview	
BOS Approval in Process			
Name	County	Anticipated PC Approval Date	

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						
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.	3		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				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		4	3	5	3	1	2	1			
TOTAL Non-Aligned PLWH		3	0	4	1	1	0	0			
*one person fulfilling multiple reflectivness categories											

- ^^Not yet PC/Board approved

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

Council Approved Copy

Mandated Categories of Representation and Reflectivness of the Epidemic in the TGA		White, Not Hispanic		Black, Not Hispanic		Hispanic		Asian/Pacific Islander		Am. Indian/Alaska Native/Other	
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19
9

**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 Aug 1 2015: 19
 Total Non-Aligned Consumers: 9
 Percent Non-Aligned Consumers: 47.4%

Race/Ethnicity	Living with HIV/AIDS in the TGA through 12/31/14		Members of the Planning Council		Non- Aligned Consumers on Planning Council	
	Number	Percent	Number	Percent	Number	Percent
White, not Hispanic	4442	49.5%	7	36.8	4	44.4
Black, not Hispanic	1417	15.8%	8	42.1	5	55.6
Hispanic	2820	31.4%	3	15.8	0	0.0
Asian/Pacific Islander	161	1.8%	1	5.3	0	0.0
American Indian/Alaska Native	38	0.4%	0	0.0	0	0.0
Multi-Race	100	1.1%	0	0.0	0	0.0
Unkown	2	0.0%	0	0.0	0	0.0
Total	8980	100.0%	19	100.0	9	100.0
Gender						
Male	7756	86.4%	11	57.9	9	57.9
Female	1224	13.6%	8	42.1	1	42.1
Total	8980	100.0%	19	100.0	10	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**

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Planning Council Training Schedule and Workplan

<i>Jan-16</i>	<i>Feb-16</i>	<i>Mar-16</i>	<i>Apr-16</i>
Required Documents & Available Forms- (PC Staff) Review Roberts rules of Orders	No Council Meeting	No Council Meeting	Bylaws Udate
<i>May-16</i>	<i>Jun-16</i>	<i>Jul-16</i>	<i>Aug-16</i>
No Council Meeting		PS&RA Training PS&RA Summit	No Council Meeting
<i>Sep-16</i>	<i>Oct-16</i>	<i>Nov-15</i>	<i>Dec-15</i>
No Council Meeting	No Council Meeting	HIV Comprehensive Plan; Updates from USCA	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>	1) ____	<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/>

Planning Council Responsibilities Assessment

The Planning Council (and its staff) must carry out many complex tasks. Below is an assessment tool to determine the level of success on the performance of the Council in implementing and maintaining the tasks/products of the Council.

Task/Product	Description	Score	Comments/Recommendations
	<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>	1) ____	<p>_____</p> <p>_____</p> <p>_____</p>
<p>Set Priorities & Allocations Resources</p>	<p>The Council makes decisions about priorities for funding based on many factors:</p> <ul style="list-style-type: none"> (1) the needs assessment; (2) information about the most successful and economical ways of providing services; (3) actual cost and utilization data provided by the grantee; (4) priorities of people living with HIV who will use services; (5) making Part A funds work well with other services like HIV prevention and substance abuse; (6) the amount of funds from other sources like Affordable Care Act, Medicaid, Medicare and; (7) developing capacity for HIV services in historically underserved communities. <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>1) ____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>Coordinate with RWP & 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>

Score Legend: A) Exceeds goal = (5 points) B) Meets goal = (3 points) C) Improvement Needed = (2 points) D) Failed= (0 points)

Planning Council Responsibilities Assessment

The Planning Council (and its staff) must carry out many complex tasks. Below is an assessment tool to determine the level of success on the performance of the Council in implementing and maintaining the tasks/products of the Council.

Task/Product	Description	Score	Comments/Recommendations
	efforts addressing HIV services.	1) ____	_____ _____
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.	1) ____	_____ _____ _____ _____
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.	1) ____	_____ _____ _____ _____
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) ____	_____ _____ _____ _____

Score Legend: A) Exceeds goal = (5 points) B) Meets goal = (3 points) C) Improvement Needed = (2 points) D) Failed= (0 points)

Planning Council Responsibilities Assessment

The Planning Council (and its staff) must carry out many complex tasks. Below is an assessment tool to determine the level of success on the performance of the Council in implementing and maintaining the tasks/products of the Council.

Task/Product	Description	Score	Comments/Recommendations
	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.	5) ____ 6) ____	
Overall Council effectiveness	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.)	1) ____	_____ _____ _____ _____

Council Member Name: _____

Date: _____

Please Return By

Score Legend: A) Exceeds goal = (5 points) B) Meets goal = (3 points) C) Improvement Needed = (2 points) D) Failed= (0 points)



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Council Development/EAM Committee

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Minutes

Members: B. Contreras, G. French, J. Patterson, J. Taylor, L. White, S. Cromwell-Nieve, A. Jacobson, T. Lobato-Wright, G. Maldonado

Staff: A. Fox

Public: R. Menephee, T. Evans

1:04pm	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* G. French ▪ Introductions
	2. Public Comments¹ <p style="text-align: center;">NONE</p> <p style="text-align: right;">Members of the Public</p>
	3. Members Privilege <p style="text-align: center;">NONE</p> <p style="text-align: right;">PC Members</p>
	4. Approval of Agenda² <p>4.1 Approve August 20, 2015 Agenda G. French</p> <p>There was a motion to approve the 8.20.15 agenda.</p> <p>M/S/C: L. White, J. Patterson – No Abstentions</p>
	5. Approval of Minutes² <p>5.1 Minutes of June 4, 2015 G. French</p> <p>There was a motion to approve the 6.4.15 minutes.</p> <p>M/S/C: L. White, J. Patterson – No Abstentions</p>
	6. Council Development Reports² <p>6.1 Council Development Report Committee Members</p> <p style="padding-left: 20px;">A. Attendance logs(A-1)</p>

Committee members reviewed attendance log and determined that they wanted the start date for membership listed in log. Committee asked staff to verify membership terms for the members that were appointed in June 2015.

6.2 CDC Report (A-2)

A. Fox reported to the committee members that Council member L. Ford-Watson requested a Leave of Absence, her mother is really ill. Also R. Pitluk has resigned.
Committee discussed future trainings ideas for the Council members during Council meetings.

7. Old Business²

7.1 Review final EAM report (A-3)

There was a motion to recommend the EAM report for approval.

Committee Members

M/S/C: J. Patterson, B. Contreras – No Abstentions

8. New Business²

8.1 T. Lobato-Wright reasonable request for special Accommodations.

T. Lobato-Wright request for reasonable accommodations to teleconference from his home.

Committee members discussed with T. Lobato-Wright the parameters around opening his home for Council meetings. T. Lobato-Wright agreed to release the Council from liability.

8.2 Annual Council Survey (A-4)

Tabled for next meeting

9. Public Comments¹

NONE

Members of the Public

10. Members Privilege

NONE

PC Members

11. Review of Action Items

Staff will:

1. Revise attendance log to include begin of term and end of term.
2. Follow up with Clerk of the Board regarding start/end of term for newest members.
3. Add annual calendar to website
4. Request for S.B. County Public Health Departments process for removal/adding funds to PC Budget – Add to next Finance committee agenda.
5. Check with County Counsel regarding liability
6. Check with Webmaster for link to be included for announcements.
7. Agendize the committees' recommendation to approve EAM final report of the Grantee on the November Council Agenda.

PC Staff

12. Agenda Setting for Next Meeting

Finalize Annual Council Survey

PC Members/ G. French

September 17, 2015

13. Roll Call*

PC Staff

2:32pm

14. Adjournment

G. French

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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.

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