



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/EAM Committee

Thursday, January 7, 2016

10:00-11:30am

**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>10:00am</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 January 7, 2016 Agenda	G. French
	<b>5. Approval of Minutes<sup>2</sup></b> 5.1 Minutes of 10.22.15 committee meeting	G. French
	<b>6. Council Development Reports<sup>2</sup></b> 6.1 Council Development Report <ul style="list-style-type: none"> <li>A. Attendance logs(A-1)</li> <li>B. CDC Report (A-2)</li> </ul>	Committee Members
	<b>7. Evaluation of the Administrative Mechanism</b> 7.1 Direct staff to move forward with acquiring a 3 <sup>rd</sup> party to conduct evaluation and provide committee with updates.	

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**8. Old Business**

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**9. New Business<sup>2</sup>**

9.1 Review of 2015 Council Assessments

G. French

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

Members of the Public

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**11. Members Privilege**

PC Members

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**12. Review of Action Items**

PC Staff

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**13. Agenda Setting for Next Meeting**

March 3, 2016

PC Members/ G. French

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**14. Roll Call\***

PC Staff

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**11:30am**

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**15. Adjournment**

G. French

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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.

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# 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	PC	1	NM	1	NM	1	1	NM	1	
	Standards	1	NM	NM	NM	NM		NM		
2nd Term	CCC	1	NM	NM	1	1		1		
End Dec 2018	PSRA						1			
3 Bridges-Cobb Claudette State	PC					1			1	
	PSRA						1			
4 Cockerhill Heather SB	PC	1	NM	1	NM	1			1	
	Finance	1	NM	NM	NM	NM		1		
1st Term	Standards	A	NM	NM	NM	NM			NM	
End Dec 2016	PSRA						1day			
5 Contreras Berta RIV	PC	1	NM	1	NM	1			1	
	CCC	1	1	NM	A	1		1		
1st Term	CDC	A	A	1	NM	1		1		
End Dec 2016	Planning	NQ	NQ	NM	NQ	1		1		
	EAM	A	NM	NM	NM	NM		NM		
	PSRA						1			
6 Cromwell Shelia SB	PC	1	NM			1	1		1	
1st Term	AD-HOC							1		
End Dec 2015	PSRA						1			
8 French Gregory RIV	PC	1	NM	1	NM	1			1	
Term Out Dec 2016	Bylaws	NM	NM	NM	NM	NM		1		
	Finance	1	NM	NM	NM	NM		1		
	CDC	1	1	1	NM	1		1		
	Empowerment	1	1	1	NM	1		1		
	EAM	1	NM	NM	NM	NM		1		
	PSRA						1			
9 Huntsman Danielle RIV	PC	1	NM	1	NM	1			1	
	Bylaws	NM	NM	NM	NM	NM		1		
1st Term	Standards	1	NM	NM	NM	NM		NM		
End Dec 2016	PSRA						1			
10 Kaiser, MD Cameron RIV	PC	1	NM	1	NM	1			1	
	PSRA						1			
11 Maldonado Gabriel RIV	PC	AA	NM	1	NM	1			1	
	Empowerment	1	1	1	NM	1		1		
12 1st Term	Planning	1						1		
End Dec 2016	CCC	1						1		
	Finance	1	NM	NM	NM	NM		1		
	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			1	
	PSRA						A			
14 Taylor Jeff RIV	PC	1	NM			1			A	
	CDC	1	1	1		1				

15	1st Term		<b>Empowerment</b>	1	1	1		1				
	End Dec 2016		<b>AD-HOC</b>							1		
15	White	Lloyd SB	<b>PSRA</b>						1day			
			<b>PC</b>	1	NM	1		1				
	1st Term	End Dec 2016	<b>Bylaws</b>	NM	NM							
			<b>Empowerment</b>	1	1							
			<b>Finance</b>	1	NM							
			<b>Planning</b>	NQ			1	1				
			<b>CDC</b>	1	1	1		1				
			<b>Standards</b>	1	NM		NM	NM				
<b>PSRA</b>						1						
16	Welden	Zayda	<b>PC</b>	1	NM	1		1			1	
	1st Term	End Dec 2018	<b>CCC</b>	1		1		1		1		
			<b>Planning</b>				1	1		1		
			<b>Standards</b>	1	NM		NM			NM		
			<b>PSRA</b>						1			
17	Smith	Curtis	<b>PC</b>			1		1			1	
	1st Term	End Dec 2018	<b>Planning</b>				1	1		1		
			<b>Empowerment</b>			1				1		
			<b>CDC</b>			1				1		
			<b>PSRA</b>						1			
18	Laboto-Wright	Todd	<b>PC</b>					1	1		1	
	1st Term	End Dec 2018	<b>Empowerment</b>									
			<b>Bylaws</b>									
			<b>AD-HOC</b>							1		
			<b>PSRA</b>						1			
19	Jacobson	Aaron	<b>PC</b>					1			1	
	1st Term	End Dec 2018	<b>Empowerment</b>							1		
			<b>Planning</b>							1		
			<b>Standards</b>							NM		
			<b>AD-HOC</b>							1		
			<b>PSRA</b>						1day			
20	Patterson	Justin	<b>PC</b>					1			1	
	1st Term	End Dec 2018	<b>Empowerment</b>							1		
			<b>CDC</b>							1		
			<b>CCC</b>							1		
			<b>AD-HOC</b>							1		
			<b>PSRA</b>						1			



**Inland Empire HIV Planning Council  
Council Development Committee Report  
7-Jan-16**

Membership Status			
<b>The IEHPC Membership can total 18-32 members</b>			
<b>18</b>			
Riverside Region is currently represented by 8 members.			
San Bernardino is currently represented by <b>8</b> members.			
There is currently <b>2</b> members representing the State.			
Recent Resignations/ Terminations			
Member Names	County	Effective Date	
Request for Application			
Name	County	Date Sent	
Robin Delgado	San Bernardino	10/1/2015	
Membership Applications Received			
Name	County	Date Received by PCS / Date Reviewed	
Harry Montijo	San Bernardino	7/30/2015	8/1/2015
Terry Evans	Riverside	10/8/2015	10/15/2015
Robert Menephee	Riverside	10/18/2015	10/19/2015
Jason Merriman	San Bernardino	6/10/2015	7/1/2015
Applicants Attending Meetings			
Name	County	Committee Mtgs	Planning Council Mtgs
Terry Evans	Riverside	1	
Robert Menephee	Riverside	1	1
Harry Montijo	San Bernardino	1	
Scheduled Interviews			
Name	County	Date of Interview	
BOS Approval in Process			
Name	County	Anticipated PC Approval Date	
Sameer Rukholia	Riverside	Approved 12/12/15	

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

- ^^Not yet PC/Board approved

19

9

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

**Council Approved Copy**

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9	Non-elected community leaders						1			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							
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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 1/7/16: 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
<b>Total</b>	<b>8980</b>	<b>100.0%</b>	<b>19</b>	<b>100.0</b>	<b>9</b>	<b>100.0</b>
<b>Gender</b>						
Male	7756	86.4%	11	57.9	9	57.9
Female	1224	13.6%	8	42.1	1	42.1
<b>Total</b>	<b>8980</b>	<b>100.0%</b>	<b>19</b>	<b>100.0</b>	<b>10</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**

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Black, not Hispanic	1417	15.8%	8	42.1	5	50.0
Hispanic	2820	31.4%	2	10.5	0	0.0
Asian/Pacific Islander	161	1.8%	1	5.3	0	0.0
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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 and PSRA Training
<i>May-16</i>	<i>Jun-16</i>	<i>Jul-16</i>	<i>Aug-16</i>
No Council Meeting	HIV Comp Plan Update	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	Elections	No Council Meeting

Other training possibilities, to be scheduled:



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Riverside/San Bernardino California Transitional Grant Area

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Shelia Cromwell-Nieve  
Community Co-Chair

# Council Development/EAM Committee

Thursday, October 22, 2015

10:30-11:30am

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  
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(760) 323-2118

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## Minutes

Members:  
Staff:  
Public:

<b>10:42am</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>▪ Roll Call* <span style="float: right;">G. French</span></li> <li>▪ Introductions</li> </ul>
	<b>2. Public Comments<sup>1</sup></b> <p style="text-align: center;">NONE <span style="float: right;">Members of the Public</span></p>
	<b>3. Members Privilege</b> <p>T. Lobato-Wright wanted to know if he was on this committee? He was informed that he is not, but encouraged to sit in. He declined. <span style="float: right;">PC Members</span></p>
	<b>4. Approval of Agenda<sup>2</sup></b> <p>4.1 Approve October 22, 2015 Agenda <span style="float: right;">G. French</span>  <b>There as a motion to approve the 10.22.15 agenda.</b>  <b>M/S/C: L. White, B. Contreras – No Abstentions</b></p>
	<b>5. Approval of Minutes<sup>2</sup></b> <p>5.1 Minutes of 9.17.15 committee meeting <span style="float: right;">G. French</span>  <b>Thre was a motion to approve the 9.24.15 minutes.</b>  <b>M/S/C: L. White, A. Jacobson –B. Contreras-</b>  <b>Abstained</b></p>

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## 6. Council Interview

### 6.1 Candidate – Sameer Rukholia

The committee interviewed S. Rukholia. **There was a motion to recommend S. Rukholia for membership to the Council. M/S/C: L. White, A. Jacobson – No Abstentions**

Committee Members

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

### 7.1 Review of members who are finishing their 1<sup>st</sup> Term (A-1)

- J. Taylor

Committee reviewed J. Taylor's membership status on the Council during his first term. There was consensus to recommend his renewal for his second term.

G. French

### 7.2 Council Assessment update

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

Members of the Public

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## 10. Members Privilege

PC Members

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## 11. Review of Action Items

Staff will:

1. Add J. Taylor's committee recommendation for membership renewal to the Council Agenda
2. Send membership renewal form to J. Taylor
3. Follow-up with S. Rukholia regarding his membership
4. Add the committee recommendation for membership for S. Rukholia's on the November 19<sup>th</sup> Council Agenda.

PC Staff

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## 12. Agenda Setting for Next Meeting

January 7, 2016

PC Members/ G. French

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## 13. Roll Call\*

PC Staff

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11:30am

## 14. Adjournment

G. French

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