



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 October 6, 2016

10:00am-11:00am

**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.*

## Agenda

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10:00am	<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> <ul style="list-style-type: none"><li>4.1 Approve October 6, 2016 Agenda</li></ul>	G. French
	<b>5. Approval of Minutes<sup>2</sup></b> <ul style="list-style-type: none"><li>5.1 Minutes of 9.1.16 committee meeting</li></ul>	G. French
	<b>6. Review and Approve PC Member Responsibility Survey</b> <ul style="list-style-type: none"><li>6.1 Planning Council Responsibility Survey (A-1)</li></ul>	G. French
	<b>7. Council Member Interview</b> <ul style="list-style-type: none"><li>7.1 Interview J. Romos</li></ul>	G. French
	<b>8. Public Comments<sup>1</sup></b>	Members of the Public

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**9. Members Privilege**

PC Members

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**10. Review of Action Items**

PC Staff

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**11. Agenda Setting for Next Meeting**  
**January 5, 2016**

G. French/Committee

HIV Planning Council Conference Room

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**12. Roll Call\***

PC Staff

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**11:00am**

**13. Adjournment**

G. French

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

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
Operations	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.	1) ____	<hr/> <hr/> <hr/>
Assess Needs	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.	1) ____ 2) ____ 3) ____ 4) ____ 5) ____	<hr/> <hr/> <hr/>
Comprehensive Planning	The Council develops a written plan that defines short and long-term goals for delivering HIV		<hr/>

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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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 &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>1) ____</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>

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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  
November 30, 2016**

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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Shelia Cromwell-Nieve  
Community Co-Chair

# Council Development/EAM Committee

Thursday September 1, 2016  
8:00am-9:30am

**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.*

## Minutes

**Members:** A. Jacobson; C. Smith; G. Maldonado; G. French; L. White (T. Evans-pending BOS approval)

**Staff:** A. Fox, K. Eagles

**Public:**

8:38am

**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 – Plans to share 4 key areas discussed at the RY conference. Will share at the end of the meeting.

PC Members

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

4.1 Approve September 1, 2016 Agenda  
**Motion to approve the 9.1.16 agenda. M/S/C: C. Smith, A. Jacobson No Abstentions**

G. French

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

5.1 Minutes of 9.1.16 committee meeting  
**Motion to approve the 9.1.16 minutes. M/S/C: L. White, C. Smith. No Abstentions**

G. French

**6. Council Development Reports<sup>2</sup>**

6.1 Council Development Report  
A. Attendance logs(A-1)  
A. Fox updated the committee, on the Leave of Absence requests  
J. Taylor for an additional 3 months (9.1.16 to 12.1.16).

Committee Members

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The 2016-17 PC Membership Attendance Log was reviewed. A. Fox updated the committee as to the members in "Good Standing". C. Bridges-Cobb has missed attending meetings. A. Fox updated the committee that H. Cockerhill is no longer on the PC due to new job responsibilities. She has referred (2) new recruits that could be a good fit for the PC. Additionally, J. Patterson (resignation) and S. Rukholia (lack of attendance) are potentially "off" the PC. There was a concern reported that S. Cromwell-Nieve's is using a PO Box and not an address, could be problematic because the members need to provide a physical address that confirms the County within the TGA. A. Fox reported to the committee to consider asking that D. Huntsman appoint someone to attend the PC meetings in her absence due her busy schedule in Riverside County. A. Fox updated the committee that R. Menephee has not complete ethics training. A. Fox reported to the committee that there are currently 18 members; 9 SB County, 7 Riverside County, 2 State. A. Fox reported to the committee that J. Taylor requested an additional 3 months LOA.

**There was a motion to send an "Auto Termination letter" to S. Rukholia. M/S/C: C. Smith, A. Jacobson. No Abstentions. There was a motion to approve J. Taylor's request to extend his Leave of Absence until January 1, 2017. M/S/C: C. Smith A. Jacobson. L. White - Abstained.**

A. Jacobson asked what is the status of T. Evans application. G. French said that the request was submitted to the Clerk of the Board and that it is in their hands. The Council is waiting for their approval. T. Evan commented on his concern on BOS approval process; suggested that the PC file a grievance. Also, it was the Council's responsibility to The PC stated that was not the standard protocol of the PC. A. Fox reported on her meeting with SB Clerk of the Board – to discuss the Council Roster. It was discovered that we were operating on to different rosters. It has been cleared up. A. Fox noted that she asked about T. Evan's status to Laura Welch with regard to T. Evans pending appointment. She noted that the Chief Elected Officer was reviewing the matter and the Clerk of the Board has no further information.

B. CDC Report (A-2)

A. Fox updated the committee on member applications received included Thomi Clinton. There was discussion that she has a non-profit affiliation with Borrego Health Care Foundation which may conflict with Victor Perez and his affiliation with Borrego Health Care Foundation. A. Fox clarified the situation with a complete update. L. White posed a question as a point of clarification: How many LOA's are allowed for PC members? A. Fox updated the committee that PC members are allowed up to 6 months. A. Fox stated that she would "shade out" in-active members listed on the attendance log such as H. Cockerill and B. Contreras. A. Fox reviewed the eligibility for new member applications. She informed the PC that there are (2) possible member recruits to consider for interviews.

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## 7. Evaluation of the Administrative Mechanism

7. No Agenda Item

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## 8. Old Business

8.1

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

9.1 Review of Members in good standing

G. French reviewed the eligibility for membership with the committee. The committee discussed possible individuals for Officer seats. L. White suggested G. Maldonado for Co-Chair. A. Jacobson stated that he could not be considered. G. French stated that he is eligible for consideration, he spoke to many Planning Council members and the Project Officer while in D.C. and also Lenny Green who trained Council members in the past. He noted that B. Flippin was with him when he posed the question to the Project officer, who responded to both of them in an email. A. Fox updated the committee on the Project Officer's response regarding the a consumer/provider chairing the meeting. The PO stated that she does not believe it is prohibited. She will ask her folks and get back. A. Fox also stated that she asked County Counsel to review HRSA guidelines regarding consumer/provider chairing the Council. He stated that his interpretation of the guidelines is that at least one third (33% percent) of planning Council members must be consumers who are unaligned, unaffiliated, consultants, not on any board of any Part A Provider, which means two thirds (66% percent) can be made up of Consumer and/or members with conflicts. A. Fox stated that even with not counting G. Maldonado and C. Smith the Council exceeds the 33% requirements.

G. French

9.2 Review IEHPC Election

There was discussion and concern from A. Jacobson and T. Evans about the By-laws actual verbiage for the PC Member "term".

9.3 Develop Slate of Officers

A. Fox discussed following up on By-laws with County Counsel regarding clarification of PC member "term-out" policy.

**There as a motion to recommend** to agendize 3 new seats 1) G. Maldonado – Chair; L. White – Vice Chair; and G. French – Secretary for the PC leadership Council. M/S/C: C. Smith, L. White; A. Jacobson Abstained.

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

NONE

Members of the Public

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### 11. Members Privilege

G. French allowed T. Evans 3 minutes to express his personal opinion about the (1) meeting protocol and (2) concern with regard to the BOS's non-response to his application.

PC Members

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### 12. Review of Action Items

A. Fox will followup on (1) a possible "designee" for D. Huntsman and (2) By-laws with County Counsel regarding clarification of PC member "term-out" policy.

PC Staff

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### 13. Agenda Setting for Next Meeting

**January 5, 2017**

HIV Planning Council Conference Room

G. French/Committee

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### 14. Roll Call\*

PC Staff

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**9:40am**

### 15. Adjournment

G. French

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