



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

TBD
Community Co-Chair

Council Development/EAM Committee

Thursday February 9, 2017
10:30am-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

10:30am	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions 	L. White
	2. Approval of Agenda² <ul style="list-style-type: none"> 4.1 Approve February 9, 2017 Agenda 	L. White
	3. Approval of Minutes² <ul style="list-style-type: none"> 5.1 Minutes of 10.6.16 committee meeting 	L. White
	4. Evaluation of the Administrative Mechanism <ul style="list-style-type: none"> 4.1 Review PC Member Responsibility Survey Results 4.2 Discuss Evaluation of Administrative Mechanism 	L. White
	5. Council Development Reports² <ul style="list-style-type: none"> 5.1 Council Development Report <ul style="list-style-type: none"> A. Attendance logs (A-1) B. CDC Report (A-2) 	L. White
	6. Old Business	
	7. New Business² <ul style="list-style-type: none"> 7.1 Review Interview Recommendations for J. Goodro 7.2 PC Roster Update/Status 7.3 Discuss Code of Ethics Violations and Review Bylaws and 	

Policies and Procedures Interview process and provide feedback to Bylaws committee. (A-3)

8. Public Comments¹

Members of the Public

9. Members Privilege

PC Members

10. Review of Action Items

PC Staff

11. Agenda Setting for Next Meeting

March 3, 2017
HIV Planning Council Conference Room

L. White /Committee

12. Roll Call*

PC Staff

12:00pm

13. Adjournment

L. White

¹Public 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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2017-18 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	MAR	APR	MAY	JUN	JUL	SEP	NOV	JAN
1	Katz	Marjorie	PSRA								
		State	PC								
2	Chan	Jerry SB	PC								
			Standards								
			CCC								
			PSRA								
3	Bridges-Cobb	Claudette	PC								
		State	PSRA								
4	Perez	Victor RIV	PC								
			Bylaws								
			CDC								
			Finance								
5	Romos	Jorge SB Membership Pending	PC								
			PSRA								
6	Cromwell	Shelia	PC								
		SB									
7	Huntsman	Danielle RIV	PSRA								
			PC								
			Bylaws								
8	Kaiser, MD	Cameron	PC								
		RIV	PSRA								
9	Ohikhuare, MD	Maxwell	PC								
		SB	PSRA								
10	Taylor	Jeff RIV	PC								
			CDC								
			Empowerment								
			PSRA								
11	White	Lloyd SB	PC								
			Bylaws								
			Empowerment								
			Finance								
			Planning								
			CCC								
			CDC								
			Standards								
12	Welden	Zayda	PSRA								
			PC								

		RIV	CCC										
			Planning										
			Standards										
			PSRA										
13	Smith	Curtis	PC										
		RIV	Planning										
			Empowerment										
			CDC										
			PSRA										
14	Jacobson	Aaron	PC										
		SB	Empowerment										
15													
16													
17													
18													



**Inland Empire HIV Planning Council
Council Development Committee Report
9-Feb-17**

Membership Status			
The IEHPC Membership can total 18-32 members			
13			
Riverside Region is currently represented by 6 members.			
San Bernardino is currently represented by 5 members.			
There is currently 2 members representing the State.			
Recent Resignations/ Terminations			
Member Names	County	Effective Date	
Kalayah Smith	Riverside	1/6/2017	
Gabrial Maldonado	Riverside	1/26/2017	
Robert Menephee	Riverside	1/27/2017	
Request for Application			
Name	County	Date Sent	
Winnie Kimani (Part C)	San Bernardino	12/7/2016	
Linsey Sisti (HOPWA)	Riverside	12/7/2016	
Membership Applications Received			
Name	County	Date Received by PCS / Date Reviewed	
Justin Goodro	Riverside	9/22/2016	9/23/2016
Dashawn Derricott	San Bernardino	1/12/2017	1/17/2017
Applicants Attending Meetings			
Name	County	Committee Mtgs	Planning Council Mtgs
Justin Goodro	Riverside	3	1
Scheduled Interviews			
Name	County	Date of Interview	
Justin Goodro	Riverside	12/20/2016	
BOS Approval in Process			
Name	County	Anticipated PC Approval Date	
Jorge Romos	San Bernardino	March/April 2017	

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.					1					
8	Affected communities, including PLWH and historically underserved subpopulations.	2		2	1						
	Representative of individuals co-infected with HIV and Hepatitis										
	Representative of a local Federally recognized Native American Tribe										
9	Non-elected community leaders										
10	State Medicaid Agency				1						
11	State Part B Agency		1								
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		1								
15	Representatives of formerly incarcerated PLWH.										
TOTAL		3	2	3	2	1	1	1	0	0	0
TOTAL Non-Aligned PLWH		2	0	2	1	0	0	0	0	0	0
		*one person fulfilling multiple reflectivness categories									

13
5
38.46%

- ^^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	
		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.	2		2	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.										
13	Part D grantees, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV.										
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TOTAL		3	2	3	2	1	1	1	0	0	0
TOTAL Non-Aligned PLWH		2	0	2	1	0	0	0	0	0	0
*one person fulfilling multiple reflectivness categories											

13
5
38.46%

- ^^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 1/7/16: 13
 Total Non-Aligned Consumers: 5
 Percent Non-Aligned Consumers: 38.5%

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%	5	38.5	2	40.0
Black, not Hispanic	1417	15.8%	5	38.5	3	60.0
Hispanic	2820	31.4%	2	15.4	0	0.0
Asian/Pacific Islander	161	1.8%	1	7.7	0	0.0
American Indian/Alaska Native/Other	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%	13	100.0	5	100.0
Gender						
Male	7756	86.4%	8	61.5	8	61.5
Female	1224	13.6%	5	38.5	1	38.5
Total	8980	100.0%	13	100.0	9	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 2/9/17 13

Total Non-Aligned Consumers: 5

Percent Non-Aligned Consumers: 38.5%

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%	5	38.5	2	40.0
Black, not Hispanic	1417	15.8%	5	38.5	3	60.0
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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%	13	100.0	5	100.0
Gender						
Male	7756	86.4%	8	61.5	9	61.5
Female	1224	13.6%	5	38.5	1	38.5
Total	8980	100.0%	13	100.0	10	100.0

Note: Modes of transmission should be considered when constructing reflective PLWH membership, but are not required.

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 Council Member - HRSA TA on membership:Required Council Docs	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		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		No Council Meeting

Other training possibilities, to be scheduled:

Taken from P & P's

Interview Process

1. Once an applicant has met the Council membership and Council committee attendance requirements they are scheduled for an interview. Staff will inform the candidate of the time and location of the interview, and encourage the candidate to review information on the Council web site in preparation for the interview.
2. The Council staff prepares sufficient copies of the application to be reviewed by CDC members before the interview. Applications are kept by Council Staff in a secure location. . Only the CDC Chair and Co-Chair, the Community Co-Chair, the Health Officer Co-Chair, and the CDC members have access to the applications, in accordance with Federal and State laws.
3. The interview is designed to ensure that the applicant meets both overall membership criteria and the representation and reflectiveness requirements and other specific needs for the current recruitment effort. While the primary intent is to allow CDC members to ask questions and have discussions with the applicant, the applicant shall also be allowed to ask questions and initiate discussion with the CDC members.
4. At least three (2) members of the CDC must be present to interview each applicant. The CDC or panel uses a set of consistent topics or questions in its interviews. The following topic areas are always covered during the interview:
 - a. Knowledge of and interest in the Ryan White program
 - b. Knowledge of HIV/AIDS services
 - c. Experience working with historically underserved populations and those with co-occurring conditions
 - d. Roles and responsibilities of Planning Council members and ability to meet them
 - e. How the applicant believes they can contribute to the Council's work and success, including specific skills, interests, and experience the applicant will bring
 - f. Time commitments and meeting schedules and the applicant's ability to meet them and to participate actively – including what it takes to be a member in good standing
 - g. Ability to meet committee involvement requirement and interest in any specific committee
 - h. HIV disclosure issues
5. In addition, the CDC and applicant discuss Council policies and procedures and expectations for compliance, including the following:
 - a. Code of Conduct
 - b. Confidentiality
 - c. Form 700 and Conflict of Interest
 - d. Committee Assignment
 - e. Bylaws
 - f. Mission Statement/Vision Statement
 - g. Meeting locations
 - h. Council approval process

Commented [A1]: Need Define

i. Council information – Membership Packet

6. CDC members shall be informed of the applicant's HIV status, but this information must be kept confidential and not disclosed to anyone outside the Committee unless the individual has indicated a willingness to publicly disclose on their membership application.
7. After the applicant leaves, allow members CDC member to continue their discussion and then vote either in favor of or against recommending the applicant to the Council for membership.
 - a. The CDC rates applicants on a set of standardized criteria/questions.
 - b. Applicants must be recommended by a majority of the Committee members conducting the interview in order to be recommended for membership.
- ~~e.~~
~~e.c.~~ New applicants will be given seats with the most time remaining.
All applications are kept on file for one year
8. To ensure that all applicants are reviewed objectively, any CDC member reviewer who has a perceived or actual conflict of interest shall remove themselves from the CDC's discussion and vote concerning that applicant.
9. Discussion about the applicant and application is subject to the rules of confidentiality specified in the Bylaws, in this Manual, HIPPA, Federal and State Regulations

The CDC recommends candidates to the Council for membership. Each nominee approved by the Council is forwarded by Council Staff, to the Board of Supervisors for review and the Chair as CEO makes the official appointment, The Council provides the nominee's name, membership category, and other information requested by County Boards and



INLAND
EMPIRE
HIV
PLANNING
COUNCIL

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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

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Minutes

Members: A. Jacobson, C. Smith, G. French, L. White

Staff: A. Fox

Public: J. Romos, T. Evans (pending BOS approval)

10:20am	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* G. French ▪ Introductions
	2. Public Comments¹ <p style="text-align: center;">NONE Members of the Public</p>
	3. Members Privilege <p style="text-align: center;">NONE PC Members</p>
	4. Approval of Agenda² 4.1 Approve October 6, 2016 Agenda There was a motion to approve the October 6, 2016 agenda. M/S/C: L. White, A. Jacobson. – No Abstentions G. French
	5. Approval of Minutes² 5.1 Minutes of 9.1.16 committee meeting There was a motion to approve the 9.1.16 Minutes. M/S/C: A. Jacobson, L. White. – No Abstentions G. French
	6. Review and Approve PC Member Responsibility Survey G. French 6.1 Planning Council Responsibility Survey (A-1)

The committee reviewed the Planning Council's "Responsibility Survey, the committee will send out to Council.
There was a motion to send survey to Council. M/S/C:
A. Jacobson, C. Smith. – No Abstentions

7. Council Member Interview

7.1 Interview J. Romos

A. Fox noted that J. Romos agreed to be interviewed during the CDC/EAM meeting and not at another time, because of schedules. The committee interviewed Jorge Romos. There was a motion to recommend Jorge Romos for Council membership.
M/S/C: A. Jacobson, L.White. - No Abstentions.

G. French

8. Public Comments¹

NONE

Members of the Public

9. Members Privilege

NONE

PC Members

10. Review of Action Items

Staff will:

1. Agendize the committee recommendations on the November 17th Council Agenda
2. Mail Council Responsibility Survey to Council members.

PC Staff

11. Agenda Setting for Next Meeting

January 5, 2016

HIV Planning Council Conference Room

G. French/Committee

12. Roll Call*

PC Staff

10:50am

13. Adjournment

G. French

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