



INLAND
EMPIRE
HIV
PLANNING
COUNCIL

120 Carousel Mall • San Bernardino, CA 92415-0475
(909) 388-0426 • Fax (909) 388-0424
Website: www.iehpc.org

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD
Interim County Health Officer Co-Chair

Henry Nickel
Community Co-Chair

Finance Committee

Thursday, January 19, 2012
3:00pm-4:00pm

Meeting Location
San Bernardino County
Department of Public Health
120 Carousel Mall
San Bernardino, Ca 92415
(909) 388-0426/PCS Mobile (909) 693-0750

Teleconference Site
Desert AIDS Project
Situation Room, West Wing
1695 North Sunrise Way
Palm Springs, CA 92262-3702
(760) 323-2118

These facilities are in full compliance with the Americans with Disabilities Act of 1992.

Agenda

3:00	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions 	A. Ziven
	2. Public Comments¹	Members of the Public
	3. Members Privilege	PC Members
	4. Approval of Agenda²	A. Ziven
	5. Approval of Minutes² 5.1 Minutes of October 20, 2011	
	6. New Business² <ul style="list-style-type: none"> 6.1 Roles and Responsibilities of the Finance Committee (A-1) 6.2 Expectations and Guidelines for the Planning Council Liaison (A-2) 6.3 Building a Budget 	A. Ziven
	7. Public Comments¹	Members of the Public
	8. Members Privilege	PC Members

	9. Review of Action Items	PC Staff
	10. Agenda Setting for Next Meeting	PC Members/ A. Ziven
	11. Roll Call*	PC Staff
4:00	12. Adjournment	A. Ziven

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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.

* 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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This document reflects:

San Bernardino County Counsel Review:
IEHPC Review & Comment:
Department of Public Health Administration Review & Approval:
SB County Board of Supervisors Approval
IEHPC Request for Revisions:
Ryan White Program Review of Revisions and Recommendations:
Department of Public Health Administration Review & Approval:
San Bernardino County BOS approval:

- (d) Ensuring coordination in the provision of services with non-Part A programs, including programs for HIV prevention and for the prevention and treatment of substance abuse, and
- (e) Implementing special projects related to standards and evaluation activities.

(2) Composition: The Committee shall ensure diverse participation, including PLWH and other non-providers as well as providers.

h. Standards Committee

(1) Responsibilities: The responsibilities of the Standards Committee shall include:

- (a) Developing and updating service category definitions and standards of care for each service category. Specific activities include:
 - i. Developing and revising, as needed, the Standards of Care for funded service categories, and recommending Client Eligibility Criteria, and Output and Outcome Indicators as part of those standards, so as to be consistent with HRSA Policy and to meet the changing needs of PLWH in the TGA, and
 - ii. Assisting the RWP Staff, as needed, to convene specialized working groups to include experts from specific fields such as HIV-related medical care, mental health, substance abuse, dental care, and medical case management, to provide information for the periodic review and revision of standards.

(2) Composition: The Committee shall ensure diverse representation including PLWH and other non-providers as well as providers.

i. Finance Committee

(1) Responsibilities: The responsibilities of the Finance Committee shall include:

- (a) Development, in conjunction with Ryan White Program Staff, the annual Council budget. Such budget:
 - i. Shall include the following line items, as indicated in the 2009 HRSA Manual:
 - 1. Needs Assessment
 - 2. Council Support Staff

This document reflects:

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IEHPC Review & Comment:
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SB County Board of Supervisors Approval
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Ryan White Program Review of Revisions and Recommendations:
Department of Public Health Administration Review & Approval:
San Bernardino County BOS approval:

3. Private mileage reimbursement for consumer members
 4. Any other items for the effective and efficient operation of the Council.
 - ii. Shall be developed during the month immediately following receipt of the annual Notice of Grant Award for the grant year, and approved by the Council no later than the month following.
 - iii. Shall be developed within the constraints of the Grantee Administrative budget.
 - (b) Reporting, on a quarterly basis, Council expenditures to date and remaining budget.
 - (c) Recommending, based on quarterly reports, any budgetary adjustments necessary to ensure that expenditures are in line with total budget authority.
 - (d) Meeting on a quarterly basis, beginning with the first meeting immediately following receipt of the annual Notice of Grant Award.
- (2) Composition: The Finance Committee shall consist of not less than three (3) or more than five (5) members, all of whom must be Council members.

Section 4 – Expectations for Committee Participation by Council Members

- A. Each Council member, unless exempted, shall serve on at least one (1) standing committee (excluding the Evaluation of the Administrative Mechanism Committee) to serve on during his or her tenure on the Council. State government representatives are exempt from this requirement. Health Officers, Community Co-Chair, and advocacy representative are also exempt.
- B. Committee members are expected to participate in at least two-thirds of regularly scheduled committee meetings during the year. Failure to participate will result in removal as a committee member for non-participation, and may lead to removal as a Council member.
- C. A Council member may choose to serve on more than one committee, but shall be subject to the same participation requirement for each committee on which he/she chooses to serve.
- D. Participation may include physical presence at meeting site, by teleconference or video conference at designated site.

Section 5 – Committee Membership Appointments

At the beginning of each year (or for new members, upon appointment), the Community Co-Chair will ask Council members to identify their top three committee preferences. Based on a review of those preferences, the need for diversity in committee membership, and other needs of the Council, the Community Co-Chair will appoint members to committees, with the advice and consent of the other officers.

Section 6 – Committee Membership by Non-Council Members



Duties

Contract - Planning Council Liaison

POSITION ANNOUNCEMENT

Under the direction of the Ryan White Program Grantee's County Health Officer, the duties of this contract position may include, but are not limited to:

1. Plan, organize, direct and evaluate legislative requirements relating to the mandated functions of the Inland Empire HIV Planning Council (IEHPC).
2. Responsible for assisting the IEHPC to ensure completion of all deliverables related to the IEHPC's legislatively mandated requirements, including:
 - o Completion of a Comprehensive HIV Needs Assessment (every 3 years and optional annual Specialized Needs Assessments).
 - o Completion of a Comprehensive HIV Services Plan (every 3 years –next due May 2012).
 - o Coordinate all aspects of the annual Priority Setting and Resource Allocation Meetings.
 - o Coordinate all aspects of the annual Evaluation of the Administrative Mechanism.
3. Develop expertise on all applicable policies affecting IEHPC business and serve as expert providing guidance to ensure compliance on the following;
 - o Relevant HIV law,
 - o Health Resources Services Administration (HRSA)(funder) policies,
 - o California State Office of AIDS policies,
 - o County policies and procedures including, but limited to, Conflict of Interest Policy, required Ethics Training, etc.
 - o Brown Act requirements,
 - o Maddy Act
 - o IEHPC Bylaws, Policies and Procedures
4. Collaborate with Ryan White Program Staff and Part A funded agencies (via RWP Staff) to respond to IEHPC requests directly related to mandated requirements.
5. Conduct all fiscal and program data analysis and prepare reports within delineated timelines as specified by the IEHPC and Ryan White Program Staff.
6. Assist the IEHPC with the annual review and update of the needs assessment and comprehensive care plan.
7. Attend all IEHPC meetings and IEHPC Committee meetings.
8. Provide guidance and leadership in the IEHPC's development and implementation of a deliverable timeline for all required IEHPC work including informing the IEHPC on recurring processes such as needs assessment and comprehensive planning to ensure the IEHPC Council is appropriately informed of its deadlines and expected work products. This also includes acting as liaison between the IEHPC Council and any consultants that are selected to assist in the completion of processes.
9. Process all Board appointments and travel and reimbursement requests for allowable IEHPC business-related expenses.
10. Through collaboration with the County Health Officer, supervise clerical staff that will provide support to the IEHPC.
11. Assist in both Grantee and IEHPC annual budget development, fiscal projections, and monitoring of budgets.

October 20, 2011



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Riverside/San Bernardino California Transitional Grant Area

Maxwell Ohikhuare, MD
County Health Officer Co-Chair

Henry Nickel
Community Co-Chair

Finance Committee

Thursday, October 20, 2011
3:00pm-4:00pm

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San Bernardino County
Preparedness and Response
247 S. Boyd St
San Bernardino, CA 92415
(909) 252-4406 PCS Mobile (909) 693-0750

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1695 North Sunrise Way
Palm Springs, CA 92262-3702
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Minutes

Attendees: D. Christenson, L. Ford-Watson, G. French, A. Haro, J. Houchen, K. Owens, A. Ziven

RWP: S. Rigsby, D. Perez

PCS: A. Soria

3:00

1. Call to Order

- Roll Call*
- Introductions

A. Ziven

2. Public Comments¹

Members of the Public

3. Members Privilege

L. Ford-Watson, D. Christenson, K. Owens expressed interest on becoming a member.
G. French commented on the relocation of FAP Riverside.

PC Members

4. Approval of Agenda²

Motion to approve.
J. Houchen/A. Haro
Motion carried.

A. Ziven

5. New Business²

- 6.1 Roles and Responsibilities of the Finance Committee (A-1)
- 6.2 Review documents which are relevant to Finances**

A. Ziven

6. Presentation		
6.1 Planning Council Budget (A-2)		
The committee request a link to the procurement manual and the HRSA manual.		
7. Public Comments¹		Members of the Public
8. Members Privilege		
D. Christenson promoted Desert AIDS walk October 22.		
9. Review of Action Items		PC Staff
10. Agenda Setting for Next Meeting		PC Members/ A. Ziven
11. Roll Call*		PC Staff
4:00 12. Adjournment		A. Ziven

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