



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

340 Mt. View • San Bernardino, CA 92415-0475  
(909) 388-0426 • Fax (909) 388-0424  
Website: [www.iehpc.org](http://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, June 7, 2012  
1:00pm-2:30pm

Meeting Location

Carousel Mall  
120 Carousel Mall  
San Bernardino, CA 92415  
(909) 388-0426/PCS Mobile (909) 693-0750

Teleconferencing Location

Desert Aids Project  
1695 N. Sunrise Way  
Palm Springs, CA 92262  
(909)388-0496 Mobile (909)693-0750

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

## Agenda

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<b>1:00</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"><li>▪ Roll Call*</li><li>▪ Introductions</li></ul>	A. Ziven
	<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>	Committee Members
	<b>5. Approval of Minutes<sup>2</sup></b> <ul style="list-style-type: none"><li>5.1 Minutes of January 19, 2012</li><li>5.2 Minutes of February 9, 2012</li></ul>	Committee Members
	<b>6. Old Business<sup>2</sup></b> <ul style="list-style-type: none"><li>6.1 Review the Planning Council Budget (A-1)</li><li>6.2 Update on Planning Council Staff Salary and Benefits</li></ul>	A. Ziven
	<b>7. New Business<sup>2</sup></b> <ul style="list-style-type: none"><li>7.1 Develop a procedure for Outreach Funds</li></ul>	A. Ziven
	<b>8. Review of Action Items</b>	PC Staff
	<b>9. Agenda Setting for Next Meeting</b>	PC Members/ A. Ziven

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**10. Roll Call\***

PC Staff

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**2:30**

**11. Adjournment**

A. Ziven

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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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## Budget 2012-2013

### Salary

PC Liaison	69,222
Secretary	41,433
Benefits	46,685
	157,340

### Supplies

IEHPC	3,500
Staff	3,500
	7,000

### Travel

IEHPC	6,000
Staff	2,775
	8,775

### Consultants

Comp Plan	15,000
County Counsel	6,000
EAM	2,500
NA	0
PS&RA	6,000
	29,500

Communication 8,549

Rent and Lease Structure 10,000  
Room Rental 1,500  
11,500

Rental Maintenance Equipment 5,000

Postage 2,500

In Direct  
Salaries/Benefits total = 10% 15,734

**Grand Total 245,898**

### Finance Committee Wish List

Public Relations	3,000
Outreach Efforts	
Incentives	1,500
Christmas Party	
Printers	
Mugs	
Food for meetings	1,500
Contentental	



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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.*

## Minutes

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3:00

**1. Call to Order**

- Roll Call\*
- Introductions

A. Ziven

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

A. Haro welcomed everyone back and Happy New Year.  
A. Ziven thanked everyone for attending and informed them the next meeting will be scheduled for two hours.

Members of the Public

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**3. Members Privilege**

PC Members

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

Motion/Second: G. French/D. Christenson  
Motion carried.

A. Ziven

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

5.1 Minutes of October 20, 2011  
Motion/Second: G. French/D. Christenson  
Motion carried.

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

6.1 Roles and Responsibilities of the Finance Committee (A-1)  
Members of the committee read through the responsibilities of the committee.  
6.2 Expectations and Guidelines for the Planning

A. Ziven

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Council Liaison (A-2)  
Members of the committee asked for clarification regarding the responsibilities of the PC Liaison.  
6.3 Building a Budget  
Members of the committee reviewed PC Expenditures, PC Budget samples, an email regarding the Part A manual and other handouts.

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

Members of the Public

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**8. Members Privilege**

K. Owens thanks S. Rigsby for preparing documents for committee to review.

PC Members

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**9. Review of Action Items**

PCS will reagendaize Preparing a PC budget.

PC Staff

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**10. Agenda Setting for Next Meeting**

February 9<sup>th</sup>, 2012  
12:30-2:30

PC Members/ A. Ziven

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**11. Roll Call\***

PC Staff

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**4:00**

**12. Adjournment**

A. Ziven recessed the meeting at 4:04.

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A. Ziven

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## Finance Committee

Thursday, February 09, 2012  
12:30pm-3:30pm

### 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

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## Minutes

12:30

### 1. Reconvene

- Roll Call\*
- Introductions

A. Ziven

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

#### 2.1 Building a Budget

The committee worked on the 2012-2013 PC budget.  
See attached.

A. Ziven

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

None

Members of the Public

### 4. Members Privilege

A. Ziven thanked everyone for their input. He states working on it as a committee "feels like we own it"  
K. Owens also thanked everyone for working together.

PC Members

### 5. Review of Action Items

PCS will draft the budget.  
G. French/K. Owens made a motion to approve the Draft Budget for 2012-2013.  
All in favor. Motion carried.

PC Staff

### 6. Agenda Setting for Next Meeting

May 2012

The committee request to meet with Bylaws for 1.5 hrs.

PC Members/ A. Ziven

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## 7. Roll Call\*

PC Staff

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**3:30**

## 8. Adjournment

A. Ziven

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