



INLAND
EMPIRE
HIV
PLANNING
COUNCIL

351 N. Mt. View Ave • San Bernardino, CA 92415-0010
(909) 693-0750
Website: www.iehpc.org

Riverside/San Bernardino California Transitional Grant Area

Maxwell Ohikhuare, MD
Interim County Health Officer Co-Chair

Gregory French
Community Co-Chair

Finance Committee

Thursday, February 20, 2013
11:30-1:30pm

Meeting Location
Public Health Department
351N. Mt. View Ave
San Bernardino, CA 92415
(909) 693-0750

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

Agenda

11:30am	1. Reconvene <ul style="list-style-type: none">▪ Roll Call*▪ Introductions	H. Nickel
	2. Public Comments¹	Members of the Public
	3. Members Privilege	PC Members
	4. Approval of Agenda²	Committee Members
	5. Approval of Minutes² 5.1 Minutes of February 7, 2013	Committee Members
	6. Old Business² 6.1 Review Budget actuals and Feb '13 Projections (A-1) 6.2 Review revised budget (A-2)	H. Nickel
	7. New Business²	H. Nickel
	8. Public Comments¹	PC Members/ H. Nickel

9. Members Privilege	PC Members
10. Review of Action Items	PC Staff
11. Agenda Setting for Next Meeting April 4, 2013	PC Members/H. Nickel
12. Roll Call*	PC Staff
13. Adjournment	H. Nickel

¹ 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.

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.

Requests for special accommodations (e.g., language translation) must be received 72 hours prior to the date of the meeting. Contact PC Support at (909) 693-0750

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CATEGORIES	2012-2013 Budget	Actuals to (MONTH)	Remaining Months Estimate	YTD TOTALS	Variance	
Salaries & Benefits (S&B)						
PC Liaison	\$ 48,461	\$ 68,269	\$ 5,972	\$ 74,241	\$ (25,780)	
PC Liaison Benefits	\$ 15,691			\$ -	\$ 15,691	Benefits included in salary
Office Specialist	\$ 38,709	\$ 50,640	\$ 5,153	\$ 55,793	\$ (17,084)	
Office Specialist Benefits	\$ 16,332			\$ -	\$ 16,332	Benefits included in salary
Staff Anaylist w/benefits	\$ 9,633	\$ 7,706	\$ 608	\$ 8,314	\$ 1,319	
Secretary	\$ -	\$ 2,039	\$ -	\$ 2,039	\$ (2,039)	
Total S&B	\$ 128,826	\$ 128,654	\$ 11,733	\$ 140,387	\$ (11,561)	
Services & Supplies (S&S)						
Supplies - IEHPC	\$ 3,500	\$ 2,750	\$ -	\$ 2,750	\$ 750	
Supplies - IEHPC Staff	\$ 3,500	\$ 5,176	\$ 200	\$ 5,376	\$ (1,876)	
Travel - IEHPC	\$ 6,000	\$ 2,978	\$ 550	\$ 3,528	\$ 2,472	
Travel - Staff	\$ 2,775	\$ 234	\$ 1,269	\$ 1,503	\$ 1,272	bill for hotel Grantee meeting
Comp Plan	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	
County Counsel	\$ 6,000	\$ 16,691	\$ 2,200	\$ 18,891	\$ (12,891)	underbudget avg 2k per month
EAM	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	
NA	\$ 10,000	\$ 33,000	\$ -	\$ 33,000	\$ (23,000)	10k for prelim NA by Feb 28th
PS&RA	\$ 4,000	\$ 3,179	\$ -	\$ 3,179	\$ 821	
Communication	\$ 10,549	\$ 9,691	\$ 900	\$ 10,591	\$ (42)	
Rent and Lease Structure	\$ 10,000		\$ -	\$ -	\$ 10,000	
Room Rental	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500	
Rental Maintenance Equipment	\$ 5,000	\$ 2,298	\$ 600	\$ 2,898	\$ 2,102	
Food for meetings	\$ 2,000	\$ 172	\$ 100	\$ 272	\$ 1,728	
Member Recognition	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500	
Postage	\$ 2,500	\$ 2,473	\$ 500	\$ 2,973	\$ (473)	
Marketing	\$ 5,500		\$ 5,400	\$ 5,400	\$ 100	
Outreach	\$ 7,500		\$ 2,825	\$ 2,825	\$ 4,675	
Consultant	\$ 4,000		\$ -	\$ -	\$ 4,000	
Special PC Projects	\$ 8,158		\$ 2,500	\$ 2,500	\$ 5,658	
Total S&S	111,482	93,642	17,044	\$ 110,686	\$ 796	
Indirect						
Calculated at 10% of S&B	12,883	12,865	1,173	\$ 14,039	\$ (1,156)	
GRAND TOTAL	253,191	235,161	29,950	265,112	(11,921)	

CATEGORIES	PC Approved Budget FY 2013-2014	Recommended Budget Updates FY 2013-2014	VARIANCE	DESCRIPTION
Salaries & Benefits (S&B)				
PC Liaison	\$ 64,275	\$ 64,275	\$ -	Provides direct supervision to support staff. Serves as primary liaison to PC in the coordination of its legislatively mandated functions. Defines immediate and long-range goals; establishes and revises program policies and procedures according to program guidelines.
PC Liaison Benefits	\$ 26,289	\$ 26,289	\$ -	Includes Retirement, Survivor's benefits, Short term disability, Medicare, Workers Comp, Life Insurance, Vision care, Group Health, Dental Insurance and Remainder of Cafeteria Plan.
Office Specialist	\$ 42,682	\$ 42,682	\$ -	Provides secretarial and clerical support to the PC to meeting their mandated roles including meeting set up, taking minutes and filing.
Office Specialist Benefits	\$ 17,884	\$ 17,884	\$ -	Includes Retirement, Survivor's benefits, Short term disability, Medicare, Workers Comp, Life Insurance, Vision care, Group Health, Dental Insurance and Remainder of Cafeteria Plan.
Spec Proj Coordinator w/benefits		\$ 8,410	\$ (8,410)	Spec Proj. Coord at (.1FTE)
Staff Analyst w/benefits	\$ 9,874	\$ 9,874	\$ -	Analyst support at (.1 FTE)
Total S&B	\$ 161,004	\$ 169,414	\$ (8,410)	
Indirect (10%of labor)	\$ 16,100	\$ 16,941	\$ (841)	
Services & Supplies (S&S)				
Supplies - IEHPC	\$ 2,500	\$ 2,500	\$ -	Office supplies to support daily PC functions (i.e.: paper, related copy supplies, pens pencils, tablets, paper clips, desk/office supplies and other miscellaneous items).
Supplies - Staff	\$ 2,500	\$ 2,500	\$ -	Office supplies to support daily PC functions (i.e.: paper, related copy supplies, pens pencils, tablets, paper clips, desk/office supplies and other miscellaneous items).
Travel - IEHPC	\$ 4,000	\$ 4,000	\$ -	IEHPC consumer member reimbursements for mileage/meals for PC and other related meetings.
Travel - Staff	\$ 1,500	\$ 1,500	\$ -	Represents miles for staff travel related to PC & related meetings.
Comp Plan	\$ -	\$ -	\$ -	
County Counsel	\$ 8,000	\$ 24,100	\$ (16,100)	Increased based on the actuals for eleven months (Council Counsel charges have been averaging \$2000 per month).
EAM	\$ 2,500	\$ 2,500	\$ -	
NA	\$ 33,000	\$ 23,000	\$ 10,000	Minus one third of the cost for NA
PS&RA	\$ 4,000	\$ 4,000	\$ -	Increased-PC approved Facilitator Fee
Communication	\$ 10,549	\$ 10,549	\$ -	Includes phones, internet & other devices to support PC Staff/PC Upgrade and maintain website
Rent and Lease Structure	\$ -	\$ -	\$ -	Costs associated with the maintenance of office space, utilities, janitorial service, and other building maintenance to ensure that staff has the resources needed to perform their duties.
Room Rental	\$ 1,000	\$ 1,000	\$ -	Costs associated with rental of meeting space for PC and related meetings.
Rental Maintenance Equipment	\$ 5,000	\$ 5,000	\$ -	Includes the cost of annual lease/maintenance associated with one of each: color copy machine, black/white copy machine and fax machine to ensure communications with IEHPC members/stakeholders and to prepare training materials, copies of contracts and communication materials with IEHPC members/stakeholders. Upgrade to a color copier.
Food for meetings	\$ 1,200	\$ 1,200	\$ -	Provide refreshments for PC meeting participants
Postage	\$ 3,000	\$ 3,000	\$ -	Includes costs for day-to-day postage costs: postage stamps, postage meter or bulk mail costs as they relate to the provision of service to ensure that meeting agendas, minutes, training materials and IEHPC materials are communicated with IEHPC members.
Outreach	\$ -	\$ -	\$ -	Event registration
Total S&S	\$ 78,749	\$ 84,849	\$ (6,100)	
GRAND TOTAL	\$ 255,853	\$ 271,204	\$ (15,351)	



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Finance Committee

Thursday, February 7, 2013
9:00am-10:00am

Meeting Location
SB County Special Districts
157 W. 5th Street
San Bernardino, CA 92415
(909) 693-0750

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

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Minutes

Members: D. Christenson, L. White, H. Nickel

Staff: A. Fox, M. Hoze, J. Marin

Guests: D. Perez, A. Ziven

RWP: S. Rigsby

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|---------------|--|
| 9:00am | 1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* H. Nickel ▪ Introductions ▪ Pledge of Allegiance |
| | 2. Public Comments¹ Members of the Public |
| | 3. Members Privilege PC Members |
| | 4. Approval of Agenda²
Motion to approve agenda Committee Members
Motion/Second: D. Christenson, L. White
Motion Carried. |
| | 5. Approval of Minutes²
5.1 Minutes of November 1, 2012
Motion to approve November 1, 2012 Minutes Committee Members
Motion/Second: L. White, D. Christenson
Motion Carried |
| | 6. Old Business² H. Nickel
None |

7. New Business²

7.1 Review Monthly Expenditure Report (A-1)

The committee reviewed in detail the expenditures by month from March 2012 thru January 2013. The committee was presented with the background and qualifications of the new part-time Council staff, Jose Marin. The committee requested Council staff present to the committee the projected expenditures through February, so that they could determine any purchases before the end of the fiscal year. There was consensus to reconvene and meet in the next week or two.

H. Nickel

7.2 Review of Council approved budget (A-2)

7.3 Review Request for Funds Form (A-3)

Final fiscal year procurement

8. Public Comments¹

PC Members/ H. Nickel

9. Members Privilege

PC Members

10. Review of Action Items

PCS will

- Submit a report showing the projected expenses through February 2013 and a revised budget for committee review.
- Secure a meeting place for next meeting, prior to the February Council meeting.

PC Staff

11. Agenda Setting for Next Meeting

PC Members/H. Nickel

TBD

12. Roll Call*

PC Staff

10:00am 13. Adjournment

H. Nickel

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