



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
County Health Officer Co-Chair

Gregory French
Community Co-Chair

Finance Committee

Thursday, March 7, 2013
2:00pm-3:00pm

Meeting Location
Elite Professional Bldg.
12981 Perris Blvd. Ste. 201
Moreno Valley, CA 92553
(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 20, 2013	Committee Members
	6. Old Business² 6.1 Review revised budget (A-1)	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

All meetings of the Planning Council and its committees are open to interested parties from the general public. Notices are posted in compliance with the California Brown Act. Information regarding Planning Council meetings, and/or minutes of meetings are public records and are available upon request from the Planning Council Support Staff by calling (909) 841-1360 or by visiting the website <http://www.iehpc.org>.

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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		\$ 10,932	\$ (10,932)	Spec Proj. Coord at (.1FTE) includes the benefits % update
Staff Analyst w/benefits	\$ 9,874	\$ 9,874	\$ -	Analyst support at (.1 FTE)
Total S&B	\$ 161,004	\$ 171,936	\$ (10,932)	
Indirect (10% of labor)	\$ 16,100	\$ 17,194	\$ (1,093)	
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). BOS will not approve reducing County Council attendance at monthly Council meetings.
EAM	\$ 2,500	\$ 2,500	\$ -	
NA	\$ 33,000	\$ 10,000	\$ 23,000	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. Consider cutting to reduce budget.
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. Consider cutting to reduce budget.
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	\$ -	\$ 2,500	\$ (2,500)	Event fees for registration. Consider reducing to lower budget.
Total S&S	\$ 78,749	\$ 74,349	\$ 4,400	
GRAND TOTAL	\$ 255,853	\$ 263,479	\$ (7,625)	



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Interim County Health Officer Co-Chair

Gregory French
Community Co-Chair

Finance Committee

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

Meeting Location
SB County Public Health
351 N. Mt. View Ave.
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

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

Minutes

Members: D. Christenson, L. White, H. Nickel, T. Evans, L. Ford-Watson

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

Guests: A. Ziven

RWP: S. Rigsby

11:30am	1. Call to Order	
	<ul style="list-style-type: none">▪ Roll Call*▪ Introductions▪ Pledge of Allegiance	H. Nickel
	2. Public Comments¹	Members of the Public
	A. Ziven commented on County Counsel line item.	
	3. Members Privilege	PC Members
	4. Approval of Agenda²	
	Motion to approve agenda	Committee Members
	Motion/Second: L. Ford-Watson, L. White	
	Motion Carried.	
	5. Approval of Minutes²	
	5.1 Minutes of February 20, 2013	
	Motion to approve February 20, 2013 Minutes	Committee Members
	Motion/Second: L. White, L. Ford-Watson	
	Abstention: L. Ford-Watson	
	Motion Carried	

6. Old Business²

- Staff summarized Council fiscal actuals and projections through end of fiscal year (Feb 2013).
- Committee reviewed revised 2013/2014 budget. There was discussion on the level of County Counsel's role and what services were billed. H. Nickel would like BOS to revisit the presence of County Counsel at Planning Council meetings because it's a substantial part of the Council's budget.
- The committee discussed being more diligent on expenditures in order to better expend funds in the current budget year and for projections in the future.

H. Nickel

7. New Business²

H. Nickel

8. Public Comments¹

PC Members/ H. Nickel

9. Members Privilege

PC Members

10. Review of Action Items

Staff will:

Gather a report of any contractual financial obligations that the council may have.
Make adjustments to the FY 2013/2014 budget per the discussion.

PC Staff

11. Agenda Setting for Next Meeting TBD

PC Members/H. Nickel

12. Roll Call*

PC Staff

1:30pm

13. Adjournment

H. Nickel

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