



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, November 7, 2013
9am-10am

Meeting Location

Department of Public Health
351 North Mt. View Ave., B15
San Bernardino, CA 92415
(909) 693-0750

Teleconferencing Site***

Desert AIDS Project
1695 North Sunrise Way
Palm Springs, CA 92262-3702
(760) 323-2118

Agenda

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|---------------|--|-----------|
| 9:00am | 1. Call to Order <ul style="list-style-type: none">▪ Roll Call*▪ Introductions | H. Nickel |
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| | 2. Public Comments¹ | Members of the Public |
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| | 3. Members Privilege | PC Members |
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| | 4. Approval of Agenda² | Committee Members |
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| | 5. Approval of Minutes²
5.1 Minutes of August 15, 2013 | Committee Members |
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| | 6. Old Business² | H. Nickel |
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| | 7. New Business²
7.1 Develop FY 2014/2015 budget (A-1) | H. Nickel |
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| | 8. Public Comments¹ | PC Members/ H. Nickel |
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| | 9. Members Privilege | PC Members |
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| | 10. Review of Action Item | PC Staff |
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11. Agenda Setting for Next Meeting

PC Members/H. Nickel

January 9, 2013

12. Roll Call*

PC Staff

10:00am 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.

*** Teleconferencing line will be disconnected after 15 minutes if there are no participants on the line.

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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IEHPC EXPENDITURE REPORT
RWP FISCAL YEAR 2013-2014
(MAR 13 - FEB 14)

CATEGORIES	BUDGET	YTD Total (Actual)	Aug 13 - Feb 14 (Estimated)	Year End (Estimated)	Balance (Estimated)	Year End Reallocation	Post Award Allocation	Adjusted Year End (Estimated)
SALARY & BENEFITS								
PC Liaison	\$ 90,564	\$ 38,583	\$ 54,016	\$ 92,599	\$ (2,035)	\$ 2,035		\$ (0)
Office Specialist	\$ 60,566	\$ 29,561	\$ 31,039	\$ 60,600	\$ (34)	\$ 34		\$ (0)
Special Projects Coordinator	\$ 6,014	\$ 1,990	\$ 2,786	\$ 4,776	\$ 1,238	\$ (1,238)		\$ -
SAII (Fiscal)	\$ 9,326	\$ 3,117	\$ 4,364	\$ 7,481	\$ 1,845	\$ (1,845)		\$ 0
SAII (EAM)	\$ -	\$ 523	\$ -	\$ 523	\$ (523)	\$ 523		\$ -
Storekeeper	\$ -	\$ 57	\$ 500	\$ 557	\$ (557)	\$ 557		\$ -
ASA	\$ -	\$ 987	\$ 1,382	\$ 2,369	\$ (2,369)	\$ 2,369		\$ 0
Salary & Benefits	\$ 166,470	\$ 74,818	\$ 94,087	\$ 168,905	\$ (2,435)	\$ 2,435	\$ -	\$ 0
LD Factor	\$ -	\$ 2,574	\$ 2,352	\$ 4,223	\$ (4,223)	\$ 4,223	\$ -	\$ 0
Indirect	\$ 20,176	\$ 9,380	\$ 11,688	\$ 20,983	\$ (807)	\$ 807	\$ -	\$ 0
Total Salary & Benefits	\$ 186,646	\$ 84,198	\$ 105,775	\$ 189,888	\$ (3,242)	\$ 3,242	\$ -	\$ 0
SERVICES AND SUPPLIES								
Supplies								
IEHPC	\$ 1,600	\$ 499	\$ 920.00	\$ 1,419	\$ 181	\$ (181)		\$ -
Staff	\$ 1,600	\$ 577	\$ 908.00	\$ 1,485	\$ 115	\$ (115)		\$ -
Travel								
IEHPC	\$ 2,000	\$ 857	\$ 1,199.80	\$ 2,057	\$ (57)	\$ 57		\$ 0
Staff	\$ 800	\$ 295	\$ 413.00	\$ 708	\$ 92	\$ (92)		\$ -
Consultants								
Comp Plan	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
County Counsel	\$ 8,600	\$ 3,638	\$ 4,800	\$ 8,438	\$ 162	\$ (162)		\$ -
EAM	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	\$ (2,500)		\$ -
Needs Assessment	\$ 10,000	\$ 2,950	\$ 10,000	\$ 12,950	\$ (2,950)	\$ 2,950	\$ 1,035	\$ 1,035
Other								
PS&RA	\$ 500	\$ -	\$ 370	\$ 370	\$ 130	\$ (130)		\$ -
Communication	\$ 9,549	\$ 1,340	\$ 8,642	\$ 9,982	\$ (433)	\$ 433		\$ -
Rent & Lease of Structure	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Room Rental	\$ 800	\$ -	\$ 25	\$ 25	\$ 775	\$ (775)		\$ -
Rental Maintenance Equip.	\$ 200	\$ 153	\$ -	\$ 153	\$ 47	\$ (47)		\$ -
Water for Meetings	\$ -	\$ 19	\$ 221	\$ 240	\$ (240)	\$ 240		\$ -
Member Recognition	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Postage	\$ 750	\$ 435	\$ 873	\$ 1,308	\$ (558)	\$ 558		\$ -
Marketing & Outreach								
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Outreach	\$ 286	\$ -	\$ 50	\$ 50	\$ 236	\$ (236)		\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Special PC Projects	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Total Services & Supplies	\$ 39,185	\$ 10,763	\$ 28,422	\$ 39,185	\$ 0	\$ -	\$ 1,035	\$ 1,035
GRAND TOTAL	\$ 225,831	\$ 94,961	\$ 134,197	\$ 229,073	\$ (3,242)	\$ 3,242	\$ 1,035	\$ 1,035

CATEGORIES	BUDGET	Year End (Estimated)	Projected FY 14- 15	DRAFT Fiscal Year Council Budget discussion
SALARY & BENEFITS				
PC Liaison	\$ 90,564	\$ 92,599	\$ 92,599	No proposed changes
Office Specialist	\$ 60,566	\$ 60,600	\$ 55,550	Show decrease due to staff opening
Special Projects Coordinator	\$ 6,014	\$ 4,776	\$ 4,776	No proposed changes
SAII (Fiscal)	\$ 9,326	\$ 7,481	\$ 7,481	No proposed changes
SAII (EAM)	\$ -	\$ 523	\$ 523	No proposed changes
Storekeeper	\$ -	\$ 557	\$ 557	No proposed changes
ASA	\$ -	\$ 2,369	\$ 1,800	Shows decrease - additional costs incurred due to staff move
Salary & Benefits	\$ 166,470	\$ 168,905	\$ 163,286	Shows decrease due to staff opening and staff move
LD Factor	\$ -	\$ 4,223	\$ 4,223	No proposed changes
Indirect	\$ 16,647	\$ 20,983	\$ 20,302	Shows increase due to County policy on indirect
Total Salary & Benefits	\$ 183,117	\$ 189,888	\$ 183,588	Shows slight increase in total
SERVICES AND SUPPLIES				
Supplies				
IEHPC	\$ 1,600	\$ 1,419	\$ 1,400	No significant change
Staff	\$ 1,600	\$ 1,485	\$ 1,400	No significant change
Travel				
IEHPC	\$ 2,000	\$ 2,057	\$ 2,500	Shows increase due to increase in membership
Staff	\$ 800	\$ 708	\$ 500	Shows slight decrease due to reduced meetings
Consultants				
Comp Plan	\$ -	\$ -		
County Counsel	\$ 8,600	\$ 8,438	\$ 8,600	Shows slight increase due to bylaws review
EAM	\$ 2,500	\$ -		
Needs Assessment	\$ 10,000	\$ 12,950	\$ 15,000	Shows increase due to post award - \$1035
Other				
PS&RA	\$ 500	\$ 370	\$ 1,000	Shows increase due to total expenses of previous PSRA
Communication	\$ 9,549	\$ 9,982	\$ 10,000	No significant change
Rent & Lease of Structure	\$ -	\$ -		
Room Rental	\$ 800	\$ 25	\$ 100	Shows decrease due to PC office
Rental Maintenance Equip.	\$ 200	\$ 153	\$ 50	Shows decrease - not projected maintenance anticipated
Water for Meetings	\$ -	\$ 240	\$ 350	Show increase to include Council member needs for beverages
Member Recognition	\$ -	\$ -		
Postage	\$ 750	\$ 1,308	\$ 900	Shows decrease due to reduced meetings.
Marketing & Outreach				
Marketing	\$ -	\$ -		
Outreach	\$ 286	\$ 50	\$ 100	Shows decrease based on previous years totals
Consultant	\$ -	\$ -		
Special PC Projects	\$ -	\$ -		
Total Services & Supplies	\$ 39,185	\$ 39,185	\$ 41,900	Shows increase btwn est year end total & proposed budget
GRAND TOTAL	\$ 222,302	\$ 229,073	\$ 225,488	Shows decrease btwn est. year end total & proposed budget



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Riverside/San Bernardino California Transitional Grant Area

Maxwell Ohikhuare, MD
County Health Officer Co-Chair

Gregory French
Community Co-Chair

Finance Committee

Thursday, August 15, 2013
9:00am-10:00am

Meeting Location
Department of Public Health
351 N. Mt View Ave.
San Bernardino, CA 92415

Minutes

Members: H. Nickel, L. Ford-Watson, L. White
Staff: A. Fox, M. Hoze,
Guests: T. Evans

9:05am	1. Call to Order <ul style="list-style-type: none">▪ Roll Call*▪ Introductions▪ Pledge of Allegiance	H. Nickel
	2. Public Comments¹ <p>There were no public comment</p>	Members of the Public
	3. Members Privilege <p>There were none</p>	PC Members
	4. Approval of Agenda² <p>Motion to approve agenda Motion/Second: L. Ford-Watson, L. White Motion Carried.</p>	Committee Members
	5. Approval of Minutes² <p>5.1 Minutes of April 4, 2013 Motion to approve April 4, 2013 Minutes Motion/Second: L. White, L. Ford-Watson Motion Carried</p>	Committee Members
	6. Old Business² <p>None</p>	H. Nickel

7. New Business²

7.1 Expenditures - Council Liaison provided an explanation of the current expenditures and how the Evaluation of the Administrative Mechanism was paid for. Council Liaison notified committee that an additional \$1035 had been allocated to the Planning Council as a result of HRSA post awards to the Ryan White program. She suggested that the funds be allocated to the Needs Assessment line item in the Council budget. There was detailed discussion on future procurement of the Needs Assessment RFP process.

H. Nickel

7.2 Motion to approve Planning Council FY 13/14 budget reallocations.

Motion/Second: L. White, L. Ford-Watson

Motion Carried

8. Public Comments¹

PC Members/ H. Nickel

There were no public comments

9. Members Privilege

PC Members

There were none

10. Review of Action Items

Staff will:

1. Agendize budget reallocation motions on PC agenda
2. Invite Public Health staff from both counties during discussion of PC budget development for FY 14/15

PC Staff

11. Agenda Setting for Next Meeting January 9, 2014

PC Members/H. Nickel

12. Roll Call*

PC Staff

9:43am

13. Adjournment

H. Nickel

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Servicios en Español: Notificación para servicios de intérprete deben de someterse setenta y dos horas de anticipo. Por favor llame (909) 693-0750.