



First Congregational Church San Bernardino
3041 N Sierra Way • San Bernardino, CA 92405
(909) 229-4399
Website: www.iehpc.org

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD
County Health Officer, Co-Chair

Lloyd White
Community Co-Chair

Finance Committee

Thursday, October 25 2018
10:30am – 12:00pm

Meeting Location

First Congregational Church San Bernardino
3041 N Sierra Way • San Bernardino, CA 92405
(909) 229-4399

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

Agenda

10:30am	1. Call to Order <ul style="list-style-type: none">▪ Roll Call*▪ Introductions	L. White
	2. Approval of Agenda² <ul style="list-style-type: none">3.1 Approve October 25, 2018 agenda	Committee Members
	3. Approval of Minutes²	Committee Members
	4. Old Business²	L. White
	5. New Business² <ul style="list-style-type: none">5.1 Review FY 2018/2019 Budget – (A-1)5.2 Review Expenditures to date – (A-2)	L. White
	6. Public Comments¹	L. White

7. Members Privilege	PC Members
8. Review of Action Item Staff will:	PC Staff
9. Agenda Setting for Next Meeting	PC Members/ L. White
10. Roll Call*	PC Staff
12:00pm 11. Adjournment	L. White

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.

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Inland Empire HIV Planning Council

Monthly Expenditures: from **March 2016 through February 2017**

Salary and Benefits	Budget	2016										2017		YTD	Balance
		March	April	May	June	July	August	Sep	Oct	Nov	Dec	Jan	Feb		
PC Liaison	95,088	11,763.88	7,740.06	8,201.40	7,278.74	7,198	12,067	7,608	7,833	6,774	6,801	4,843	6,986	95,092	(4)
Supervising Program Specialist					553.80	569	1,119	-	-	-	-	-	-	2,242	(2,242)
PSE/Secretary I	63,740													-	63,740
Contract Unit Analyst/ Staff Analyst II	10,497	498.28	504.32	504.32	504.32	471	560	445	607	405	566	526	647	6,239	4,258
Staff Analyst II (EAM)	2,000		14.50	203.03	304.55	-	-	-	-	-	-	-	-	522	1,478
Storekeeper														-	-
IT: Automated Systems	659	312.22				165	620	-	-	-	-	-	180	1,276	(617)
Senior Statistical Analyst													79	79	(79)
Health Services Assistant I	673					-	521	-	-	-	-	-	-	521	152
LD Factor added	1,021				1,785.31									1,785	(764)
Total Salary and Benefits	172,657	12,574	8,259	8,909	10,427	8,403	14,887	8,053	8,440	7,179	7,367	5,369	7,891	107,757	65,921
Indirect (13.18% of Labor)	22,925	1,657	1,089	1,174	1,374	1,108	1,962	1,061	1,112	946	971	708	1,040	14,202	8,723
Services & Supplies:															
Supplies															
IEHPC	700				19	-	-	-	-	-	-	-	-	19	681
Staff	1,800			611	47	110	107	128	-	-	-	82	292	1,378	422
Travel															
IEHPC	2,500			319	499	-	-	-	-	207	696	113	314	2,148	352
Staff	630					373	159	855	(565)	5	15	-	-	843	(213)
Special Travel (Council Member)	2,500	305				-	-	406	797	274	(711)	-	-	1,071	1,429
Consultants															
Comp Plan	401					-	-	-	-	-	-	-	-	-	401
County Counsel	8,600	388				-	1,843	1,019	-	-	-	679	776	4,705	3,896
Temp Worker in lieu of Secretary				4,061	4,919	1,934	2,441	3,033	1,499	810	-	-	-	18,696	(18,696)
LiveScan Fee				15	70	-	-	-	-	-	-	-	-	85	(85)
HS Administration Charges (BAI)					225	-	-	-	-	-	-	-	-	225	(225)
EAM														-	-
Needs Assessment														-	-
PS&RA														-	-
Communication	6,179	304	273		839	-	111	4,481	380	176	78	124	279	7,044	(865)
Rent and Lease Structure														-	-
Room Rental														-	-
Rental Maintenance Equipment	400	55	70		84	63	(63)	63	0	-	-	-	-	273	127
Water for Meetings	200					-	-	424	-	7	-	-	17	448	(248)
Postage	675	77	47		130	-	2	67	92	28	28	27	35	532	143
Marketing/Outreach															
Marketing	-													-	-
Outreach	550					-	-	-	-	-	-	-	-	-	550
Consultant	600					-	-	-	-	-	-	-	-	-	600
Special PC Projects	1,000	454	60			-	-	-	-	-	-	-	-	514	486
Total Services & Supplies	26,735	1,582	450	5,006	6,833	2,481	4,601	10,476	2,202	1,506	105	1,025	1,713	37,981	(11,246)
Grand Total	223,338	15,814	9,798	15,089	18,634	11,991	21,450	19,590	11,754	9,631	8,443	7,101	10,645	159,941	63,397

Amount Received from Ryan White \$ 223,338

Variance \$ -

Inland Empire HIV Planning Council

Monthly Expenditures: from March 2017 through February 2018

Salary and Benefits	Budget	2017											2018		YTD	Balance	
		March	April	May	June	July	August	Sep	Oct	Nov	Dec	Jan	Feb				
PC Liaison	95,088	11,432	8,002	7,621	7,621											34,676	60,412
Supervising Program Specialist		-	-	-	1,138											1,138	(1,138)
PSE/Secretary I	63,740															-	63,740
Contract Unit Analyst/ Staff Analyst II	10,497	756	530	504	504											2,295	8,202
Staff Analyst II (EAM)	2,000	-	-	-	305											305	1,695
Storekeeper																-	-
IT: Automated Systems	659	-	-	-	-											-	659
Senior Statistical Analyst		-	-	-	-											-	-
Health Services Assistant I	673	-	-	-	-											-	673
LD Factor added	1,021															-	1,021
Total Salary and Benefits	172,657	12,188	8,532	8,125	9,569	-	-	-	-	-	-	-	-	-	-	38,414	135,264
Indirect (13.18% of Labor)	22,925	1,606	1,124	1,071	1,261	-	-	-	-	-	-	-	-	-	-	5,063	17,862
Services & Supplies:																	
Supplies																	
IEHPC	700	-	-	-	-											-	700
Staff	1,800	46	128	-	-											174	1,626
Travel																	
IEHPC	2,500	-	-	-	-											-	2,500
Staff	630	-	-	-	-											-	630
Special Travel (Council Member)	2,500	249	241	241	241											972	1,528
Consultants																	
Comp Plan	401	-	-	-	-											-	401
County Counsel	8,600	1,455	1,109	1,109	1,109											4,782	3,818
Temp Worker in lieu of Secretary		2,543	-	-	-											2,543	(2,543)
LiveScan Fee		-	-	-	-											-	-
HS Administration Charges (BAI)		301	-	-	225											526	(526)
EAM																-	-
Needs Assessment																-	-
PS&RA																-	-
Communication	6,179	385	197	4,407	590											5,579	600
Rent and Lease Structure																-	-
Room Rental																-	-
Rental Maintenance Equipment	400	-	-	-	-											-	400
Water for Meetings	200	-	-	-	-											-	200
Postage	675	27	30	30	90											177	498
Marketing/Outreach																	
Marketing	-															-	-
Outreach	550	-	-	-	-											-	550
Consultant	600	-	-	-	-											-	600
Special PC Projects	1,000	49	60	-	-											109	891
Total Services & Supplies	26,735	5,055	1,764	5,787	2,256	-	-	-	-	-	-	-	-	-	-	14,862	11,873
Grand Total	223,338	18,850	11,420	14,983	13,086	-	-	-	-	-	-	-	-	-	-	58,339	164,999
Amount Received from Ryan White	\$ 223,338																

Inland Empire HIV Planning

May 1, 2017 through April 30 2018- *DRAFT*

Salary and Benefits	Budget	Budget Narrative
Health Planner (PC Liaison) 1.0	50,000	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
Health Planner Support .5 FTE	12,000	Provides administrative support to the PC and Health Planner to meet their mandated roles including meeting set up, taking minutes and filing appropriate notice
Administrative Assistant 1.0 FTE	37,500	Provides secretarial and clerical support to the PC to meet their mandated roles including meeting set up, taking minutes and filing appropriate notice
Benefits (17%)	16,915	
Total Salary and Benefits	116,415	
Services & Supplies:		
Supplies		
IEHPC	650	Office supplies to support daily Council (i.e.: paper, related copy supplies, pens pencils, tablets, paper clips, desk/office supplies & other misc items).
Staff	1,200	Office supplies to support daily PC functions (i.e.: paper, related copy supplies, pens pencils, tablets, desk/office supplies and other miscellaneous items).
Subtotal Supplies	1,850	
Travel		
Local Travel for staff	1,000	Represents staff travel related to PC & related meetings.
Special Travel (1 PCSS)	2,000	Travel of 1 PCSS National HRSA approved travel
SubTotal	3,000	
Consultants		
Parliamentarian	1,250	Provides directive and guidance around parliamentary & Robert Rules of Order for the PS& A retreat), Planning Council Meeting & Executive Council 25 hours x \$50)
Interpreters(language or Hearing)	875	Projected costs associated with language interpretation & or hearing Impaired interpreter (25 hours x \$35)
Needs Assessment	5,000	Projected cost of conducting a needs assessment if needed
Webmaster/Social Media consultant	5,000	Projected costs of maintaining website under existing contract
Communication	5,000	Includes phones, internet & other devices to support PC Staff and PC Meeting.
Computer equipment	6,053	2 desktop computer bundles @949.00 each, 3 laptop computers @ 569.00, 1 projector @ 499.00 to facilitate provision of planning council support and 2 color laser printers @500.00 and toner/ink
Rental Maintenance Equipment	500	Projected cost of equipment maintenance for desktop computers, printers, laptops
Rent and Lease Structure	14,000	Costs associated with rental of meeting space for PC meetings and base for PCS staff.
Copying/ Printing(420.00 x 12)	5,040	Projected costs of printing & copying materials for quarterly standing committee, PC meeting & retreat plus lease of copy machine
Postage	500	Includes 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.
Sub Total Rent/Consultants	43,218	
Consumer Empowerment/Outreach		
PLWH/A Empowerment/Training	2,000	Costs associated with Planning Council member training, outreach to PLWH/A
Membership	500	PC Membership in CEAER
Special Travel (2 Members)	4,000	Travel of 2 Consumers for National HRSA approved travel
Outreach	1,000	Costs associated with registration fees for outreach endeavors.
Travel to CEAER	2,000	Funds set aside for one PC member/consumer to travel to annual CEAER conference
Marketing	1,500	Costs for re-printing brochures and PC Cards and ink pens, etc.
IEHPC	2,200	IEHPC consumer member reimbursements for mileage/meals for PC and other related meetings.
Water for Meetings	200	Water for PC meetings
PC Meeting services	800	200 x 4 PC meeting for refreshments for PC meeting
Sub Total Consumer Empowerment	14,200	
Total Services & Supplies	62,628	
Total Services & Supplies & Salary	178,683	
Indirect cost(10%)	17,688	
Grand Total	196,551	<i>Note: Amount received from Ryan White -\$223338</i>



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

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD
County Health Officer Co-Chair

Shelia Cromwell-Nieve
Community Co-Chair

Finance Committee

Thursday, October 6, 2016
12:00pm – 1:00pm

Meeting Location

San Bernardino County Public Health
HIV Planning Conference Room B15
351 N. Mt. View Ave
San Bernardino, CA
(909) 693-0750

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Minutes

Members: A. Jacobson, C. Smith, G. Maldonado, G. French, L. White, M. Perez

Staff: A. Fox

Public: J. Romos, T. Evans (pending BOS approval)

12:12pm	1. Call to Order	
	<ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions 	G. Maldonado
	2. Public Comments¹	Members of the Public
	NONE	
	3. Members Privilege	PC Members
	NONE	
	4. Approval of Agenda²	
	4.1 Approve October 6, 2016 agenda	Committee Members
	There was a motion to approve the October 6, 2016 agenda.	
	M/S/C: M. Perez, L. White – No Abstentions	
	5. Approval of Minutes²	
	5.1 Finance Minutes of 9.1.16	Committee Members
	There was a motion to approve the 9.1.16 minutes. M/S/C: A. Jacobson, C. Smith – No Abstentions	
	6. Old Business²	G. Maldonado

7. New Business²

7.1 Review FY 2015/2016 expenses [^]

7.2 Develop FY 2017/2018 Budget

Motion to place item number 7.2 on the January 12, 2017 agenda. M/S/C: G. French, M. Perez – No Abstentions

8. Public Comments¹

NONE

G. Maldonado

9. Members Privilege

NONE

PC Members

10. Review of Action Item

Staff will:

PC Staff

1. Agendized Item 7.2 on the January 12, 2017 agenda.

**11. Agenda Setting for Next Meeting
January 12, 2017**

PC Members/
G. Maldonado

12. Roll Call*

PC Staff

12:32pm 13. Recessed

G. Maldonado

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