

LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL 213.738.2816 • FAX 213.637.4748

While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members.

Only members of the Commission on HIV Health Services are accorded voting privileges, thus Commissioners who have not signed in cannot vote.

APPROVED 6/28/04

EXECUTIVE COMMITTEE MEETING MINUTES May 24, 2004

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV Epi and OAPP STAFF	CHHS STAFF/CONSULTANTS
Al Ballesteros, <i>Co-Chair</i>	Whitney Engeran	None	Gordon Bunch	Jane Nachazel
Nettie DeAugustine, <i>Co-Chair</i>	Charles Henry		Patricia Gibson	James Stewart
Ruben Acosta	Rebecca Johnson-Heath		Michael Green	Craig Vincent-Jones
Carla Bailey	Wilbert Jordan			
Robert Butler	John Palomo			
Bradley Land	Vanessa Talamantes			
Andrew Ma				
Fariba Younai				

- I. **CALL TO ORDER:** Mr. Ballesteros called the meeting to order at 10:15 a.m. Self-introductions were made.
- II. **APPROVAL OF AGENDA:** The agenda was approved. **MOTION #1:** Agenda order approved: *Passed by consensus.*
- III. **MEETING MINUTES:** It was agreed to defer consideration of the May 3, 2004 Executive Committee minutes because the electronic file had been corrupted and was difficult to read. **MOTION #2:** *Postponed.*
- IV. **PARLIAMENTARIAN REMARKS:** Mr. Stewart said he would contribute to the RD&B report.
- V. **PUBLIC COMMENT:** No public comment.
- VI. **COMMISSIONER COMMENT:** Mr. Land requested a meeting with the Commission Co-Chairs to discuss the structure of his Committee, Priorities and Planning (P&P). In addition, he requested assistance from one of the Commission Co-Chairs with the priority-setting process in light of his Co-Chair's impending departure from the Commission.
- VII. **CO-CHAIRS' REPORT:**
 - A. **Commission Name Change:** Ms. DeAugustine noted the recommended change would better distinguish the Commission from the Department of Health Services (DHS). Presenting the change to the Commission at this point would allow the change to be incorporated into the Ordinance Change recommendations and would also be helpful in ordering such things as stationery for the new offices. **MOTION #3:** Endorse a Commission name change from "Commission on HIV Health Services" to "Commission on HIV", and include in the set of Ordinance Change recommendations to be forwarded to the Board of Supervisors. *Passed by consensus.*
 - B. **Follow-up with DHS Leadership:** Mr. Vincent-Jones noted, per Commission direction, a meeting had been requested with DHS leadership to discuss DHS instructions to the Office of AIDS Programs and Policy (OAPP) to back-fill reductions made to Medical Outpatient with NCC. Mr. Land said that back-filling threatened the integrity of the priority- and allocation-setting process. It was agreed to provide the Health Deputies a presentation after further information had been obtained from the DHS meeting.
 - C. **PPC Joint Activities:** Mr. Vincent-Jones noted that the Commission had recommended looking into more joint activities. He noted that the Prevention Planning Committee (PPC) members on the Commission had told the Commission that they had requested more joint activities when they rejected the merger proposal.
 - Ms. DeAugustine said there had been a follow-up meeting with the PPC and did not recall any further recommendations.
 - Mr. Land recalled the PPC had, at the time of that meeting, combined all their Committees into one to work on their Prevention Plan. He understood that they would advise the Commission when they were finished with the Plan and preparing to return to a Committee structure to see which committees besides Joint Public Policy (JPP)

EXECUTIVE COMMITTEE

Minutes of May 24, 2004

Page 2 of 4

might work productively together, as well as what other activities might be addressed jointly. But they had not, to his knowledge, followed up.

- Ms. DeAugustine noted this would be a good time to have a follow-up meeting that would, at the least, express the Commission's openness to dialogue. She commented that a recent call with the Co-Chairs had been helpful.
- Mr. Stewart said there is no real definition of "Select Committee". The PPC is discussed as though it was a separate body, while technically it is a Commission committee. He said he had spoken with several PPC members at the last Commission meeting and they agreed the nature of the relationship needed to be cleared up. He suggested waiting until the Sunset Review so as not to disturb that process. Mr. Vincent-Jones said it was important not to read too much into the "Select Committee" reference as no one was sure what the Board originally intended by it.
- Mr. Butler noted there had been misunderstanding about the motion brought to the Commission that memorialized membership on the PPC as a required criteria for one of the voting seats in the new membership structure. The PPC had thought the motion represented a specific, designated voting seat for the PPC.
- Mr. Ballesteros said the DHS sees the PPC as more of its advisory body, in conformity with CDC guidance.
- Mr. Stewart defined two questions: 1) is the PPC part of the Commission and/or part of DHS, and, subsequently, 2) how should the Commission and the PPC interact? Mr. Vincent-Jones suggested a Joint Executive Committee meeting with a facilitator like Diane Burbie. It was agreed to schedule such a meeting.

VIII. DIRECTOR'S REPORT:

A. **Staffing Progress:** Mr. Vincent-Jones reported that:

- Virginia Gomez has been hired as the new Commission Secretary. She is from the Chief Administrative Office (CAO) where she has done significant work with the budget process and has close to 20 years experience with the County. Her official first day is June 1st but, because the CAO is currently involved in budget deliberations, there may be some delay until she can move full-time to the Commission
- The first website meeting is scheduled. The County has a commission website template that will form the basis for the Commission's website. It is hoped that initial Commission information will be on-line in a few weeks.

IX. **OAPP REPORT:** There was no report.

X. **HIV EPIDEMIOLOGY REPORT:** Mr. Bunch reported.

- Over 10,000 cases have been reported. The backlog of unmatched cases remains the same, at about 11,000, due to new cases requiring investigation. He reported the 12 temporary positions to assist with HIV reporting had been extended for another 6 months until September.
- Ms. DeAugustine said she was concerned that CDC refused to accept coded identifier data. She said at the outset of non-names code reporting, the understanding was that the CDC would accept it as long as 85% of the cases had risk information, less than 5% false matches and less than 5% registry duplication. Yet, two years into the process, the CDC is not accepting the data even as the deadline for shifting to HIV data for the application nears.
- Mr. Bunch replied the CDC has not really changed its criteria. There is a CDC pilot project to evaluate data that was copied by the State and which Los Angeles joined. However, because of State budget cuts restricting personnel, the State has shifted to a descriptive evaluation that, in his opinion, would not meet the CDC criteria.
- If California does shift to a names reporting system, Mr. Bunch added, the decision needs to be made quickly. The 10,000 cases already processed will require some work to be converted to names-based data.
- Mr. Bunch reported that the Governor has a task force contacting jurisdictions to evaluate their reporting systems. It takes about twice as long to process an HIV case as an AIDS case due to field work to identify the medical records.
- Mr. Land said this was a key issue regarding unmet need. He suggested the Commission provide some advocacy direction for those attending the statewide planning meeting June 15-16. It was agreed to open the Commission conversation, though it was too little time to develop recommendations for the meeting.
- He said that in the late 1980s, San Francisco County had initiated an action to change how AIDS cases were reported to the State. Previously cases were reported to the State by name, with Social Security number and other information. In coordination with Los Angeles and San Diego, San Francisco began to only transfer cases by Soundex code and date of birth. The State was never happy with that process as it required extra work to unduplicate the cases since people move from county to county. The State had now formally requested the three counties begin submitting the full data, as is required by law. Los Angeles County will begin reporting the full data with the June data transfer.

XI. **PREVENTION PLANNING COMMITTEE REPORT:** There was no report.

EXECUTIVE COMMITTEE

Minutes of May 24, 2004

Page 3 of 4

XII. STANDING COMMITTEE REPORTS:

A. Priorities and Planning (P&P) Committee:

1) *Year 14 Title I Phase II Revised Allocations*

- Mr. Land thanked Ms. Bailey and Mr. Ma, Co-Chairs of the Finance Committee, for their leadership and the work of the Finance Committee helping P&P implement the priority- and allocation-setting process.
- Ms. DeAugustine noted that Assemblymember Laird would be chairing the Assembly Budget Committee. He has pushed forward restoration of Therapeutic Monitoring Program funding in the Assembly and should be supported in continuing that effort in the Senate.
- Mr. Land announced that, to date, there had been revenue enhancements of about \$300K, with \$1.4M still unfunded as of July 1st for Phase II.
- The P&P Committee recommendations are to de-fund Hospice Services (which was \$166K), reduce Substance Abuse by a similar amount (which reflected close to the amount that was not allocated for methadone maintenance) and reduce Medical Outpatient for the remaining amount (\$1.2M).
- Recommendations were made based on a combination of service utilization data, priorities and availability of other sources of funding. Any additional revenue enhancements would be returned to Medical Outpatient.
- Ms. Gibson asked for confirmation or correction of her understanding that any additional revenue enhancements should be used, not to change the allocations, but rather to reduce cuts to existing contracts. That was agreed. She also clarified that revenue enhancements do not affect the Title I Award funds, which remain the same, but rather, affected the overall amount of funds available for services. For example, since ADPA reduced the amount of funds withheld from OAPP, there would now be an additional \$95K available in Year 14 for contracts that OAPP can now disburse, but the funds are not Title I Award funds and will not appear as part of the Title I Award allocations.
- Mr. Acosta asked if revenue enhancements would return to the service categories from which they were cut. Ms. Gibson responded that, because DHS has directed OAPP to backfill Medical Outpatient reductions with NCC, funds would need to be removed from other service categories. Main care categories funded by NCC are Hospice, Home-based Case Management and Residential, so that they would likely bear the brunt of that DHS-directed funding shift, and would also receive the major fruit of revenue enhancements.

MOTION #4: Approve the strategy for Year 14 Title I Phase II reductions as a contingency plan if none or only partial Year 14 revenue enhancement strategies are successful, as presented: *Passed by consensus.*

B. Standards of Care (SOC) Committee:

1) *Ordinance Change Recommendations*

- Dr. Younai presented a motion for inclusion in the new Ordinance allowing the Commission to forward Committee candidates for Board-appointed to the respective Committees in order to facilitate membership on committees, especially those requiring special skills, such as those needed by the SOC.
- Mr. Vincent-Jones noted that County Counsel had mentioned this as a possible approach to the issue, though, they had not reviewed any specific language as yet.

MOTION #5: Add language to the set of Ordinance change recommendations to be forwarded to the Board of Supervisors giving the Commission authority to nominate additional Committee members for Board appointment as appropriate and needed: *Passed by consensus.*

C. Recruitment, Diversity and Bylaws (RD&B) Committee:

1) *Proposed Membership Transition Plan*

- Mr. Butler called attention to the transition plan in the packet: it calls for the new Commission to be seated by the January meeting.
- RD&B will be revising the application at its next meeting as the next step in the process.
- It was noted that the Board is being asked to extend the current Commission for 6 months in order to provide a transition period.
- Mr. Land asked about Commissioners whose terms end June 30th and who do not wish to serve an additional six months. It was noted that the process of submitting a letter of resignation remained the same.
- Mr. Vincent-Jones noted, while it would not be a problem if some people resigned, some might fill a specific representation requirement. For that reason, anyone thinking about resignation should discuss it with RD&B first to ensure that HRSA compliance was not lost during the transition period. Some Board Offices have indicated, he said, that they did not wish to appoint replacement members now since the structure was about to change.
- Mr. Butler added that everyone wishing to be considered for the new structure would need to submit applications. It was agreed to add that requirement to the motion in order to avoid any misunderstandings.

EXECUTIVE COMMITTEE

Minutes of May 24, 2004

Page 4 of 4

- Mr. Acosta asked when the Executive Committee for the new structure would be elected. Mr. Stewart responded that Commission Co-Chairs, Committee Co-Chairs and Executive Committee At-Large members would all be elected at the January Commission meeting. Mr. Vincent-Jones added that the Commission will have approved new members to be forwarded to the Board in October and, with many people likely to return, there will be time to consider nominations for Co-Chairs and At-Large seats.

MOTION #6: Approve the membership structure transition plan, as presented, with the addition that all new or returning members are required to fill out an Application and Statement of Qualifications. *Passed by consensus.*

D. Finance Committee:

1) *Assessment of the Administrative Mechanism*

- Mr. Ma presented a motion to authorize the Finance Committee to select the contractor.
- Mr. Land noted the Assessment is required for the Title I Application.

MOTION #7: Delegate authority to the Finance Committee to select a contractor for the Assessment of the Administrative Mechanism, and begin the assessment as soon as selection is made, with regular reports to the Commission: *Passed by consensus.*

E. Joint Public Policy (JPP) Committee: Mr. Vincent-Jones reported on Mr. Engeran's behalf.

1) *Response to Title I Cuts*

- The packet includes the original request for information from the Commission to Dr. Duke and her response. As Dr. Duke's letter did not answer questions on the Supplemental Award funding formula or how a high-scoring EMA could receive so significant a reduction, a draft response to Dr. Duke's letter is also in the packet that requests information under the Freedom of Information Act. The draft is included in the packet for information purposes and is still being revised. Mr. Land noted that Senator Feinstein should be kept informed as she had been so actively supportive.

2) *State Budget May Revise*

- ADAP cuts and service curtailments were removed from the Governor's proposed budget.
- Medi-Cal reductions are still being researched, but it appears those cuts have also been rescinded.
- The Insurance Premium Program has also been restored.
- Therapeutic monitoring was not addressed in the May Revise, because it would have been an addition to the budget so it still needs to be worked through the conference committee.

3) *Municipal Follow-Up Strategy*

- Five hundred letters were sent to mayors, city councilmembers and city managers in the County. Pasadena, West Hollywood, Long Beach and Huntington Park are all following up on it.
- Ms. DeAugustine said she had spoken with legislators in Sacramento, as well as Bruce Palmer, a lobbyist. She reported the consensus that the budget was likely to be on time. Also, she had been told that working with this Governor's office had been interesting and productive, in that staff were willing to sit down, listen and work with people in negotiation, sometimes side-stepping the Legislature to work directly with those affected by potential cuts.

XIII. ANNOUNCEMENTS:

- Mr. Acosta asked if there was any information on the Prevention RFP. It was agreed that OAPP would report on it at the Commission meeting.

XIV. ADJOURNMENT: The meeting was adjourned at 11:55 a.m.