



LOS ANGELES COUNTY COMMISSION ON HIV
3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748

COMMISSION ON HIV ANNUAL MEETING

**NOVEMBER 9, 2006
8:30 AM – 5:00 PM**

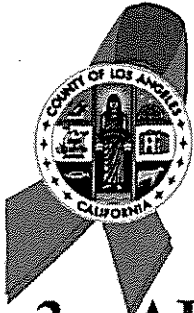
**Center for Healthy Communities
California Endowment**



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3. APPROVAL OF AGENDA

- A Agenda
- B Table of Contents
- C Sign-in Instructions
- D Guidelines for Conduct
- E Membership Roster
 - E.1 Committee Assignment List
 - E.2 Membership Tables
- F Geographic Maps
 - F.1 Service Provider Area (SPA) Map
 - F.2 Supervisorial District Map
- G November 2006 – February 2007 Calendar



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ANNUAL MEETING AGENDA

Estimating, Assessing and Addressing Unmet Need

🎗 November 9, 2006 🎗

**LOCATION: Center for Health Communities (California Endowment)
1000 North Alameda Street, Yosemite A Room
Los Angeles, CA 90012**

*All Commission Meetings Will Begin at Their Appointed Times;
Participants Should Make Every Effort to be Prompt and Ready.*

- | | | | | | |
|---|--|------------|--------|---------|--------|
| 1. Registration/Welcome | Commission/Staff/Guests | 8:30am | - | 8:45am | |
| 2. Call to Order | Carla Bailey/Anthony Braswell, <i>Co-Chairs</i> | 8:45am | - | 8:50am | |
| A. Roll Call/Introductions | | | | | |
| 3. Approval of Agenda | MOTION #1 | Commission | 8:50am | - | 8:55am |
| A. Agenda Introduction and Review | Emily Gantz McKay, <i>Consultant</i> | | | | |
| 4. Review of Accomplishments | Carla Bailey/Anthony Braswell, <i>Co-Chairs</i> | 8:55am | - | 9:00am | |
| 5. Greetings | Craig Vincent-Jones, <i>Executive Director</i> | 9:00am | - | 9:15am | |
| A. HIV/AIDS Bureau (HAB) Dialogue | Douglas Morgan/Lorenzo Taylor, <i>Div. Service Systems</i> | | | | |
| 6. Commission Business | Carla Bailey/Anthony Braswell, <i>Co-Chairs</i> | 9:15am | - | 9:30am | |
| A. Membership Nominations | MOTION #2 | | | | |
| B. Case Management, Home-Based | MOTION #3 | | | | |
| 7. Public Comment, Non-Agendized | Public | 9:15am | - | 9:20am | |
| 8. Commission Comment, Non-Agendized | Commissioners/Alternates/Staff | 9:20am | - | 9:25am | |
| 9. Organizing Response to Unmet Need | Emily Gantz McKay, <i>Consultant</i> | 9:30am | - | 9:45am | |
| A. Ensuring a Common Understanding of Unmet Need | | | | | |
| B. The Commission's Role in Assessing/Addressing Unmet Need | | | | | |
| C. Agreeing on Methods to Assess Unmet Need | | | | | |
| D. Agreeing on Strategies to Address Unmet Need | | | | | |
| E. Determining Each Committee's Role in Assessing/Addressing Unmet Need | | | | | |
| F. Developing an Unmet Need Work Plan | | | | | |
| 10. Overview of Planning Council Responsibilities for Assessing/Addressing Unmet Need | Emily Gantz McKay, <i>Consultant</i> | 9:45am | - | 10:30am | |
| A. Defining "Unmet Need" | | | | | |
| B. Legislative Responsibilities and HRSA Expectations | | | | | |
| C. Estimating Unmet Need | | | | | |
| D. Assessing Unmet Need | | | | | |
| E. Addressing Unmet Need | | | | | |

Commission on HIV Annual Meeting Agenda

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- F. Issues and Challenges
11. **Morning Recess** 10:30am - 10:45am
12. **Assessing Unmet Need** Emily Gantz McKay, *Consultant* 10:45am - 12:00pm
- A. Purposes: Determine Characteristics, Needs, Gaps and Barriers
- B. Strategies Used in other EMAs and States
- C. Brainstorming: LA Assessing Unmet Need
- D. Key Approaches for Los Angeles
13. **Lunch** 12:00pm - 1:15pm
14. **Addressing Unmet Need** Emily Gantz McKay, *Consultant* 1:15pm - 2:45pm
- A. Purposes: Helping PLWH/A Enter and Remain in Care
- B. Range of Strategies Used in other EMAs and States
- C. Current Commission Activities Craig Vincent-Jones, *Executive Director*
- D. Current OAPP Activities Michael Green, Ph.D., *Director, Planning & Research, OAPP*
- E. Identifying Priorities and Strategies
- F. Next Steps
15. **Afternoon Recess** 2:45pm - 3:00pm
16. **Committee Roles Responding to Unmet Need** Emily Gantz McKay, *Consultant* 3:00pm - 4:00pm
- A. Making Unmet Need of Committee Work Plans
- B. Determining Each Committee's Role
- C. Committee Roles and Priorities
17. **Plan of Action** Emily Gantz McKay, *Consultant* 4:00pm - 4:30pm
- A. Areas of Agreement on Assessing/Addressing Unmet Need
- B. Structuring and Coordinating Efforts
- C. Work Planning: Tasks, Responsibilities, Timeline
- D. Next Steps
18. **Summary** Emily Gantz McKay, *Consultant* 4:30pm - 4:45pm
- A. Summing Up
- B. Session Assessment
- C. Closing
19. **Public/Commission Comment, Non-Agendized** Public/Commissioners/Alternates/Staff 4:45pm - 4:50pm
20. **Announcements** Commission 4:50pm - 4:55pm
21. **Adjournment** Carla Bailey/Anthony Braswell, *Co-Chairs* 4:55pm - 5:00pm
- A. Roll Call
-

PROPOSED ACTIONS:

- MOTION #1:** Approve the Agenda Order.
- MOTION #2:** Nomination of Diana Baumbauer to the Title IV seat and James Smith to the Alternate, SPA #1 Unaffiliated Consumer seat for appointment by the Board of Supervisors.
- MOTION #3:** Approve the Case Management, Home-Based standards of care, as presented.
-

Commission on HIV Annual Meeting Agenda

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COMMISSION MEMBERS:

Carla Bailey, <i>Co-Chair</i> /Kevin Lewis	Anthony Braswell, <i>Co-Chair</i>	Ruben Acosta	Daisy Aguirre (<i>on leave</i>)
Al Ballesteros	Cheryl Barrit (<i>non-voting</i>)	Carrie Broadus	Robert Butler
Mario Chavez	Alicia Crews-Rhoden/Precious Jackson	Whitney Engeran	Hugo Farias
Douglas Frye (<i>non-voting</i>)	William Fuentes	David Giugni	Elizabeth Gomez
Jeffrey Goodman	John Griggs	Richard Hamilton	Jan King
Brad Land/Dean Page	Anna Long	Davyd McCoy	Ruel Nolleddo
Quentin O'Brien	Everardo Orozco/Ron Snyder	Angelica Palmeros	Gloria Pérez/Terry Goddard
Mario Pérez (<i>non-voting</i>)	Wendy Schwartz	James Skinner	Jonathan Stockton
Peg Taylor	Gilbert Varela	Kathy Watt (<i>non-voting</i>)	Jocelyn Woodward
Fariba Younai			
QUORUM:	17		

ADDITIONAL INFORMATION:

Public comment addressing specific agenda items can be made at any time during the meeting. Please complete a request for public comment time and identify the item you would like to address. Otherwise, all other public comment will be delivered during the designated time on the agenda.

Interpretation services for the deaf/hearing impaired or for the non-English-speaking are available free of charge upon request. Please contact Virginia Bonila (213) 639-6716 (voice), (213) 637-4748 (FAX) at least five working days prior to the meeting date to arrange this service.

For additional information about the Commission, please contact Virginia Bonila or Craig Vincent-Jones at (213) 738-2816.

For Commission Audience: All Commission on HIV meetings are open to the public. If you wish to address the Commission, please pick up a form at the sign-in table or see staff.

NOTE: All Commission minutes, tapes and documents are available for review and inspection at the Commission on HIV offices located 3530 Wilshire Boulevard, Suite 1140, Los Angeles, CA 90010. In addition, records from committee meetings are also available at the same location. To make an appointment to review these documents, please call Virginia Bonila at (213) 639-6716.



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ANNUAL MEETING: NOVEMBER 9, 2006

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4. REVIEW OF ACCOMPLISHMENTS:

- A Commission Year 2006: Accomplishments

6. COMMISSION BUSINESS:

- A Membership Nominations
 - A.1 Membership Application: Diana Baumbauer
 - A.2 Membership Application: James Smith
- B Case Management, Home-Based Standards of Care
 - B.1 Presentation: Follow-Up to Public Comment
 - B.2 Standard of Care: Case Management, Home-Based

9 - 18. UNMET NEED:

- A **Letter:** Reauthorization Letter on Unmet Need, 2003, *from HRSA*
- B **Guidance:** Year 17 CARE Act Title I Guidance, Unmet Need Section, *from HRSA*
- C **Application:** Year 17 CARE Act Title I Application, Unmet Need Section, *from OAPP*
- D **Analysis:** Assessment of Year 16 CARE Act Title I Application Unmet Need Section, *from HRSA and Mosaica Unmet Need Technical Assistance (TA)*
- E **Findings:** Summary of Provider Unmet Need Survey Findings, *from Commission's Unmet Need Subcommittee*

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- F **Table:** Unmet Need Framework—Calculating Unmet Need, *from Mosaica*
- G **Report:** Estimating Unmet Need for HIV-Related Primary Medical Care—The Basics, *from Mosaica*
- H **Report:** Estimating Unmet Need for HIV-Related Primary Medical Care—Findings from FY 2006 Ryan White Title I and II Applications, *from Mosaica*
- I **Report:** Unmet Need—Roles for Planning Bodies in Assessment and Decision Making, *from Mosaica*
- J **Summary:** Prevention–Care Collaboration to Assess and Address Unmet Need—Ideas from the FY 2006 Ryan White Title I and II Applications, *from Mosaica*
- K **Summary:** Approaches Used for Assessing Unmet Need—Ideas from the FY 2006 Ryan White Title I and II Applications, *from Mosaica*
- L **Summary:** Planning Body and Joint Decision-Making to Address Unmet Need—Ideas from the FY 2006 Ryan White Title I and II Applications, *from Mosaica*
- M **Summary:** Grantee and Provider Activities to Address Unmet Need— Ideas from the FY 2006 Ryan White Title I and II Applications, *from Mosaica*
- N **Guidance:** Directives, *from Mosaica*
- O **Presentation:** Estimating, Assessing and Addressing Unmet Need—What Planning Bodies Need to Know, *from Mosaica*
- P **Presentation:** Seamless Linkage to Care—Addressing Unmet Need for HIV/AIDS Care and Treatment in the County of Los Angeles, *from OAPP*
- Q **Presentation:** Planning for Assessing and Addressing Unmet Need in Our Local Communities, *from Commission’s Unmet Need Subcommittee*
- R **Activities:** Annual Meeting Unmet Need Activities, *from Mosaica*
- S **Letter:** Unmet Need Technical Assistance Request, *from Commission/OAPP*
- T **Workbook:** Connecting to Care – Addressing Unmet Need, *from AIDSAction*

20. ANNOUNCEMENTS:

- A State of an Epidemic: African-Americans and HIV
- B California HIV Planning Group: Fact Sheet and Application

**COMMISSIONERS
AND
ALTERNATES**

**Effective December 14, 2000 all
Commissioners and Alternates have been
required to sign in with the
Roll Call Staff Person on the
COMMISSIONER SIGN-IN SHEET.**

**Self-Introduction at the beginning of the
meeting does not replace the requirement
that you sign in on the appropriate sheet.
Failure to sign-in will constitute an absence.**

**DO NOT SIGN THE
AUDIENCE SIGN-IN SHEET.**



GUIDELINES FOR CONDUCT

The Los Angeles County Commission on HIV has played an active role in shaping HIV services in this County and in the State for over a decade. The dedication to providing quality services to people with HIV/AIDS by people who are members of this body, both past and present, is unparalleled.

In order to encourage the active participation of all members and to address the concerns of many Commissioners, consumers and other interested members of the community, it is important that meetings take place in a “safe” environment. A “safe” environment is one that recognizes differences, while striving for consensus and is characterized by consistent professional and respectful behavior. As a result, the Commission has adopted and is consistently committed to implementing the following Guidelines for Conduct for Commission, committee and associated meetings.

Similar meeting ground rules have been developed and successfully used in large group processes to tackle difficult issues. Their intent is not to discourage meaningful dialogue, but to recognize that differences and even conflict can result in highly creative solutions to problems when approached in a respectful and professional manner.

The following should be adhered to by all participants and stakeholders:

- 1) Be on Time for Meetings
- 2) Stay for the Entire Meeting
- 3) Show Respect to Invited Guests, Speakers and Presenters
- 4) Listen
- 5) Don't Interrupt
- 6) Focus on Issues, Not People
- 7) Don't just Disagree, Offer Alternatives
- 8) Give Respectful, Constructive Feedback
- 9) Don't Judge
- 10) Respect Others' Opinions
- 11) Keep an Open Mind to Others' Opinions
- 12) Allow Others to Speak
- 13) Respect Others' Time
- 14) Begin and End on Time
- 15) Have All the Issues on the Table and No “Hidden Agendas”
- 16) Minimize Side Conversations
- 17) Don't Monopolize the Discussion
- 18) Don't Repeat What Has Already Been Said
- 19) If Beepers or Cell Phones Must Be On, Keep Them on Silent or Vibrate



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3. APPROVAL OF AGENDA

E Membership Roster

E.1 Committee Assignment List

E.2 Membership Tables

**LOS ANGELES COUNTY COMMISSION ON HIV
MEMBERSHIP ROSTER
as of 11/6/2006**

SEAT	VACANT	MEMBER	TERM ENDS	ALTERNATE	MENTAL HEALTH	SUBSTANCE ABUSE	PPC	INCARCERATED	FED HIV	UNAFFILIATED CONSUMER	FEMALE	AFRICAN-AMERICAN	LATINO/A	API	NATIVE AMERICAN
Provider SPA #1		Jonathan Stockton	June 2006												
Provider SPA #2		Davyd McCoy	June 2007										X		
Provider SPA #3		Mario Chavez	June 2006										X		
Provider SPA #4		Ruel Nalledo	June 2007											X	
Provider SPA #5		Elizabeth Gomez	June 2006								X		X		
Provider SPA #6		Richard Hamilton	June 2007		X							X			
Provider SPA #7		Ruben Acosta	June 2006			X							X		
Provider SPA #8	X		June 2007												
Health Care Provider		Gilbert Varela	June 2006		X	X							X		
Consumer SPA #1		Jocelyn Woodard	June 2007							X	X	X			
Consumer SPA #2		Everardo Orozco	June 2006	Ron Snyder						X			X		
Consumer SPA #3		James Skinner	June 2007							X		X			
Consumer SPA #4		Gloria Perez	June 2006	Terry Goddard						X	X		X		
Consumer SPA #5		Jeffrey Goodman	June 2007							X					
Consumer SPA #6		Alicia Crews-Rhoden	June 2006	Precious Jackson						X	X	X			
Consumer SPA #7		William Fuentes	June 2007							X			X		
Consumer SPA #8		Robert Butler	June 2006							X		X			
Consumer District #1	X		June 2007	Daisy Aguirre											
Consumer District #2		Carla Bailey	June 2006							X	X	X			
Consumer District #3	X		June 2007												
Consumer District #4	X		June 2006												
Consumer District #5		Bradley Land	June 2007	Dean Page						X					
Board Office District #1		Al Ballesteros	June 2006										X		
Board Office District #2		Carrie Broadus	June 2007								X	X			
Board Office District #3		Hugo Farias	June 2006										X		
Board Office District #4		Whitney Engeran	June 2007												
Board Office District #5		John Griggs	June 2006							X		X			
Title I/DHS Public Health		Anna Long	June 2007								X	X			
Title II Fiscal Agent		Jan King	June 2006								X	X			
Title III Providers		Quentin O'Brien	June 2007												
Title IV Providers	X		June 2006												
AETCs/Medical Schools		Fariba Younai	June 2007								X				
Health Care Systems		Anthony Braswell	June 2006							X					
Medi-Cal	X		June 2007												
State Office of AIDS		Peg Taylor	June 2006								X				
City of Long Beach		Nettie DeAugustine	June 2007						X		X				
City of Los Angeles		Wendy Schwartz	June 2006								X				
City of Pasadena		Angélica Palmeros	June 2007										X		
City of West Hollywood		David Giugni	June 2006												
PPC (non-voting)		Kathy Watt	June 2007				X				X				
HIV Epi (non-voting)		Douglas Frye	June 2006												
LAC OAPP (non-voting)		Mario Perez	June 2007										X		
TOTAL (among voting)*										12	13	10	11	1	0
CONSUMER # REQUIRED										12	2	3	4	0	0
SUBTOTAL OF CONSUMERS										12	4	6	3	0	0
% of HIV PREVALENCE											13%	22%	37%		
% of TOTAL*										36%	36%	28%	33%		
% of CONSUMERS											31%	60%	27%		

* TOTAL is total of "voting members"; % of TOTAL is percentage of total filled "voting" seats (33 currently)

** Shaded area indicates a gap between representation and prevalence in the local epidemic

*** Italicized names represent those for whom not all materials are received, and for whom inclusion on the membership slate is dependent upon receipt of all information.

