



# LOS ANGELES COUNTY COMMISSION ON HIV

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*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. Sign-in sheets are available upon request.*

## EXECUTIVE COMMITTEE MEETING MINUTES

July 3, 2006

**Approved**  
**7/31/06**

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Carla Bailey, <i>Co-Chair</i>	Al Ballesteros	<i>None</i>	<i>None</i>	Glenda Pinney
Anthony Braswell, <i>Co-Chair</i>	Robert Butler			Jim Stewart
Nettie DeAugustine	Whitney Engeran			Craig Vincent-Jones
William Fuentes	Richard Hamilton			
Bradley Land	Quentin O'Brien			
Mario Pérez	Kathy Watt			
	Fariba Younai			

### CONTENTS OF COMMITTEE PACKET:

- 1) **Agenda:** Executive Committee Agenda, 7/03/2006
- 2) **Minutes:** Executive Committee meeting draft, 4/24/2006
- 3) **Minutes:** Executive Committee meeting draft, 5/24/2006
- 4) **Report:** Comparisons/Rankings of YRs 15 and 16 Title I Scores
- 5) **Letter:** FOIA Response to Jonathan Fielding, 6/06/06
- 6) **Memorandum:** Mario J. Pérez, Director, OAPP, Appointment Announced, 6/09/06
- 7) **Memorandum:** Proposed Project Design and Work Flow, 2006 AAM, 6/22/06
- 8) **Memorandum:** Comments on CAO Report on OAPP Plan to Sustain HIV/AIDS Care and Prevention Services, 6/26/06
- 9) **Report:** Assessment of the Administrative Mechanism, YR 14, Grant YR 2004-05, June 2006
- 10) **Report:** Title I Expenditures by Service Categories, YR 16, 4/06-6/22/06
- 11) **Report:** Title II Expenditures by Service Categories, YR 16, 4/06-6/22/06
- 12) **Report:** Commission on HIV Sunset Review Evaluation 2006, submitted 6/13/06
- 13) **Memorandum:** HIV CARE Assessment Project (H-CAP), 5/30/06
- 14) **Agenda:** Commission on HIV meeting, draft, 7/13/06

1. **CALL TO ORDER:** Mr. Braswell called the meeting to order at 10:15 am. Self-introductions were made. Mr. Braswell noted the meeting was one short of quorum. Ms. Watt and Dr. Younai had called to advise they would not be available.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Postponed*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve the February 27, 2006 Executive Committee meeting minutes, as presented (*Deleted, Previously Passed, May 24, 2006*).  
**MOTION #3:** Approve the April 3, 2006 Executive Committee meeting minutes, as presented (*Deleted, Previously Passed, May 24, 2006*).  
**MOTION #3A:** Approve the April 24, 2006 Executive Committee meeting minutes, as presented (*Postponed*).  
**MOTION #4:** Approve the May 24, 2006 Executive Committee meeting minutes, as presented (*Postponed*).
4. **PARLIAMENTARIAN REMARKS:** Mr. Stewart had no comments.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.

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6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:**
  - A. **Annual Meeting Planning:**
    - The usual scheduling, Thursday and Friday of Veterans Day week, is not suitable because Veterans Day falls on Friday, November 10<sup>th</sup>, and providers do not like staff to be out of the office for three days in a row. One possibility is the Thursday and Friday the following week.
    - Mr. Vincent-Jones reminded the Committee that the first night dinner most probably would be dropped, as was discussed at the June Commission meeting. He noted the financial savings would not be as much as most people anticipate.
    - He said another possibility was a simpler venue like St. Anne's or California Endowment. Commissioners will need to decide, however, whether to rotate among SPAs or seek the least expensive venue since it is not possible to do both.
    - He noted that Diane Burbie would probably not be facilitating this year.
    - Mr. Braswell suggested the meeting be compressed to one day. Mr. Land noted that would be difficult for consumers. Mr. Braswell said he would support a structured meeting that would be as time- and cost-efficient as possible. He felt it was worth trying for at least this year.
    - Mr. Stewart asked what the meeting topic would be. Mr. Vincent-Jones replied the planning group decides that, though he was suggesting either "unmet need" or "outcomes".
      - ⇒ It was agreed that those in attendance would form the planning work group.
      - ⇒ It was agreed that "outcomes" was the preferred topic, and that Committees would need to begin developing their workplans in September.
      - ⇒ It was agreed to attempt to reduce the meeting to one day.
      - ⇒ Dates being considered are November 2<sup>nd</sup> and 3<sup>rd</sup> or 16<sup>th</sup> and 17<sup>th</sup>.
      - ⇒ Mr. Vincent-Jones will check availability of the California Endowment.
      - ⇒ Mr. Braswell will check availability at Cedars-Sinai Hospital.
  - B. **August and September Meetings:** In addition to the previous practice of cancelling the August Commission meeting, it was noted that the September Executive Committee meeting would fall on Labor Day and the preceding Monday conflicts with the All-Titles Conference in Washington, D. C.. Mr. Vincent-Jones, Ms. Pinney and Ms. Bailey will be attending.  
**MOTION #5:** Cancel the August Commission meeting (*Postponed*).
    - ⇒ As per previous practice, it was agreed that the August Commission meeting would be cancelled.
    - ⇒ It was agreed to retain the July 31<sup>st</sup> Executive Committee meeting.
    - ⇒ It was agreed to move the September Executive Committee meeting from Labor Day, Monday, September 4<sup>th</sup> to Tuesday, September 5<sup>th</sup>, at the usual time of 10:00 a.m. to 12:00 noon.
    - ⇒ Mr. Vincent-Jones will follow-up with the Prevention Planning Committee (PPC) to see if a Joint Co-Chairs meeting is feasible prior to the September Executive Committee meeting.
  - C. **Commission Reports:** Mr. Vincent-Jones reported that, while it has been agreed to add SPA and Supervisorial District reports to the agenda, no one has been notified as yet.
    - ⇒ It was agreed to announce at the July Commission meeting that the rotating presentations will begin in September.
    - ⇒ Those reporting will be encouraged to enhance mutual communication between the Commission and the SPAs.
    - ⇒ A standard report structure, based on current verbal reports by Mr. Land and Ms. DeAugustine to their SPAs, will be developed to support that communication.
    - ⇒ It was agreed to include SPA minutes in Commission packets once reports begin.
    - ⇒ It was agreed to acknowledge SPA conveners at the Commission meeting and provide a table for them.
    - ⇒ It was agreed that Ms. Pinney would lead in development of a memorandum to OAPP requesting Commission attendance at the joint quarterly meetings and enhanced support of SPA development.
  - D. **Executive Committee At-Large Elections:** Elections are needed to fill vacant slots for: Andrew Signey, who has left the Commission; and, possibly, Ms. DeAugustine, who is taking a six-month leave of absence to assist AIDS Healthcare Foundation redevelop HIV care in New Orleans.
    - ⇒ It was agreed to open nominations at the July meeting for September elections.

9. EXECUTIVE DIRECTOR'S REPORT:

A. Communications with HRSA:

- Mr. Vincent-Jones reported HRSA responded to the second FOIA addressed to Dr. Duke. While it did not provide all the information requested, it did provide sufficient formula information to develop the rankings. Scores given are not precise, since HRSA rounds to the second decimal, but are sufficient for accurate rankings.
- He said a response was also received to the third FOIA contesting the LA County score. Some of the information provided has already been contradicted by other sources. One obvious inaccuracy in the response (page 1, paragraph 2) states that a score breakdown by criteria is not available even though the score is built from criteria scores.
- A key purpose for the FOIA requests, he went on, was to provide Congressional representatives of LA County with the ability to point out that information supplied per FOIA is approved for public release and should be released routinely in order to become more transparent.
- A letter was also sent to demand that HRSA send a representative to walk through why LA County received the score it did. Ms. Bailey, Mr. Braswell, Ms. Pinney and Mr. Vincent-Jones participated in a conference call in which HRSA said it was highly unlikely to do so. It was pointed out to the Project Officer that one of his EMAs, the second largest jurisdiction in the country, had dropped from 2<sup>nd</sup> to 27<sup>th</sup> in the country. Such a drop should constitute cause to use travel funds since it could only mean a serious problem in the EMA or in the application process. HRSA staff responded that a trip would not be of value. When asked, they confirmed that the problem had more to do with the application evaluation process than anything they could see occurring in the jurisdiction.
- ⇒ It was agreed to continue advocating for a breakdown of the score in order to identify where points were lost.
- ⇒ It was agreed Mr. Vincent-Jones would develop an appeal letter requesting the score breakdown.
- ⇒ It was agreed to solicit Dr. Fielding's signature for the letter.

E. Title I Application Meeting:

- Everyone who attended felt the review led by Emily Gantz McKay was excellent.
- Key areas she suggested for enhancement were the MAI and unmet need.
- Mr. Land recalled attending a HRSA-sponsored conference on unmet need at which outreach was key. Instead, the application emphasized meeting needs identified by current clients, e.g., more dental care.
- Mr. Vincent-Jones noted that reviewers chosen now, unlike previously, often have no understanding or expertise with the CARE Act Title I. That will require a different writing style to ensure reviewers understand the material presented. Mr. Braswell noted, e.g., that one reviewer asked of "SPA", "What is a 'Special Population Assessment'?"

10. OAPP REPORT:

- Mr. Pérez reported on Mercer Medical Outpatient Services rate study progress. OAPP has shared the rate architecture and service descriptions with providers. Provider feedback on staffing patterns was then discussed with Mercer.
- The rate study will not be finalized for the July 13<sup>th</sup> meeting due to some outstanding issues. OAPP could share an overview including service descriptions, rate architecture and methodology. He felt the full study could be distributed for public comment by the end of July until the day following the September Commission meeting.
- Mr. Vincent-Jones contributed that the Commission's role is only to approve the methodology, so the described presentation would be adequate. He recommended, however, that consistency concerns mentioned to Jan King, like service category names, should be checked.
- ⇒ It was agreed to present the rate study overview, with the methodology to be voted on in September.
- Mr. Pérez reported that he and some staff would go to Washington the following week for AIDSAction meetings. Originally scheduled to discuss the national state of HIV/AIDS after Reauthorization, the agenda has been adjusted.
- Current thinking, Mr. Pérez added, is that Reauthorization will not be passed by the summer recess. The proxy concept has lost support and has been dropped. Existing surveillance systems, using CDC code- and name-based HIV estimates along with living AIDS cases, are likely to be used for the interim.
- Mr. Vincent-Jones said he has heard there is discussion about including Case Management, Psychosocial in Core Medical Services intent language, analysis that often accompanies legislation. Such language would allow HRSA more room to interpret how to define Core Medical Services. Mr. Pérez said he had not heard that interpretation.
- Mr. Pérez noted that Case Management, Psychosocial constitutes a 7% to 8% contribution toward the 75% Core Medical Services goal. Mr. Pérez and Mr. Vincent-Jones noted that Case Management, Psychosocial, Transportation and a broader definition of Substance Abuse that includes Residential and Detoxification would be needed. There is now about a 20% gap.
- Mr. Pérez also noted that, while OAPP has provided AAM feedback, they have a few additional comments. Mr. Vincent-Jones said, considering that what will be presented to the Commission is essentially a final report from a consultant, there would be limited opportunities to incorporate additional changes, and that the Finance Committee's review of the document

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had been that opportunity to incorporate additional points. He also noted that addressing additional points at the meeting is more likely to encourage contentious discussion.

- Mr. Vincent-Jones asked if the blank template detailing how other information about other funding sources would be detailed would be available to show the Commission, as discussed in the Finance Committee.

⇒ Mr. Pérez will follow-up on the template.

11. **HIV EPIDEMIOLOGY REPORT:** Mr. Vincent-Jones noted that there would be a July Commission presentation by Gordon Bunch on HIV sexual risk of heterosexual men developed in conjunction with the PPC.
12. **PREVENTION PLANNING COMMITTEE (PPC) REPORT:** There was no report.
13. **STANDING COMMITTEE REPORTS:**
  - A. **Public Policy:**
    1. **CARE Act Reauthorization:** There was no additional discussion.
    2. **Name-Based HIV Reporting:**
      - Mr. Vincent-Jones said there has not been a response to the letter requesting guidance language. Peg Taylor would be out of the country for a month, he said, but he had received a note saying that staff was working on language.
      - Barbara Bailey is now acting Director of the State Office of AIDS.
      - Ms. DeAugustine said the State Office of AIDS was still receiving guidance feedback from a group they convened. They anticipate guidance development within the bill's timeline or sooner.
    3. **AB 2280 – HIV Testing:**
      - The Committee recommends support, though there was sufficient discussion that the Committee decided to present speakers for both pro and con.
      - The legislation, itself, has also changed significantly, including the addition of significant STD material.
      - Ms. DeAugustine said local AIDS directors and others are opposed so long as the HIV testing and counseling provisions remain.
      - Mr. Pérez said that the Department of Public Health would support the bill without the inclusion of the HIV provisions, since it is felt those issues can best be handled administratively.
    4. **Year 16 Title I Award Advocacy Plan:** There was no additional information.
    5. **Other Measures/Initiatives:** There was no report.
  - B. **Standards of Care (SOC):**
    1. **Medical Outpatient Rate Study(ies):** There was no additional discussion.
    2. **Quality and Standards Master Plan:** This discussion will be postponed from July.
    3. **Transitional Case Management Standards:** The standard was ready for introduction in July.
    4. **Hospice/Skilled Nursing Standards:** The standard was ready for introduction in July.
  - C. **Finance:**
    1. **YR 14 AAM:**
      - Mr. Vincent-Jones noted the Executive Summary was in the packet and the AAM was ready for presentation at the July Commission meeting.
      - Recommendations, supported by the Finance Committee, are included.
      - The report itself is not voted by the Commission since that would encompass a conflict of interest, but the recommendations are approved/voted on.

**MOTION #6:** Forward the final Year 14 Assessment of the Administrative Mechanism to the full Commission for acceptance and approval of the accompanying recommendations (*Postponed*).
    2. **YRs 15/16 AAMs:**
      - Mr. Vincent-Jones said the YR 15 AAM has begun. It is hoped to be completed by December. That would bring the Commission into line with a cycle better aligned with the grant year. The eventual goal is to begin in March when people will have good recall of the prior year.
      - With the DHS/Public Health separation in progress, there is an attempt to extend this contract rather than put out an RFP. The contract, however, was originally through an RFP process which makes it harder to extend.
    3. **OAPP Budgeting/Financial Information:** There was no discussion.

4. **YR 16 Contract Reduction Plans:**

- Mr. Vincent-Jones confirmed that the Board approved a \$2.2 million contribution to backfill the aggregate losses from Titles I/II, the State and CDC.
- In addition, \$600,000 appeared to be available to alleviate any contractual costs necessitated by reauthorizing the CARE Act.
- He noted there is still \$800,000 unaccounted for from the cuts originally recommended in October. As a result, Mr. Vincent-Jones noted, the Commission has asked Public Health to address the administrative costs of the way it does business, and to generate administrative savings in those forms, just as OAPP has asked service providers to do and the Commission is doing.
- Mr. Vincent-Jones noted that these monies in no way present sustainable means of mitigating the impact of Reauthorization, unless it is vastly changed from its current version.

5. **Financial Reports:** The reports were ready for presentation at the July Commission meeting.

D. **Recruitment, Diversity and Bylaws (RD&B):**

1. **Member Duty Statements:**

- Mr. Vincent-Jones noted seven duty statements remain.
- Recruitment has been deferred in order to await those seven. For that reason, he recommended distributing them July 5<sup>th</sup> for an abbreviated public comment period. Comments can always be added later.

**MOTION #7:** Forward the remaining Commissioner duty statements to the full Commission prior to its meeting for review in preparation of final adoption at the July Commission meeting (*Postponed*).

2. **Sunset Review:** It is expected to go forward in July which would bring it to the Board in August.

3. **Abstention Policy:** The policy, that permits abstentions to be registered without a roll call vote, has been out for public comment and can be brought to a vote at the July Commission meeting. No comments have been received.

4. **By-Law Revisions:**

- Mr. Vincent-Jones recommended that Commission Co-Chairs be permitted to run a committee meeting if neither Committee co-chair is not present.
- There was discussion on alternate quorum possibilities, although several members expressed concern that lowering the standard would only send a signal that active participation is not needed as much.
- There was discussion on how to address unavoidable leaves of absence.
- ⇒ It was agreed to recommend to the July Commission that Commission Co-Chairs be permitted to chair any committee.
- ⇒ It was agreed to refer the question of quorum to the RD&B for further discussion.
- ⇒ It was agreed that a leave of absence policy will be drafted for review and public comment.

E. **Priorities and Planning (P&P):**

1. **YR 17 P-and-A Setting Evaluation:**

- Mr. Land noted that there was extensive and continuing discussion on special populations.
- Ms. DeAugustine noted that HRSA definitions of special populations should be given due weight among the multiple definitions used nationally since that can impact on the score.
- It has been agreed that in future the Finance, SOC and P&P Committees will follow a joint process.

2. **HIV Care Assessment Project (H-CAP):** Mr. Land

- Mr. Land called attention to a memorandum to the P&P from Mr. Vincent-Jones recommending that the start of the next H-CAP be deferred until the appropriate starting time in 2007 to accommodate completion of staffing and procedures to assume the project fully in-house. P&P agreed with the recommendation.
- Legislation only requires the process once every three years.
- Mr. Vincent-Jones said greater OAPP support would also be needed to be effective. Most of the large providers, and 22 providers overall, did not meet recruitment standards. Mr. Pérez said OAPP would work with the Commission on that, including more specific language in the contracts.

14. **WORK PLAN:**

A. **Upcoming Commission Meeting Agenda:** The draft agenda was in the packet.

B. **Prioritization:** There was no discussion.

C. **Assignments:** There was no additional discussion.

D. **Annual Calendar:** There was no additional discussion.

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15. **ANNOUNCEMENTS:** There were no announcements.

16. **ADJOURNMENT:** The meeting was adjourned at 12:15 pm.