



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 MEETING

**January 11, 2007
9:00 AM – 1:30 PM**

St. Anne's Maternity Home



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

2. 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 January – April 2007 Calendar



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

2. APPROVAL OF AGENDA

- A Agenda
- B Table of Contents
- C Sign-in Instructions
- D Guidelines for Conduct



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748

www.hivcommission-la.info

MEETING AGENDA

January 11, 2007  9:00 am – 1:30 pm

LOCATION: Foundation Conference Room
St. Anne's Maternity Home
155 North Occidental Boulevard, Los Angeles, CA 90026



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

- | | | |
|--|--|----------------------------|
| 1. Call to Order | Carla Bailey/Anthony Braswell, <i>Co-Chairs</i> | 9:00am - 9:05am |
| A. Roll Call | | |
| 2. Approval of Agenda | MOTION #1 | Commission 9:05am - 9:10am |
| 3. Approval of Meeting Minutes | | Commission 9:10am - 9:15am |
| A. December 14, 2006 | MOTION #2 | |
| 4. Parliamentary Training | James Stewart, <i>Parliamentarian</i> | 9:15am - 9:20am |
| 5. Public Comment, Non-Agendized | Public | 9:20am - 9:25am |
| 6. Commission Comment, Non-Agendized | Commissioners/Alternates/Staff | 9:25am - 9:30am |
| 7. Public/Commission Comment Follow-Up | Carla Bailey/Anthony Braswell, <i>Co-Chairs</i> | 9:30am - 9:40am |
| A. Closure of USC ACTG | | |
| 8. Co-Chairs' Report | Carla Bailey/Anthony Braswell, <i>Co-Chairs</i> | 9:40am - 10:00am |
| A. Commission Co-Chair Election | | |
| B. Revised By-Laws: Committee Structure Reorg. | | |
| C. Annual Meeting | | |
| Public Comment Closes February 8, 2007 | | |
| 9. Executive Director's Report | Craig Vincent-Jones, <i>Executive Director</i> | 10:00am - 10:05am |
| A. Annual Meeting | | |
| October 11 - 12, 2007 | | |
| 10. State Office of AIDS Report | Peg Taylor, <i>Chief, Care Services Branch, OA</i> | 10:05am - 10:10am |
| 11. Office of AIDS Programs and Policy Report | Mario Pérez, <i>Director, OAPP</i> | 10:10am - 10:30am |
| 12. HIV Epidemiology Program Report | Douglas Frye, MD, MPH, <i>Director, HIV Epi</i> | 10:30am - 10:35am |
| 13. Prevention Planning Committee Report | David Giugni/Kathy Watt, <i>PPC</i> | 10:35am - 10:40am |
| 14. Task Force Reports | Task Forces | 10:40am - 10:45am |
| A. Commission Task Forces | | |
| B. Community Task Forces | | |
| 15. SPA/District Reports | SPA/District Representatives | 10:45am - 10:50am |
| 16. Recess | | 10:50am - 11:00am |

Commission on HIV Meeting Agenda

January 11, 2007

Page 2 of 3

- | | | | |
|---|---|--|-------------------|
| 17. | Standing Committee Reports | Committee Co-Chairs | 11:00am - 1:15pm |
| | A. Priorities & Planning (P&P) Committee | Brad Land/Kathy Watt, <i>Co-Chairs</i> | 11:00am - 11:45am |
| P* | 1. Program Support Recommendations | | |
| | 2. Systems Thinking Technical Assistance | MOTION #3 | |
| | B. Finance Committee | Quentin O'Brien/Al Ballesteros, <i>Co-Chairs</i> | 11:45am - 12:30pm |
| P | 1. OAPP Financial Information | | |
| | 2. Financial Reports | | |
| | C. Recruitment, Diversity and Bylaws Committee | Robert Butler/William Fuentes, <i>Co-Chairs</i> | 12:30pm - 12:45pm |
| | 1. Non-Commission Committee Appts. | MOTION #4 | |
| | 2. Member Nominations | | |
| | 3. Membership Recruitment | | |
| | 4. Member Duty Statements | | |
| | D. Standards of Care Committee | Angelica Palmeros/Fariba Younai, <i>Co-Chair</i> | 12:45pm - 1:00pm |
| | 1. Food Vouchers | | |
| | 2. Case Management Review | | |
| | 3. Medical Outpatient Rate Studies | | |
| | E. Public Policy Committee | Whitney Engeran/Wendy Schwartz, <i>Co-Chair</i> | 1:00pm - 1:15pm |
| | 1. CARE Act Reauthorization | | |
| | 2. Name-Based HIV Reporting | | |
| | 3. County's State Legislative Agenda | | |
| Public Comment Closes February 8, 2007 | | | |
| 18. | Commission Comment | Commission | 1:15pm - 1:20pm |
| 19. | Announcements | Commission | 1:20pm - 1:25pm |
| 20. | Adjournment | Commission Co-Chairs | 1:25pm - 1:30pm |
| | A. Roll Call | | |

PROPOSED ACTIONS:

P= Presentation Planned

P*= PowerPoint Presentation Planned

- MOTION #1:** Approve the Agenda Order
MOTION #2: Approve the minutes from the December 14, 2006 Commission on HIV meeting.
MOTION #3: Approve Program Support plan, priorities, and allocations, as presented.
MOTION #4: Adopt the proposed policy and procedure on Non-Commission Committee Appointments, as presented.

COMMISSION MEMBERS:

Carla Bailey, <i>Co-Chair</i>	Anthony Braswell, <i>Co-Chair</i>	Ruben Acosta	Daisy Aguirre (<i>on leave</i>)
Al Ballesteros	Diana Baumbauer	Carrie Broadus	Robert Butler
Alicia Crews-Rhoden/Precious Jackson	Mario Chavez	Nettie DeAugustine	Whitney Engeran
Hugo Farias	Douglas Frye (<i>non-voting</i>)	William Fuentes	David Giugni
Jeffrey Goodman	John Griggs	Richard Hamilton	Jan King
Brad Land/Dean Page	Anna Long	Davyd McCoy	Ruel Nollado
Quentin O'Brien	Everado Orozco/Ron Snyder	Angélica Palmeros	Gloria Pérez/Terry Goddard
Mario Pérez (<i>non-voting</i>)	Wendy Schwartz	James Skinner	Peg Taylor
Gilbert Varela	Jocelyn Woodward/James Smith	Kathy Watt (<i>non-voting</i>)	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.



COMMISSION MEETING: JANUARY 11, 2007

TABLE OF CONTENTS

2. 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 January – April 2007 Calendar

3. APPROVAL OF MEETING MINUTES:

- A Minutes: December 14, 2006

8. CO-CHAIRS' REPORT:

- A Commission Co-Chair Election
- B By-law Revision: Committee Structure Reorganization
- C Annual Meeting

13. PREVENTION PLANNING COMMITTEE REPORT:

- A Minutes: December 7, 2006

17. STANDING COMMITTEE REPORTS:

- A Priorities and Planning (P&P) Committee:
 - A.1 Program Support Recommendations
 - (a) Presentation: Program Support Recommendations
 - (b) Matrix: Program Support Activities, Goals and Outcomes
 - (c) Memo: Year 17 Program Support Recommendations
 - (d) Memo: Program Support Priority- and Allocation-Setting Instructions
 - A.2 Systems Thinking Technical Assistance
 - (a) Systems Thinking Scope of Work

Commission Meeting Table of Contents

January 11, 2007

Page 2 of 2

B Finance Committee:

B.1 OAPP Financial Information

- (a) Memo: Plan to OAPP Budgeting/Other Sources of Income
- (b) OAPP 2006 Budget Information
 - 1) OAPP Expenditures Report
- (c) OAPP Financial Report: CDC Funding
- (d) OAPP Financial Report: State Funding
- (e) OAPP Financial Report: NCC Funding
 - 1) OAPP's NCC Expenditures Report

B.2 Financial Reports

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

C.1 Non-Commission Committee Appointments

- (a) Policy/Procedure: Non-Commission Committee Appointments

C.2 Membership Nominations

- (a) Letter: To Members re: Renomination
- (b) Letter: To SPNs re: Member Nominations

C.3 Membership Recruitment

- (a) Pledge: Membership Recruitment Involvement

C.4 Member Duty Statements

- (a) Member Duty Statement: Medi-Cal seat
- (b) Member Duty Statement: OAPP Non-Voting seat
- (c) Member Duty Statement: OSE Non-Voting seat
- (d) Member Duty Statement: PPC Non-Voting seat
- (e) Member Duty Statement: State Office of AIDS seat
- (f) Member Duty Statement: DPH Title I seat
- (g) Member Duty Statement: Title II seat
- (h) Member Duty Statement: Title III seat
- (i) Member Duty Statement: Title IV seat

D Standards of Care (SOC) Committee:

D.1 Food Vouchers

- (a) Memo: Follow-up on Food Voucher Plan

D.2 Case Management Review

D.3 Medical Outpatient Rate Study(ies)

- (a) Memo: OAPP Plans for Medical Outpatient Review

E Public Policy Committee:

E.1 CARE Act Reauthorization

E.2 Name-Based HIV Reporting

- (a) State Regulations: Name-Based HIV Reporting

E.3 State Legislative Agenda

**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



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

2. APPROVAL OF AGENDA

- E Membership Roster**
 - E.1 Committee Assignment List**
 - E.2 Membership Tables**

Program Support Activities

January 8, 2007

Page 7 of 8

5. Rate Studies: the study and development of unit cost/fee-for-service reimbursement rates for each service category consistent with the Comprehensive Care Plan and the standards of care.						
8	5.1	Service Descriptions and Methodology: Service descriptions are standardized and consistent with the standards of care.	Service descriptions will be standardized and consistent with the standards of care.	Development and implementation of plan to standardize the service descriptions with the standards of care.	a. Service descriptions that are standardized and consistent with the standards of care.	\$ 135,000 \$ 100,000
9	5.2	Unit Cost Development: Identification, measurement and calculation of cost components for fee-for-service reimbursement rates.	Satisfactory identification, measurement, and calculation of cost components, including staffing, program and administrative expenditures.	Development and implementation of a plan to identify, measure, and calculate cost components of each service category.	a. Cost components for each service category.	\$ 135,000
6. Service Coordination: activities that improve the coordination of services and minimize duplication of efforts by building collaborative relationships among local service providers located in each Service Planning Area (SPA) and by providing information on service resources.						
4	6.1	Synchronizing Service Resources: Coordinating, organizing and improving access to HIV and non-HIV services within each SPA.	Providers will be able to provide PLWH/A with linked referrals to HIV and non-HIV services within their SPA.	a. Development of coordinated service plan, including resource inventory. b. Development of uniform assessment, referral and data collection systems and tools. c. Provision of incentives to ensure linkages. d. Evaluation of coordination and organization efforts.	a. Implementation of coordinated service plan. b. Increase in the number of linked referrals provided to PLWH/A. c. Increase in the number of successful linked referrals.	\$ 800,000 \$ 800,000
7	6.2	Compiling Service Resource Information: HIV and non-HIV resource inventories for each SPA.	Providers and clients will have increased knowledge of HIV and non-HIV services available to PLWA/H in Los Angeles County.	a. Development of service resource directories and website. b. Distribution of service resource directories.	a. Increased awareness of service resource directories among providers and clients. b. Increase in the number of providers and clients who utilize service resource directories.	\$ 0 \$ 0

