



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

December 4, 2006



MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Carla Bailey, <i>Co-Chair</i>	William Fuentes	Joseph Cadden	Michael Green	Jane Nachazel
Anthony Braswell, <i>Co-Chair</i>	Angelica Palmeros	John Cleary		Glenda Pinney
Al Ballesteros	Wendy Schwartz	Miki Jackson		Jim Stewart
Cheryl Barrit	Fariba Younai	Andy Martinez		Craig Vincent-Jones
Robert Butler				
Whitney Engeran				
Jeff Goodman				
Richard Hamilton				
Bradley Land				
Quentin O'Brien				
Mario Pérez				
Kathy Watt				

CONTENTS OF COMMITTEE PACKET:

- 1) **Agenda:** Executive Committee Agenda, 12/4/2006
- 2) **Minutes:** Executive Committee meeting draft, 10/2/2006
- 3) **Fact Sheet:** De-funding of LAC+USC AIDS Clinical Trial Group (ACTG), 12/4/2006
- 4) **Letter:** To Dr. Anthony Fauci, NIH, from Dr. Fred Sattler, 5P21, 11/27/2006
- 5) **Notes:** Proposed committee reorganization Bylaws revision, 10/4/2006
- 6) **Memo:** "Special Populations" Definitions and Criteria, 11/28/2006
- 7) **Memo:** Consolidating HIV Care Assessment Project (H-CAP) and Countywide Risk Assessment Survey (CRAS), 11/28/2006
- 8) **Memo:** Systems Thinking Scope of Work, 11/28/2006
- 9) **Letter:** Invitation to Participate in Transgender Special Population Guidelines, 11/7/2006

1. **CALL TO ORDER:** Ms. Bailey called the meeting to order at 10:05 am. Self-introductions were made.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order with postponement of Motion #3 (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the October 2, 2006 Executive Committee meeting minutes, as presented (*Passed by Consensus*).
4. **PARLIAMENTARIAN REMARKS:** There were no remarks.
5. **PUBLIC COMMENT, NON-AGENDIZED:**
 - Mr. Martinez, Administrator, Rand Schrader Research Center, noted they had been at the forefront of health care and research for the past 25 years. Yet, they received a November 20th phone call informing them NIH funding would end on December 31st and randomization access for trials was cut off on November 22nd.

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- He provided an executive summary of their concerns and a letter to Dr. Anthony Fauci, Director, National Institute of Allergy and Infectious Diseases, on the subject.
- Mr. Cleary, Special Assistant to the Dean, USC, noted that USC receives about \$1.6 million in direct funds and about another \$1 million in indirect funds to implement the research.
- Mr. Cleary reported that Dr. Fred Sattler, principal investigator on the grant had flown to Washington, DC, for the AIDS Clinical Trials Grants annual meeting to advocate for continued funding. Dr. Cadden, Medical Director, Rand Schrader was present to address medical questions.
- Rand Schrader is ranked first of thirty-three in enrolled clinical trials sites nationally and second only to Puerto Rico for Latinos. It is second in enrollment of women. It has the highest enrollment of indigent and other underserved populations, including transgendered, recently incarcerated, homeless and uninsured.
- NIH has decided to divert funds to international sites. Not only are these taxpayer funds being diverted overseas but, by doing so, existing programs will be disrupted at a risk to the health of current patients. Continuity of care for the general population served is also put at risk since many staff and faculty are supported in part by these funds.
- While NIH asserts it cannot officially comment on the action until Congress passes a new budget, consolidation of efforts is the unofficial justification. There has only been a phone call, no written notice, to date.
- In addition to the work based at Rand Schrader, several clinical trials around the country utilize the Rand Schrader population. At least two clinical trial groups have reported their trials would fail if Rand Schrader is not funded.
- The Commission was asked to join Rand Schrader and USC in protesting the cut before Congress finalizes the NIH budget.
- Mr. Vincent-Jones asked if the process had violated legal procedures. Mr. Cleary replied that this reallocation of funds is part of their 5-year funding cycle, though it has not been a transparent cycle. They were unaware they were at risk of being defunded until they received the call informing them of the fact. He said the 33 national sites participate in the AIDS Trial Network. The head of that group's Executive Committee, Dr. Connie Benson, San Diego, is outraged. The Executive Committee had recommended discontinuation of three other sites.
- In response to Rand Schrader and USC queries, they were informed that the informal notice procedure had been specially authorized to provide sites more time to close down their programs.
- Dr. Cadden said federal authorities anticipate trial participants will be redistributed to the UCLA and Harbor sites, though these populations are unlikely to travel that far. He added that all patients will be affected since clinical trials bring in expanded access drugs and assistance with other resources. There are several hundred in trials and about 3,000 at the center.
- Several people wondered if the action might be a trial balloon from NIH to gain support for its funding. Mr. Martinez disputed that theory, noting that the Director, Division of AIDS, was fired within days of this action and the Deputy Director was removed from any role regarding NIH Reauthorization.
- Mr. Pérez asked where the study population lives. Mr. Martinez said 75-80% live within a 10-mile radius and about 50% live within a 5-mile radius. Mr. Braswell noted that even a 5-mile radius is considered a transportation hardship.
- Mr. Vincent-Jones asked about the application process. Mr. Cleary replied new sites complete a full application and existing sites complete a review process. He added that other sites with lower scientific review scores remain funded. Rand Schrader scored first for operations and cost-effectiveness. They scored third for handling of lab specimens.
- Mr. Vincent-Jones asked if media and/or Health Services had been addressed. Mr. Martinez replied that Dr. Bruce Chernoff, Director of DHS, had been briefed and it was hoped the Board would support retaining the funds. No media had been planned to date.
- Ms. Watt recommended: 1) prompt contingent to Washington; 2) find out which media supported World AIDS Day and engage them; 3) educate patients, both to keep them involved in clinical trials and to raise their voices.
- Ms. Jackson said she started calling people December 1st and few were aware. Liliana Pérez, Deputy for Assembly Speaker Nuñez, was already working to raise awareness.
- Mr. Pérez recommended contacting Representatives Roybal-Allard, Solis, and Waxman and the Los Angeles County lobbyist, Susan White.
- Mr. Land recommended: 1) providing information to APLA to disseminate by the Internet; 2) providing three or four consumers, including Spanish speakers, with brief scripts for the Board meeting; 3) utilize the caucuses; and 4) file a FOIA right away.
- Mr. Ballesteros recommended, if it is allowable, the Executive Committee craft a brief statement for release. Mr. Stewart said that would qualify as an emergency action.
- Mr. Vincent-Jones agreed to develop a strategy plan with Mr. Cleary later the same day, then update everyone. Mr. Cleary noted that Elliot Johnson would be coordinating much of the community voice.
- Mr. Vincent-Jones indicated that the Commission was acting in its role as advisory body to the Board rather than as the planning council responsible for fund allocations. It is prohibited from supporting any individual provider in the latter role, but the Commission can advocate aggressively for more resources—or against the loss of resources—coming to LA County.

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- Mr. Engeran said it was very important to craft any statement carefully and consistently with the Commission's role. He also recommended a Commission briefing on the issue, rather than a full presentation, and strict adherence to speakers' time limits for the next Commission meeting.
- Ms. Watt noted that the Prevention Planning Committee would meet that Thursday, so she could educate that body on the issue.
- Ms. Watt suggested a statement for the Board be presented in both English and Spanish.

MOTION #4 (Ballesteros/Bailey): Agreed that the Executive Committee craft a statement for the December 5th Board meeting in support of renewed NIH funding for Rand Schrader Research Center (*Passed by Consensus*).

MOTION # 5 (Engeran/Bailey): Agreed that the issue of renewed funding for the Rand Schrader Research Center will be reported by the Executive Committee, but there will be no special speaker or presentation (**Motion Passed: 6 Ayes; 4 Opposed; 0 Abstentions**).

6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.

7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

8. **CO-CHAIRS' REPORT:**

A. Co-Chair Nominations: Mr. Braswell noted that his term was about to expire. He is eligible to be nominated again. Mr. Vincent-Jones indicated that the seat would be opened for nominations at the next Commission meeting.

9. **EXECUTIVE DIRECTOR'S REPORT:**

A. Absence/December Commission Meeting: Mr. Vincent-Jones said he would not be in Los Angeles for the December Commission meeting.

B. Committee Structure Reorganization:

- Mr. O'Brien, Co-Chair, Finance Committee, called attention to a proposed Bylaw revision outlined in the packet. He noted that Section 3 should read Recruitment, Diversity and Bylaws (RD&B) Committee, not Priorities and Planning (P&P) Committee.
- The idea of disbanding the Finance Committee and distributing its work among the other committees arose during combined RD&B-Finance Committee break-out sessions at the Annual Meeting. Mr. Hamilton asked if all agreed. Mr. O'Brien replied they had.
- Better subject organization and a continuing problem in meeting quorum propelled the idea. Mr. Vincent-Jones noted there were 10 fewer Commissioners since the new Ordinance, putting a strain on attendance. Neither the RD&B nor the Finance Committee had consistently met quorum for several months.
- The proposal recommends shifting "external" issues, like those pertaining to Title I and other funding sources, to P&P.
- "Internal" issues, like those pertaining to budgets, would move to RD&B, which would be renamed "Operations".
- Mr. Vincent-Jones noted that the packet document was a draft of the notes from the meeting. In order to implement the concept, a Bylaw revision would need to be completed and presented for a month of public comment.
- Mr. Butler, Co-Chair, RD&B, reported that RD&B found it a good idea, but was concerned about how much additional work might be involved.
- Ms. Watt said the PPC used the proposed structure and had found it effective.
- Mr. Land, Co-Chair, Priorities and Planning (P&P) Committee, was also concerned about the amount of work. He said he would like the opportunity for P&P to review the subject before putting it out to the full Commission.
- Mr. Engeran said his only concern was that the in-depth focus on certain financial issues was not lost.
- Mr. O'Brien said the Finance Committee was currently working with OAPP on design of a new report. If that is completed satisfactorily, it would notably reduce the work that the proposal redirects to P&P. For that reason, it might be wise to delay opening public comment until that work is complete and can be appropriately incorporated into the proposed bylaw revision.

MOTION #6 (O'Brien/Braswell): Agreed to defer opening public comment on Bylaw revision to restructure committees until the affected committees have reviewed the proposal (*Passed by Consensus*).

C. 2007 Annual Meeting:

- Mr. Vincent-Jones noted that the Annual Meeting has, since its initiation, been done in November.
- That timing, he went on, creates a problem by pushing two months worth of business into the December meeting. Because of the holidays, December is historically a lightly attended meeting and some even recommend cancelling it.
- The PPC also has a November Annual Meeting which creates a scheduling hardship for those who attend both.

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- He recommended moving the meeting to October and reserving space for 2007 at this year's venue, the California Endowment.

MOTION #7: Agreed to move the Commission's Annual Meeting to October and to seek space at the California Endowment for it (*Passed by Consensus*).

D. Resignations:

- Mr. Vincent-Jones reported that Jonathan Stockton, who has moved to Seattle, and Kevin Lewis, have resigned.
- Elizabeth Gomez is going on extended maternity leave, and will be leaving the Commission as a result.
- Hugo Farias is moving between February and April, and is actively recruiting for his seat.

10. **OAPP REPORT:** Mr. Green thanked the Commission for its participation in World AIDS Day.

11. **HIV EPIDEMIOLOGY REPORT:** Mr. Vincent-Jones noted that Amy Wohl has been waiting to do a presentation on the impact of cost on services. It has been scheduled for the December meeting barring other time constraints.

12. PREVENTION PLANNING COMMITTEE (PPC) REPORT:

- Ms. Watt reported on the PPC's November two-day Annual Meeting.
- The meeting generated outlines and work plans for the next Prevention Plan, as well as the addendum to the current plan.
- Some actions from the addendum have been turned into demonstration projects.
- About 10 community members joined the group for the two days.

13. STANDING COMMITTEE REPORTS:

A. Finance:

1. OAPP Financial Information:

- Mr. O'Brien noted that OAPP had promised to provide complete and formatted reports on other funding sources for the December Commission meeting.
- The reports will have been submitted in time, but Finance felt it would be best to defer the report until January when Mr. Vincent-Jones will be available to provide background for the Commission discussion.
- Mr. Engeran asked if the summary report he had requested on prior financial motions would be available soon. Mr. Vincent-Jones said it would be ready.

2. **Assessment of Administrative Mechanism Follow-Up:** There was no additional information at this time.

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

1. **Non-Commission Committee Appointments:** Mr. Butler noted that there would be a policy/procedure proposed for public comment at the Commission meeting.
2. **Member Duty Statements:** Mr. Vincent-Jones said he was intending to forward several more member duty statements.
3. **Membership Recruitment:**
 - Mr. Goodman recommended a formal mentoring program to assist new Commissioners.
 - Mr. Butler replied that there is one but, though mentors were available, people have not expressed interest. He said people appear to prefer making their own connections when they are interested in a particular subject.
 - Mr. Goodman agreed to email his ideas on the subject to Mssrs. Butler and Vincent-Jones.
 - Mr. Vincent-Jones said training has been more fully developed to help educate new members.
 - Ms. Watt said the PPC has sent letters to Executive Directors and direct supervisors of their working members to thank them for allowing the members to participate. It appears to support members' participation.

C. Public Policy:

1. CARE Act Reauthorization:

- Mr. Engeran noted there is talk of a three-year compromise, but New York and New Jersey remain concerned.
- If there is no agreement by December 5th, it is unlikely there will be sufficient time for the 109th Congress to complete the work logistically. In that case, it would go to the 110th Congress to begin anew.
- He commented that he had been at a meeting in Washington, DC, the previous week and had been struck by how the group applauded support for funding for other states, but ignored California.
- Mr. Hamilton added he had been in Texas the previous week. A Texan assured him that California uses CARE Act funding for such things as massages and bodywork.

2. **Name-Based HIV Reporting:**

- Mr. Vincent-Jones reported that the State had hoped to have regulations by early December, but they have not completed them.
- They are now working to complete them by December 31st, since the office that handles them (the Office of Administrative Law) is being reformed in January and could further delay the regulations if they are not submitted by then. Legislation becomes law once its regulations are released.
- Mr. Vincent-Jones said there is a question as to whether or not the local health officer has the power to convert code-based data directly into names-based, which the Department of Public Health and County Counsel are currently investigating. He indicated that the Health Deputies have counseled very aggressive work on the issue.

3. **Title I Application Follow-Up:**

- Mr. Vincent-Jones said an early advocacy choice had been made to separate the issues of Reauthorization from those of reforming scoring and evaluation for the application. This advocacy strategy became complicated when Reauthorization stretched out longer than had been anticipated.
- It became apparent a few weeks before applications were due to be scored that Reauthorization would not be completed first. It was decided to move ahead with the application issues.
- The Washington, DC advocate created a briefing, on behalf of OAPP and the Commission, for Waxman, Feinstein and Boxer's offices. Mr. Vincent-Jones reported that the offices had said they were not comfortable raising the issue so closely on the heels of the election and looking self-serving, and now the applications have been scored.
- He added that the same issues of bias against California seem to have been raised in relationship to the USC ACTG defunding. He indicated that the Project Officer had noted that HRSA had made numerous changes to its process as a result of Los Angeles County advocacy, albeit not all the reforms that Los Angeles County has desired.

4. **State/Federal Legislative Agendas:** There was no additional information.

5. **HR 6038: Stop AIDS in Prison Act 2006:**

- The bill was being presented to the Commission.
- Mr. Vincent-Jones reported that there might be a motion at an upcoming Board meeting to encourage various LA County entities to explore the issues of HIV and corrections. He felt it would be helpful to have some Commission representatives in attendance since the Commission had worked with OAPP and the 2nd District office on the issue.

6. **HR 6083: Justice Act 2006:** There was no additional information.

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

1. **Special Population Definitions/Criteria:** A memorandum on definitions/criteria was in the packet. It would be presented to the Commission for approval.
2. **HCAP/CRAS Consolidation:** A memorandum detailing efforts to consolidate H-CAP/CRAS into a single Los Angeles County HIV/AIDS needs assessment was in the packet.
3. **Systems Thinking TA:** The Scope of Work to recruit the systems thinking TA was in the packet. Mr. Vincent-Jones noted a preliminary list of invitees had also been prepared. It will be finalized after further discussion in January.

E. **Standards of Care (SOC):**

1. **Client Advocacy Review:** Mr. Vincent-Jones reported that there would be notes for the Commission packet from the client advocacy meeting with consumers.
2. **Case Management Review:** This meeting was just held to address integration of different case management systems into a new model of care. Notes will be available, but may not be ready in time for the Commission packet.
3. **Medical Outpatient Rate Studies:** Mr. Vincent-Jones said copies of various communications were expected to be in the Commission packet.
4. **Special Population Guidelines:** Special population panels on women, transgenders and youth will be convened on December 6th. A copy of the invitation extended to participants is in the packet.

14. **WORK PLAN:**

- A. **Upcoming Commission Meeting Agenda:** The draft agenda was not available.
- 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:

- Mr. Butler reminded co-chairs to open committee co-chair nominations. Usually chairs are voted in February.
 - Mr. Hamilton said they found out on World AIDS Day that food vouchers will be distributed through medical providers, not ASOs. This has caused dissension in the community. Comments would be brought forward to the Commission.
 - Mr. Hamilton added that there was a testing initiative the previous weekend, "I Stand with Magic." Over 1,500 people were tested and about 25 had initial HIV+ test results.
- ⇒ Due to the New Year's holiday, it was agreed to change the January Executive Committee to Wednesday, January 3rd, 10:00 am to 12:00 noon.

16. ADJOURNMENT: The meeting was adjourned at 12:20 pm.

MOTION AND VOTING SUMMARY		
MOTION #1: Approve the Agenda Order.	<i>Passed by Consensus</i>	MOTION PASSED
MOTION #2: Approve the October 2, 2006 Executive Committee meeting minutes, as presented.	<i>Passed by Consensus</i>	MOTION PASSED
MOTION #3: Approve the policy and procedure for non-Commission Committee appointments, as presented.	<i>Postponed</i>	POSTPONED
MOTION #4 (Ballesteros/Bailey): Agreed that the Executive Committee craft a statement for the December 5 th Board meeting in support of renewed NIH funding for Rand Schrader Research Center.	<i>Passed by Consensus</i>	MOTION PASSED
MOTION #5 (Engeran/Bailey): Agreed that the issue of renewed funding for the Rand Schrader Research Center will be reported by the Executive Committee, but there will be no special speaker or presentation.	<i>Ayes: Bailey, Butler, Engeran, Hamilton, Land, O'Brien Opposed: Braswell, Ballesteros, Goodman, Watt Abstention: none</i>	MOTION PASSED Ayes: 6 Opposed: 4 Abstentions: 0
MOTION #6 (O'Brien/Braswell): Agreed to defer opening public comment on Bylaw revision to restructure committees until the affected committees have reviewed the proposal.	<i>Passed by Consensus</i>	MOTION PASSED
MOTION #7: (Braswell/Bailey): Agreed to move the Commission's Annual Meeting to October and to seek space at the California Endowment for it.	<i>Passed by Consensus</i>	MOTION PASSED