



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.

PRIORITIES AND PLANNING (P&P) COMMITTEE MEETING MINUTES

November 28, 2006



MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Brad Land, <i>Co-Chair</i>	Daisy Aguirre (<i>on leave</i>)	<i>none</i>	<i>none</i>	Miguel Fernandez
Kathy Watt, <i>Co-Chair</i>	Michael Green			Glenda Pinney
Douglas Frye	Hugo Farias			Craig Vincent-Jones
Jeff Goodman				
Anna Long				

CONTENTS OF COMMITTEE PACKET:

- 1) **Agenda:** P&P Committee Meeting, 11/28/2006
- 2) **Memo:** Systems Thinking Scope of Work, 11/28/2006
- 3) **Memo:** Consolidating the HIV CARE Assessment Project (H-CAP) and Countywide Risk Assessment Survey (CRAS), 11/28/2006
- 4) **Memo:** "Special Populations" Definitions and Criteria, 11/28/2006

1. **CALL TO ORDER:** The meeting was called to order at 1:40 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: The Agenda Order was approved.
3. **APPROVAL OF MEETING MINUTES:** Item postponed.
4. **PUBLIC COMMENT, NON-AGENDIZED:** There was no Public Comment.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There was no Commission Comment.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There was no Public/Commission Comment Follow-up.
7. **CO-CHAIRS' REPORT:**
A. Annual Work Plan: Mr. Vincent-Jones noted that he has been unable to meet with the Co-Chairs to develop the annual work plan but will meet with them in December to work on it.
8. **SYSTEMS THINKING TRAINING:**
 - ➡ Committee members agreed to participate in a conference call with the consultants at a future meeting to discuss the workshops.
 - ➡ Mr. Vincent-Jones will include information on Systems Thinking in the Commission's January packet so that participants can familiarize themselves with the subject matter before the workshops.
 - ➡ Mr. Vincent-Jones will work with the consultants to determine the optimal number of people that could attend the workshops.
 - ➡ Mr. Vincent-Jones will inquire about the possibility of having a larger group for the first two days and a smaller group for the last two days.

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- Committee members agreed to invite the Finance, Standards of Care, and Executive Committees to participate in the workshops. In addition, the Committee agreed to invite the Service Provider Network Coordinators, Task Forces, Carrie Broadus, Rosemary Veniegas, and various other members of the community who are familiar with the system of care.
- Commission staff will compile a list of possible invitees for the Committee.
- Commission staff will draft an invitation letter by the Committee's December meeting for a January mailing. The letter will ask invitees to confirm their participation in the workshops.
- Commission staff will follow-up with all invitees to confirm their participation.
- Commission staff will maintain a waiting list if the space limit is reached.

9. COMPREHENSIVE CARE PLAN/STRATEGIC PLAN:

- Commission staff will schedule a meeting in early January to meet with Committee members to review their comments and suggestions for finalizing the Comprehensive Care Plan.

10. STATUS OF P&P COMMITTEE RECOMMENDATIONS:

Ms. Pinney noted that the Committee had submitted a memo to OAPP requesting an update on its recommendations but had not received a response. Mr. Vincent-Jones noted that Mario Pérez had addressed it verbally at a prior Commission meeting.

- Commission staff will draft a follow-up memo to OAPP requesting an update on its recommendations.

11. HIV CARE ASSESSMENT PROJECT (H-CAP):

- Mr. Vincent-Jones reviewed the memo on H-CAP with Committee members.
- Dr. Long noted that the IRB application would not get an exemption, and probably would not be expedited either. The IRB application will have to go before the full IRB because it involves youth.
- Commission staff will schedule a meeting with OAPP in December to discuss outstanding issues regarding next year's needs assessment.

12. PRIORITY AND ALLOCATION SETTING:

A. Service Category Summary Sheets: Commission staff will follow-up with OAPP on when the Commission can expect to receive service category information to incorporate into the Service Category Summary Report.

B. Special Populations:

- Mr. Vincent-Jones reviewed the memo in the packet regarding "Special Populations."
- Committee members agreed to accept the proposed definition and criteria for a "Special Population."
- Committee members agreed to present it to the Commission in December for adoption and begin work on identifying the "Special Populations."

13. SERVICE PROVIDER NETWORKS:

- Mr. Vincent-Jones noted that the quarterly SPN meeting will be held at the Commission's offices and that he was invited to attend.
- Mr. Vincent-Jones noted that if either of the Co-Chairs wished to attend he/she would be more than welcome to do so.
- Mr. Vincent-Jones will invite David Pieribone to the P&P's December or January meeting to discuss planned SPN activities.

14. STANDING SUBCOMMITTEES:

A. GEN Subcommittee: Committee members noted they would like future GEN reports to be completed by October of each year.

- Commission staff will work on finalizing the GEN report by February 2007.

B. MAI Subcommittee: Commission staff will schedule an MAI meeting in December to finalize the outcome measures.

C. Program Support Subcommittee:

- Commission staff noted that Program Support Subcommittee meetings are scheduled for November 30, 2006 from 10:00-12:00 p.m. and December 20, 2006 from 1:00-3:00 p.m.
- Mr. Vincent-Jones noted that the Subcommittee is currently focusing on finalizing outcome measures.

D. Unmet Need Subcommittee: Mr. Vincent-Jones noted that Emily Gantz McKay hopes to have her Unmet Need Meeting Report completed by December 8, 2007.

15. CURRENT WORK PLAN:

Mr. Vincent-Jones will meet with the Co-Chairs to develop the Committee's work plan for next year.

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A. Prioritization: See identified assignments above.

B. Assignments: See identified assignments above.

16. ANNOUNCEMENTS: There were no announcements.

17. ADJOURNMENT: The meeting was adjourned at 3:20 pm.