



LOS ANGELES COUNTY COMMISSION ON HIV

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

MEMBER DUTY STATEMENT

Seat: PART B REPRESENTATIVE

In order to be an effective, active member of the Commission on HIV, an individual must meet the following demands of Commission membership and constituency representation:

RESPONSIBILITY/ACCOUNTABILITY:

General:

- ① A thorough knowledge of the particular HIV/AIDS community, constituency and/or body that you are representing;
- ② A commitment to continually and consistently inform those bodies you represent of Commission and Commission-related activities and information.
- ③ Provide the perspective of your entity on matters before the Commission regardless of your personal viewpoint.
- ④ Cast your vote in a manner that is best for the entity County regardless of your entity's or your personal opinion.

Specific:

- Local grantee designee who is authorized to represent the Part B program, including both local and state receipt of Part B funds and resources.
- Represent the views and perspectives of local Part B partners as related to Part B activities: Health Resources and Services Administration (HRSA), State Office of AIDS (OA), and local Department of Public Health (DPH), Office of AIDS Programs and Policy (OAPP) and related governmental institutions.
- Serve as local authority on Part B related matters: Part B awards and expenditures, resources and allocations, guidance and requirements.
- Liaison between the local and state Part B grantees and contractors and the Commission on HIV on administration, service and planning issues.
- Serve as a leading Commission authority on the AIDS Drug Assistance Program (ADAP), the CARE/HIPP (Health Insurance Premium Payment) Program, and the Therapeutic Monitoring Program (TMP).

PARTICIPATION:

General:

- ① A willingness to fill a full two-year Commission term.
- ② Each year of the two-year term, the Commissioner is expected to attend* and participate in, at a minimum, these activities:
 - One all-day Commission orientation (*first year only*) and assorted trainings throughout the year;
 - One half-day Board of Supervisors Executive Office orientation (*first year only*);
 - One half- to full-day Commission meeting once a month;
 - One two-hour to half-day Committee meeting once a month;

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- One or two full-day priority- and allocation-setting meetings;
 - One two-day, one-night Commission annual meeting in November;
 - Assorted voluntary workgroups, task forces and special meetings as required due to Committee assignment and for other Commission business.
- ③ A commitment to devote a minimum of ten hours per month to Commission/Committee attendance, preparation and other work as required by your membership on the body.
- ④ A pledge to:
- respect the view of other regardless of their race, ethnicity, sexual orientation, HIV status or other factors;
 - abide by “Robert’s Rules of Order, Newly Revised”, the Ralph M. Brown Act, and the Commission’s Code of Conduct;
 - consider the view of others with an open mind;
 - actively and regularly participate in the ongoing decision-making process; and
 - support and promote decisions resolved and made by the Commission when representing the Commission.

**Stipulations: Failure to attend the required meetings may result in a Commissioner’s removal from the body.*

Specific:

- Interpret data on program quality and cost and outcome effectiveness of proposed strategies and interventions.
- Explain allocations and appropriations formulae and decisions that distribute Part B resources and funding statewide and locally.
- Disseminate information about state programs that provide various forms of insurance, service and pharmaceutical coverage for eligible low-income people with HIV/AIDS, along with information.
- Provide Part B reference information and experience to discussions about planning, allocations and services locally and statewide.
- Represent Part B perspectives and knowledge in planning, resources and services discussions and decisions.
- Coordinate Part B efforts with those of the local jurisdiction to ensure a coordinated response to unmet need, special and disenfranchised populations, and gaps in care, treatment and prevention.
- Lead involvement with the state’s development of the Statewide Coordinated Statement of Need (SCSN).

KNOWLEDGE:

General:

- ① A commitment to constantly develop, build and enhance knowledge about the following topics:
- general information about HIV/AIDS and its impact on the local community;
 - a comprehensive plan for delivery of CARE Act-funded services;
 - the Commission’s annual priorities and allocations;
 - Ryan White CARE Act information and other information related to funding and service support.

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Specific:

- In-depth knowledge about the five Part B-funding mechanisms used to deliver services: ADAP, Consortia, State's Direct Services, Health Insurance Continuity Programs, Home- and Community-Based Services, and their equivalents in California and Los Angeles County (the Bridge Program, CARE/HIPP, case management services, the Bridge Program, and technical assistance).
- Expertise on the Part B program at a federal, state and local level: from Part B legislative requirements and federal guidance, state and local applications, to state and local Part B allocation and expenditure strategies.
- Understands the mechanics of ADAP, including enrollment and eligibility, formulary, pharmacy benefits, and the rebate system.
- Familiarity with Medi-Cal and Medicare requirements, especially as they intersect with Part B-funded programs such as ADAP and CARE/HIPP.
- Able to identify and help fill gaps of information between local and state data sets.
- Thorough understanding of the formulae and processes used by the state to distribute Part B consortium funding to Los Angeles County and other jurisdictions around the state.
- Recognized authority on the Commission about how Part B funds are allocated and contracted locally.
- Familiarity with the continuum of care, service delivery system, contracting and service procurement and quality management activities in the jurisdiction.
- Strong care, prevention and strategic planning experience.