



LOS ANGELES COUNTY COMMISSION ON HIV

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EXECUTIVE COMMITTEE MEETING MINUTES February 27, 2017



MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMMISSION STAFF
Bradley Land, Co- Chair	Ricky Rosales, <i>Co-Chair</i>	Bridget Gordon	Cheryl Barrit, MPIA
Al Ballesteros, MBA	Joseph Cadden, MD	Abad Lopez	Dawn McClendon
Traci Bivens-Davis	Aaron Fox, MPM	Katja Nelson	Carolyn Echols-Watson
Jason Brown	Anthony Mills, MD		Doris Reed
Kevin Donnelly	Juan Rivera		Dina N. Jauregui
Grissel Granados, MSW			
Kevin Stalter			
Will Watts, Esq.			DHSP STAFF
			Michael Green, PhD

CONTENTS OF COMMITTEE PACKET:

- 1) **Agenda:** Executive Committee Meeting Agenda, 2/27/17
- 2) **Minutes:** Executive Committee Meeting Minutes, 1/23/17
- 3) **Applications:** Commission Membership Application for Ace Robinson, MPH
- 4) **Document:** Draft of the Los Angeles County Commission on HIV Potential Colloquia Topics for 2017
- 5) **Document:** Draft of the Los Angeles County Commission on HIV Colloquia Presentation Speaker Guidelines and Topic Submission Form

1. **CALL TO ORDER:** Co-Chair Bradley Land called the Executive Committee meeting to order at 1:02 p.m. Attendees introduced themselves.
2. **APPROVAL OF THE AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF THE MEETING MINUTES:**
MOTION #2: Approve the Executive Meeting Minutes for 1/23/17 (*Passed by Consensus*)
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** No comments were provided.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):** No comments were provided.
6. **EXECUTIVE DIRECTOR'S REPORT:**
 - A. **2017 Colloquia Series**
 - Ms. Barrit referred to the draft guidelines and topics for the 2017 colloquia. She explained that the COH staff, in consultation with the Co-Chairs and Ms. Uyen Kao, have been evaluating and assessing the colloquia to improve the review process and quality of presentations.
 - Ms. Barrit explained that the Executive Committee, COH staff, and Ms. Kao will be collaborating with the presenters to ensure that they are aware of their speaking roles and responsibilities. Speakers will be asked to describe how their topics support the COH's mission. Potential speakers will be asked to complete a form and provide a draft presentation for the Executive Committee to review and provide feedback.
 - ➔ COH's mission statement will be added to the guidelines.

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B. Integration Advisory Board COH Representative

- Ms. Barrit reported that Commissioner Aaron Fox has indicated that he will be stepping down as one of the IAB representatives.
- At the next COH meeting, nominations will open for the IAB HIV service provider seat. Nominations may be submitted to Ms. Barrit.
- Ms. Gordon reported that the IAB representative's commitment entails attending the monthly IAB meetings as well as one of the eight subcommittee meetings. Their role is to provide feedback to the Board of Supervisors. There are currently 34 members.

C. Presidential Advisory Council on HIV/AIDS (PACHA)

- Ms. Granados is a member of PACHA and provided an update regarding an upcoming meeting.
- PACHA meetings are taped and open to the public.
- Ms. Granados reported that the next PACHA meeting is scheduled for March 13th and 14th.
- All federal advisory councils, including PACHA, through Executive Order, will be operating until September 2017 unless the current administration issues a different notice. In the meantime, functions will proceed as usual.
- The agenda for the next PACHA meeting will include:
 - a draft welcome letter to the new Secretary of HHS that includes recommendations on PACHA's support for the National HIV/AIDS Strategy, Ryan-White, Medicaid, expanded health insurance, and other items.
 - recommendations for reducing stigma
 - continue discussions on pharmaceutical pricing
 - a presentation from CDC on new incidence data.
 - two new members will be sworn-in by Assistant Secretary.
- Ms. Granados indicated that her term will end in September 2017. The renewal of terms is uncertain at this time. There is no Office of National AIDS Policy at the moment.

7. CO-CHAIR'S REPORT:

- Mr. Land informed members that nominees for the at-large representative seat are: Commissioners Joseph Green, Kevin Donnelly, Raquel Cataldo, and Lee Kochems.
- The agenda for the next COH meeting will include the election for the At-Large seats.

8. Division on HIV and STD Programs (DHSP)

- Dr. Green reported that the Ryan-White year ends tomorrow. Year 27 will begin on March 1, 2017. DHSP has not received a final notice of the award. A partial award notice was received in December 2016. DHSP is expecting to receive a second partial award notice shortly after the beginning of the new grant term. COH will be notified once the final award notice is received by DHSP.
- DHSP has asked the project officers from the CDC and HRSA the following questions regarding the Comprehensive HIV Plan (CHP):
 - What are you going to do with the plans when you receive them from each jurisdiction?
 - What type of feedback are you going to provide?
 - How do you expect the jurisdictions to use those plans (since they were supposed to be five-year plans)?
- DHSP has not received answers. However, new surveillance data need to be included in the revised CHP.
- As soon as DHSP receives additional information and feedback on the CHP, they will forward that information to the Commission.
- The CDC will soon release guidance on the CDC flagship grant. There is a possibility for things to look different when the guidance is released. Last week, there was a new revised estimate of undiagnosed cases in the United States. CDC has recalculated the data nationally and is now estimating that undiagnosed cases is now 15%. DHSP's last estimate for undiagnosed was about 12%. This information has a direct effect on the COH's CHP and any jurisdictions' plans or strategies related to "Getting to Zero".
- CDC will conduct a site visit at DHSP on March 7th and 8th as part of the PrEP grant.
- Dr. Green informed members that the new Director of Public Health for Los Angeles County is Dr. Barbara Ferrer.
- Dr. Green indicated that all DHSP units are now in the Commonwealth building, on floors, 10, 11, 12, and 13. DHSP will also take over the 9th floor in the future. Simultaneously, LAC is implementing a new phone system, Voice Over Internet Protocol. Phone numbers have not changed.
- Ms. Barrit confirmed that Dr. Barbara Ferrer, Director of Public Health for Los Angeles County, will attend the Commission meeting in April 2017. She has expressed her commitment of working with COH.
- Dr. Green reported that the letter from DHSP regarding the Health Education/Risk Reduction (HERR) contracts

is still being drafted.

9. INTEGRATION ADVISORY BOARD (IAB) REPORT

- Ms. Barrit indicated that the most recent version of the IAB report to the Board of Supervisors is available on the website.

10. HOUSING TASK FORCE REPORT

- Ms. Barrit reported that the taskforce held their second meeting. At the meeting, they developed a mission statement and work plan. The next meeting will further define action steps and finalize the scope of work.
- Ms. Barrit reported that the taskforce also discussed attending the joint SBP and PPA meeting on March 21, 2017 to weigh in on the discussion around the development of eligibility and service standards for housing.
- A survey will be sent to the Housing Task Force to help assess what type of training is needed in terms of housing.

11. STANDING COMMITTEE REPORTS

A. Planning, Priorities and Allocations (PP&A) Committee

(1) Listening Session Tier 3

- Ms. Biven-Davis reported that the last listening session on the HIV Workforce Group II will be held on February 28, 2017. Thirteen participants attended the HIV Workforce Group I on February 24, 2017. Four participants attended the Youth Ages 25-29 at REACH LA. One attended the post-incarcerated listening session.

(2) MAI Plan and Master Directive

- Mr. Ballesteros reported that at last month's meeting, the MIA plan was approved and accepted.

(3) Prevention Planning 2017

- PP&A Committee began their discussion on prevention planning and what type of data is needed to help inform the planning process. The Committee updated its planning timeline to include prevention.
- Mr. Brown reported that Ms. Pamela Ogata provided an update on the PrEP and syphilis cases. This information is found on the DHSP website.

(4) Housing Eligibility and Service Standard Recommendations

(a) Joint PP&A and SBP Committee meeting: March 21, 2017

- A Joint, PP&A and SBP meeting will be held on March 21, 2017 from 1:00 pm – 4:00 pm on the 7th floor at 3530 Wilshire Blvd, Room 700, Los Angeles, CA 90010.
- Mr. Ballesteros encouraged Executive Committee members to join them at the PP&A Committee meetings, where the discussion on prevention will continue.

B. Standards and Best Practices (SBP) Committee

(1) Standards of Care

- Ms. Granados indicated the Committee will be presenting on the process and timeline for updating the prevention standards at the next Commission meeting. She reported that they have been receiving feedback on the standards of care for substance use and transitional case management and will present the standards to the community for a public comment period.

C. Operations Committee

(1) Policies and Procedures

- Mr. Stalter indicated that the Operations Committee is working on getting ready for the next slate of members. The goal is to have a new scoring criteria and interview questions available for adoption at the May Committee meeting in time for the June slate.

(2) Membership Management

(a) Motion 3: Application for Ace Robinson, MPH to be moved to the Board Office 4 seat. *(Passed by Consensus)*

- Mr. Stalter indicated that this motion does not need to go to the full Commission meeting.

(b) Meeting Attendance

- Ms. Barrit reported on the 2016 Attendance Record for Commissioners. Overall, the attendance and compliance on the attendance policy looks good. She reminded members that the tracking of attendance is not for punitive purposes, but rather to reach out to and support members that have a pattern of not showing up at meetings. This allows COH to ensure that the member remains committed to the process and that COH is supporting them along the way to be an effective member.

(3) Training / Orientation

- The Operations Committee continue to review and update duty statements.

D. Public Policy

- Mr. Watts informed members that the Public Policy Committee will be meeting on March 3, 2017 to discuss the legislative docket.
- Ms. Barrit reminded members to exercise caution when voicing their opinions on certain bills. She reminded members that the Commission may only make recommendations to the BOS on legislative matters. Ms. Barrit sent an email reminder to members regarding COH's policy on speaking at meetings and representing the Commission.

12. CAUCUS REPORTS

A. Consumer Caucus

- Mr. Donnelly reported that at the last Consumer Caucus meeting, members held a robust discussion about their participation in community organizations, such as the advisory boards and taskforces. The Consumer Caucus attend these meetings to report on the activities of the COH and hear concerns and ideas from the community about improving HIV/STD services. Mr. Donnelly welcomed topic suggestions for the next Consumer Caucus meeting.

B. Transgender Caucus

- There was no report. The last meeting was canceled.

C. Youth Caucus

- There was no report. The last meeting was canceled.

D. Women's Caucus

- Ms. Reed reported that at the last meeting, the Women's Caucus discussed the need to develop goals and objectives. Caucus members also discussed leadership training and to be more effective in communications and in collaboration with other groups.
- Ms. Reed indicated that the Women's Caucus Co-Chairs want to write a letter of support for the Women and Girls HIV/AIDS Awareness Day on March 10, 2017.
- Ms. Reed also informed members that at the next Women's Caucus meeting, Mr. Jeff Bailey will be presenting on the study by APLA on HIV and Aging.
 - ➔ Ms. Barrit will be scheduling a meeting with all the Caucus Co-Chairs to revisit their purpose and to gain an understanding of challenges and opportunities for improved participation and engagement.

13. NEXT STEPS

A. Task/Assignment Recap

- ➔ COH will send the link of the IAB report to all Commissioners.
- ➔ The agenda for the next Executive Committee meeting will include open nominations for the IAB representative and conduct elections for At-Large representatives.
- ➔ Ms. Barrit will create a proposed set of bullet points for the upcoming PACHA meeting. She encouraged members to email her suggestions to add.

14. ANNOUNCEMENTS

- Mr. Donnelly announced that Life Group LA will be holding a Resiliency: Self Care and Advocacy in Troubled Times Workshop on March 18, 2017 from 10:00 am – 4:00 pm.
- Ms. Granados indicated that Dr. Marvin Belzer from Children's Hospital Los Angeles is on the CDC HRSA Advisory Council. She will forward his contact information to Ms. Barrit.
- Ms. Bivens-Davis informed members that she will be hosting a recyclable store in support of the Women and Girls HIV/AIDS Awareness Day. She will be collecting household goods that are in great condition for sharing with the community.

15. ADJOURNMENT

- The meeting adjourned at 2:32 pm.