



LOS ANGELES COUNTY COMMISSION ON HIV

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EXECUTIVE COMMITTEE
 MEETING MINUTES
 July 24, 2017

Approved
8/28/17

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMMISSION STAFF
Ricky Rosales, <i>Co-Chair</i>	Al Ballesteros, MBA	Terry Goddard	Cheryl Barrit, MPIA
Bradley Land, <i>Co-Chair</i>	Joseph Cadden, MD	Bridget Gordon	Carolyn Echols-Watson
Traci Bivens-Davis	Kevin Donnelly	Abad Lopez	Doris Reed
Jason Brown	Aaron Fox, MPP	Katja Nelson	Dina N. Jauregui
Raquel Cataldo	Joseph Green	Thomas Puckett, Jr.	
Grissel Granados	Mario Perez, MPH	Kevin Stalter	
			DHSP STAFF/ PARLIAMENTARIAN
			Kyle Baker
			James Stewart

CONTENTS OF COMMITTEE PACKET:

- 1) **Agenda:** Executive Committee Meeting Agenda, 07/24/17
- 2) **Minutes:** Executive Committee Meeting Minutes, 06/26/17
- 3) **Document:** Commission on HIV Proposed Administrative Budget PY27 (Updated 06/07/17)
- 4) **Document:** Planning, Priorities and Allocations Committee Recommended Service Category Rankings PY28 (2018-2019)
- 5) **Document:** Summaries for Ryan White: Part A, B, MAI & All Funding Resources
- 6) **Document:** Quick Facts for the Integrated HIV Surveillance and Prevention Funding for Health Departments, June 2017
- 7) **PowerPoint:** 2017 Listening Sessions Highlights Tier 3 by the Los Angeles County Commission on HIV

1. **CALL TO ORDER:** Co-Chair Bradley Land called the Executive Committee meeting to order at 1:00 pm. Attendees introduced themselves.
2. **APPROVAL OF THE AGENDA:**
MOTION #1: Approve the Agenda Order for 7/24/17. **(Passed by Consensus)**
3. **APPROVAL OF THE MEETING MINUTES:**
MOTION #2: Approve the Executive Meeting Minutes for 06/26/17. **(Passed by Consensus)**
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** No comments provided.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):**
 - Committee members expressed a concern for the continued absences at Executive Committee meetings by Mr. Mario Perez, DHSP Director. Ms. Barrit explained that Mr. Perez has another standing executive level meeting with the Department of Public Health that also meets on the same day as the Operations and Executive Committee meetings.
 - ➔ Ms. Barrit will coordinate with Mr. Perez’s assistant to determine the best days and time that would work for both Mr. Perez and Committee members. COH staff will poll members from both committees to determine an alternative meeting date. The SBP meeting dates and times will be taken into consideration when coordinating for options.
6. **EXECUTIVE DIRECTOR'S REPORT:**
 - A. **Ryan White Program Year (RWPY) 27 COH Operational Budget:**
 - Ms. Barrit referred to the handout titled, “Commission on HIV, Proposed Administrative Budget, PY 27,” as she reported that COH staff reviewed the budget with Dave Young and his team from DHSP as well as with the Executive Office’s Finance Unit. She explained that many of the items did not change from the

previous years; there was significant change in expenses related to personnel due to filling of vacancies. Other expenses include securing subject matter experts and consultants to assist with COH's standards development, Comprehensive HIV Plan, Assessment of Administrative Mechanism, and housing-related technical assistance. Another budget allocation, listed separately for HRSA purposes, is the development of the HIV resource website which is considered a direct service.

- ➔ Committee members adopted and approved the COH Operational Budget for PY27.

B. COH Co-Chair Open Nominations/Elections:

- Ms. Barrit informed members that the COH will open nominations for one of the Co-Chair seats at the August 10, 2017 Commission meeting. The seat up for nomination is currently being occupied by Co-Chair Bradley Land. The term for the newly elected Co-Chair will begin in January 2018. The new Co-Chair will have time for mentoring and coaching before the beginning of their term.
- Ms. Barrit reminded members that the bylaws specify that one of the Co-Chairs must be HIV-positive. She welcomed anyone interested to approach her or the Co-Chairs for guidance, support, and to discuss the responsibilities of the Co-Chair.

C. LAC 2017 Homeless Count Presentation:

- Ms. Barrit indicated that Mr. Joshua Decell from the Los Angeles Homeless Services Authority will be conducting a presentation on the 2017 Homeless Count at the August 10, 2017 Commission meeting. She asked him to provide HIV-specific data.

7. Co-Chairs' Report

A. Meeting Management:

- Mr. Land informed members that a brief report on "The Affordable Housing Crisis: Impact on People Living with HIV in California," was provided to all members by Ms. Nelson. Ms. Nelson informed members that they can obtain a copy of the full-length report at www.chprc.org. She indicated that she will bring more copies of the report at the next commission meeting.

8. Division of HIV/STD Programs (DHSP) Report:

- Mr. Baker reported that DHSP's most recent Ryan White award represents an increase of approximately \$900,000. The Planning, Priorities and Allocations Committee will be determining how to spend those funds.
- ➔ Mr. Baker thanked Ms. Barrit, COH staff, and Commissioner Grissel Granados for playing key roles in DHSP's Planning for the LA County HIV/AIDS Strategy event held on July 13, 2017. DHSP is working on determining the best the next steps. He will meet with Ms. Barrit, Messrs. Land and Rosales after the meeting to discuss ideas for community engagement and input.

9. Integration Advisory Board (IAB) Report:

- Mr. Brown reported that at the June 28, 2017 IAB meeting, Dr. Mark Ghaly, Deputy Director, Community Health, Los Angeles County Health Agency (LACHA), provided an overview of the Whole Person Care Initiative.
- Mr. Brown indicated that the IAB will sunset in October 2017 unless the Board of Supervisors decides on extending the term of the IAB.

10. Standing Committee Reports:

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

(1) RW PY28 Service Categories Priority Rankings MOTION #3 (Passed by Consensus)

- Mr. Jason Brown referred to the handout titled, "Planning, Priorities and Allocations Committee Recommended Service Category Rankings PY28 (2018-2019)," as he explained the process taken by the PP&A Committee to determine the rankings. PP&A Committee members reviewed data from the LACHNA report, the recent annual report submitted to HRSA on service, viral suppression and retention to care rates by service, and summaries from the listening sessions to rank the service categories.

(2) RW PY26 Final Expenditures Review

- Mr. Brown noted that Mr. Dave Young from DHSP, provided a report on PY26 final expenditures and highlighted that Part A funds were fully expended as required by HRSA.

(3) CDC HIV Prevention and Surveillance Notice of Funding Announcement

- Ms. Barrit referred to the summary by the Centers for Disease Control and Prevention regarding the funding announcement which combines both the surveillance and prevention. The new funding announcement places greater emphasis on data-to-care activities to better target interventions to highly

impacted populations. DHSP is currently working on the grant application. The deadline is September 13, 2017.

B. Standards and Best Practices (SBP) Committee

(1) Prevention Standards

- SBP Co-Chair, Ms. Grissel Granados, indicated that SBP canceled its July 2017 meeting due to the Holiday. She reported that the deadline for public comments on the proposed prevention service standards closed on July 7, 2017. SBP Committee will be reviewing the comments and seek additional input from DHSP before a final draft of the prevention standards is presented to the COH.

(2) Housing Standards

- The SBP Committee continues to work on the Housing service standards. They are working with the Housing Task Force on further refining the proposed updates to the standards.

C. Operations Committee

(1) Assessment of Administrative Mechanism (AAM)

- Mr. Stalter reported that the Committee continues to work with Mr. Marc Hauptert, consultant for the AAM, on refining the focus and study methodology of the AAM. The finalized scope of work will be presented to the Operations Committee once it is approved by DHSP.

(2) Policies and Procedures

- **Policy 08.1104: Commission and Committee Co-Chair Elections and Terms:** A minor change was proposed by Ms. Barrit to match the election process written in the COH bylaws. The proposed change was to delete 2a, 2b, and 2e (page 4) and replace with "The Co-Chairs are elected by a majority vote of Commissioners or Alternates present at the regularly scheduled Commission meeting at least four months prior to the start date of their term, after nominations periods opened at the prior regularly scheduled meeting. The Committee approved the change. Since this is a minor change, there will be no need for additional approvals from the Executive Committee or full Commission."
- **Policy # 08.4205: Commission Membership Evaluation and Nomination Process** was also reviewed and approved include a recusal clause which will provide for the removal of an interview panelist for an interview of an applicant with which (s)he has a personal relationship, working relationship while employed by same employer, and/or other conflict of interest as identified by the Operations Co-Chairs and Executive Director. This clause will assist in maintaining a transparent nomination process by providing neutrality and avoiding potential conflict of interests.
- ➡ Policy # 08.4205 was approved by the Committee and will be moved to the Executive Committee and full Commission for approval.

(3) Membership Management

- Mr. Stalter indicated that there is a need to recruit more consumers. The Operations Committee will work with the Consumer Caucus to identify recruitment sites and strategies. Some members will also attend community advisory board meetings to promote the COH. Filling the unaffiliated seats will be a priority for the Operations Committee.

(4) Community Engagement

(a) Tier 3 Listening Session Report

- The Operations Committee agreed to include copies of the Tier 3 Listening Session summary in the August COH meeting packet. Thank you letters encouraging community listening participants to apply for COH membership have been sent out.

(5) 2017 – 2018 Training and Orientation

- Mr. Stalter reported that the Member Orientation will be held on October 12, 2017 after the COH meeting.

D. Public Policy Committee (PPC)

(1) County Legislative/Policy Issues

- The PPC continues to track policy priorities set by the Board of Supervisors. The preservation of healthcare remains a high priority for the Board of Supervisors.

(2) State Legislative/Policy Issues

- The PPC continues to track proposed bills at the State level. The Committee has prioritized access to care, decriminalization of HIV, and policies that reduce barriers to services.

(3) Federal Legislative Policy Issues

- Mr. Kyle Baker noted that the County review of Federal legislative agenda should be coming up soon.

11. Caucus, Task Force, and Work Group Reports:

▪ **Caucuses**

Consumer Caucus: Ms. Barrit reported that the third co-chair seat remains vacant. The Caucus welcomes nominations to fill the seat.

Women's Caucus: Ms. Barrit reported that the Women's Caucus met this month and followed a new format for their meeting agenda, which now dedicates time for the group to discuss upcoming COH Committee meetings and strategize on specific recommendations. The new meeting agenda format also includes more in-depth agency presentations and mini-trainings on leadership skills.

▪ **Task Forces**

Housing Task Force (HTF): Mr. Terry Goddard reported that the HTF has been touring different housing sites to better understand the array of housing options available to people living with HIV/AIDS. He also reported that the HTF is working to change the VI-SPDAT tool to prioritize PLWHA into permanent supportive housing.

Long Beach Task Force (LBTF): The next LBTF meeting will be held Wednesday, August 2, 2017 from 2:00 pm to 4:00 pm at the City of Long Beach Department of Health and Human Services site. At the last meeting, Mr. Michael Janson from DHSP provided Long Beach-specific HIV and STD data to the group. He talked about data-sharing ideas and activities between DHSP and City of Long Beach staff.

▪ **Work Groups**

Comprehensive HIV Plan Workgroup (CHPWP). Ms. Granados reported that the CHPWP met this month to review and update the implementation plan. The group will meet again in October to allow COH staff to draft a progress report.

12. NEXT STEPS

A. Task/Assignment Recap

- ➡ The Ryan White Service Category Rankings will be placed on the COH August meeting agenda for approval.
- ➡ Ms. Barrit will consult with Ms. Jessica Blackwood on possible meeting dates for the Operations and Executive Committees.
- ➡ Policy # 08.4205 was approved by the Committee and will be moved to the Executive Committee and full Commission for approval.

13. ANNOUNCEMENTS

- None

14. ADJOURNMENT

- The meeting adjourned at 2:15 pm.