



# LOS ANGELES COUNTY COMMISSION ON HIV

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## EXECUTIVE COMMITTEE MEETING MINUTES March 22, 2018

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Grissel Granados, MSW, <i>Co-Chair</i>	Joseph Cadden, MD	Victor Cortez	Cheryl Barrit, MPIA
Ricky Rosales, <i>Co-Chair</i>	Aaron Fox, MPM	Michele Daniels	Carolyn Echols-Watson, MPA
Al Ballesteros, MBA	Terry Goddard, MA	Jeffrey Gunzenhauser, MD, MPH	Dawn McClendon
Traci Bivens-Davis	Mario Pérez, MPH	Katja Nelson	Jane Nachazel
Jason Brown	Kevin Stalter		Doris Reed
Raquel Cataldo			Julie Tolentino, MPH
Kevin Donnelly		<b>DHSP STAFF</b>	Sonja Wright, MS, Lac
Joseph Green		None	
Ace Robinson, MPH			

### CONTENTS OF COMMITTEE PACKET:

- 1) **Agenda:** Executive Committee Meeting Agenda, 3/22/2018
- 2) **Minutes:** Executive Committee Meeting Minutes, 2/22/2018
- 3) **Policy/Procedure:** #06.1000: Bylaws of the Los Angeles County Commission of HIV, 7/11/2013
- 4) **Report:** Shifting Paradigms: 21st Century Leadership to End HIV, 12/13/2017
- 5) **PowerPoint:** Department of Public Health, FY 2018-19 Recommended Budget, 3/22/2018
- 6) **Table:** Los Angeles County Commission on HIV, 2018 Colloquia and Health District Community Call to Action Schedule, Updated 3/19/2018
- 7) **Policy/Procedure:** #09.4205: Commission Membership Evaluation and Nomination Process, Proposed Revisions 3/9/2018
- 8) **Table:** Commission on HIV Membership Slate, 3/16/2018
- 9) **Letter:** Comments on Proposed Measure H Funding Recommendations FY 2018-19, 3/19/2018
- 10) **Talking Points:** Commissioners' Los Angeles County HIV/AIDS Strategy (LACHAS) Talking Points, 2018
- 11) **Talking Points:** Puntas de Conversación del Comisionado sobre la Estrategia contra el VIH/SIDA del Condado de Los Angeles, 2018
- 12) **Definition:** Los Angeles County Commission on HIV, Consumer Caucus Co-Chair Description, 3/8/2018

**CALL TO ORDER:** Ms. Granados called the meeting to order at 1:00 pm.

### I. ADMINISTRATIVE MATTERS

**1. APPROVAL OF AGENDA:**

**MOTION #1:** Approve the Agenda Order, as presented (*Passed by Consensus*).

**2. APPROVAL OF MEETING MINUTES:**

**MOTION #2:** Approve the 2/22/2018 Executive Committee Meeting Minutes, as presented (*Passed by Consensus*).

### II. PUBLIC COMMENT



3. **OPPORTUNITY FOR PUBLIC TO ADDRESS COMMISSION ON ITEMS OF INTEREST WITHIN COMMISSION JURISDICTION:** There were no comments.

**III. COMMITTEE COMMENT**

4. **NON-AGENDIZED OR FOLLOW-UP:** Mr. Robinson called for a moment of silence in memory of Commissioner Thomas Puckett, Jr. He was a fierce advocate for understanding perspectives of youth, people who have been street involved, people currently or formerly using drugs, and other voices rare at the table to see and respond to the epidemic through their lenses.

**IV. REPORTS**

5. **EXECUTIVE DIRECTOR/STAFF REPORT:**

**A. April 12, 2018 Los Angeles County HIV/AIDS Strategy (LACHAS) Community Meeting - Northeast Valley:**

- Ms. Barrit noted this is the first specific outreach in taking Commission meetings to the community. She encouraged feedback in order to improve over time and better understand barriers and opportunities in implementing LACHAS.
- LACHAS provides new opportunities for Commissioners to provide more accountable and visible engagement with the constituents they represent. Commissioners representing an area will be asked to stand and be introduced at each of the Health District (HD) meetings so constituents can better connect faces and names.
- Commissioners should also familiarize themselves with key stakeholders in their communities. Ms. Barrit was speaking with HIV service providers in the area for the 4/12/2018 meeting and several will provide resource tables. Northeast Valley Health Corporation (NEVHC) will host a reception with a light lunch and tour of its facilities following the event.
- Mr. Green also suggested a Commission resource table to offer applications and information about the body's work.
- The intention is for Commission Co-Chairs and DHSP to vet and approve the flyer by the next week to start promotion.
- The Comprehensive HIV Plan (CHP) was released prior to launch of LACHAS on 12/1/2017 but, while they use slightly different terms, main goals are aligned with 90-90-90, i.e., reduce new HIV infections by 90%, retain 90% of those diagnosed in care, and achieve viral suppression for 90% of those retained. Staff cross-walked CHP and LACHAS goals.
- The CHP remains the key guiding document for Priority- and Allocations-Setting (P-and-A) as the integrated plan for prevention and care. CHP and LACHAS are complementary in addressing access to care, community engagement, and promoting services. They are also both aligned with the National HIV/AIDS Strategy (NHAS).
- The Commission Co-Chairs recently visited Board of Supervisors (BOS) Offices to request assistance with LACHAS implementation, e.g., connections with HD partners for community events. All Offices were supportive.

**B. Bylaws Review:**

- Ms. Barrit noted good questions were received on clarity and ongoing Bylaw review. The Operations Committee will review additional questions as they arise, e.g., around elections, Co-Chair roles, and specific Policies/Procedures.
- That morning, Operations mainly discussed Co-Chair roles including Commission Co-Chairs voting privileges as ex officio members of all Committees, and the history behind the requirement for one Commission Co-Chair to be HIV+.
- Discussion will continue on the topic both pertaining to the Bylaws themselves and, regarding organizational culture, how the Commission can present itself as a safe and welcoming body for community members who may wish to join.

6. **CO-CHAIRS REPORT:**

**A. 21st Century Leadership Principles to End HIV:**

- Ms. Granados called attention to the report out from the event hosted by the City of Los Angeles AIDS Coordinator's Office, in conjunction with the Commission, Children's Hospital Los Angeles, and Next Level Consulting.
- Stated objectives were: Describe challenges of common leadership models; Develop principles of leadership needed to end HIV; Explore the concept of shared power; and build skills to draw out the most potential from staff.
- The report out provides a set of characteristics and values developed by the participants. The Co-Chairs recommend Commission implementation, e.g., utilization for Ms. Barrit's evaluation, and support for implementation by partners. The event and document are seen as companion material to "A Declaration of Liberation: Building a Racially Just and Strategic Domestic HIV Movement" released 11/9/2017 by a national work group.
- Ms. Bivens-Davis suggested the Standards and Best Practices (SBP) Committee consider using the document as a minimum standard for provider organizational structures and Consumer Advisory Boards (CABs).
- ➡ Referred document to Operations Committee for use in self-evaluation process for renewing Commissioners.



**7. LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH (DPH):**

**A. DPH Budget Consolidation:**

- Dr. Gunzenhauser, Bureau Director, Communicable Disease, and Interim Health Officer, DPH, and Mr. Cortez, Chief Financial Officer, DPH, presented on a budget consolidation PowerPoint. Barbara Ferrer, PhD, MPH, MEd, joined DPH as Director just over a year ago and this is part of her efforts working to improve how DPH provides services.
  - DPH is bringing this presentation to multiple groups to improve transparency and prompt discussion on how DPH handles its finances. DPH looks to build its relationship with the Commission through at least annual budget updates.
  - The Los Angeles County (LAC) Fiscal Year (FY) runs July 1st through June 30th. Funding from FY 2014-15 to FY 2018-19 has increased with the largest increase in federal funds, especially the Substance Abuse Drug Medi-Cal Program which includes federal funds and federal financial participation funds from the state. State funding has also increased notably.
  - The slight Net County Cost (NCC) increase is mainly for Cost Of Living Adjustments (COLA) and related costs. Most fees are from Environmental Health and Vital Records which remain fairly consistent.
  - DHSP funding increased from \$89 million in FY 2014-15 with 228 Full Time Employees (FTE) to \$97.2 million in FY 2018-19 with 231 FTEs mainly due to federal funds.
  - A large increase in Children's Medical Services (CMS) funding from \$107.9 to \$146 million reflects transfer of 105 FTEs from the Department of Children and Family Services (DCFS) with the transition of foster care services to CMS.
  - Since 5/1/2018, Finance Chiefs of all five programs have reported directly to Mr. Cortez, but no other changes were made and they continue to report on programmatic aspects to their program directors. DPH is reviewing potential efficiencies in order to consolidate administrative functions in FY 2019-20, e.g., a general accounting section does the same thing in all five Finance units. Grants sections are more specialized so DPH will rely on program directors and subject matter experts such as Dave Young for DHSP to provide guidance to ensure program requirements are met.
  - Mr. Ballesteros stressed that historically DHSP's Finance Division has maintained close collaboration between program managers and providers to resolve often specialized invoice issues. Further, it is often necessary to increase allocations in one area and decrease them in another to maximize grants. The ability to remain nimble in these areas is critical.
  - Mr. Cortez said DPH will work with Finance Chiefs between now and FY 2019-20 to address issues. Dr. Gunzenhauser added he is already working to identify unique needs such as the aforementioned close collaboration between Finance and program managers to determine how to maintain critical processes as resources shift.
  - Mr. Robinson noted testing new processes can be detrimental to services provided. He recommended an innovation department to review and test new procedures before it implementation.
  - Ms. Cataldo felt, with all due respect, DPH would have had this conversation prior to starting the process if it wanted to be truly transparent. Likewise, she was concerned DPH was launching major changes without input from HD constituents who will be impacted and wondered if this has further delayed release of Requests For Proposal (RFPs).
  - Ms. Barrit added that one of the mandated roles of HIV Planning Councils such as the Commission is conducting an annual Assessment of the Administrative Mechanism (AAM) to assess how quickly funds reach those in the community who need the services or are living with HIV. As part of the AAM scope, good questions to consider regarding this budget process would be its impact on invoicing, ability of providers to submit budget modifications, and RFPs.
- ➡ Refer any additional questions to Ms. Barrit for continued discussion with Dr. Gunzenhauser and Mr. Pérez.

**8. DIVISION OF HIV AND STD PROGRAMS (DHSP) REPORT:**

- Ms. Barrit reported that day was the deadline for federal omnibus legislation. Ryan White appears to be flat-funded and Housing Opportunities for People With AIDS (HOPWA) increased to \$375 million. The House of Representatives has passed the legislation and there are sufficient votes for it to pass the Senate though there may be a filibuster.
- The Health Resources and Services Administration (HRSA) site visit went well overall. One area of feedback was Continuous Quality Improvement (CQI).
- For the Commission, HRSA is calling for more active engagement overall, e.g., to review the CQI plan or weigh in on programmatic indicators. The discussion on the best approach has begun at SBP.

**9. LOS ANGELES COUNTY HIV/AIDS STRATEGY (LACHAS):**

- Ms. Barrit noted the schedule for monthly alternating Commission business meetings with colloquia at St. Anne's Maternity Home and Commission HD Community Call to Action events in the packet. There are too few dates to accommodate all 26 HDs, but some events may combine adjacent smaller HDs and more event dates may be scheduled in 2018 and/or 2019.
- Mr. Green noted the Consumer Caucus will not meet after the 4/12/2018 event due to the NEVHC reception. Ms. Barrit added all venues will be reserved for an extra two hours for the Caucus when there is no other activity like the reception.



**10. STANDING COMMITTEE REPORTS:**

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

1. **Housing Opportunities for People With AIDS (HOPWA):** Rebecca Ronquillo reported on HOPWA resources. She also reviewed the HOPWA planning timeline and how that aligns with Ryan White, prevention, and MAI planning timelines.
2. **Minority AIDS Initiative (MAI) Plan and Directives Update:**
  - Discussion began on aligning MAI and prevention planning. Mr. Ballesteros noted discussion included what factors to use in prioritizing resources such as case rates, prevalence, and poverty.
  - Staff will provide additional resources for review at the 4/17/2018 meeting to help inform allocations.
3. **2018 Prevention Planning:** As noted, prevention planning is being addressed in coordination with MAI planning.

**B. Standards and Best Practices (SBP) Committee:**

**1. HIV Prevention Standards:**

- AJ King, MPH, consultant, presented on the latest iteration. There was extensive discussion on the Linkage to Care (L2C) component regarding the length of time between testing HIV+ and receiving medications, receiving a confirmed medical appointment, and attending a medical appointment. The gold standard is test and treat, but there are barriers to meeting it. For example, testers are charged with L2C, but often lack control over necessary systems, e.g., there are too few HIV specialists to consistently provide a timely first appointment and medications.
- Prevention Standards were forwarded to the Commission for public comment until 3/28/2018 with the understanding that SBP would continue to explore refinement of the L2C section.

**2. Legal Assistance Services Standard:** There was no additional discussion.

**3. Medical Care Coordination (MCC) Data Review:**

- Wendy Garland, MPH, DHSP, presented on MCC. There was extensive discussion on ensuring consistency across agencies. For example, some agencies have difficulty recruiting and retaining MCC team members that meet DHSP requirements, but there is a tension between education and experience to do the work. There is also a need to improve the cultural competence and reflectiveness of MCC teams, especially to meet the need for Black gay men.
- SBP also discussed the need for a community awareness plan. Many consumers are unaware MCC is there to help.
- Ms. Garland reported DHSP is evaluating the effectiveness of agencies' MCC teams and will retrain, as needed.

**4. Vaccine Portfolio:**

- Franklin D. Pratt, MD, MPHTM, FACEP, Medical Director, Vaccine Preventable Disease Control (VPDC) Program, DPH, solicited input on communications VPDC was developing to educate the community on vaccine portfolio uptake, especially cultural competency for PLWH, transgender and other gender nonconforming individuals.
- Vaccine information is inconsistent so primary care physicians also need to be educated.

**C. Operations Committee:** Motions will go forward to the May Commission business meeting.

**1. Policies and Procedures:**

**a. Proposed Revised Policy #09.4205:**

- Ms. Bivens-Davis noted original revisions in Sections 9 and 10, and a comment in Section 18.e. were to clarify and document the practice of limiting Commission membership to no more than two persons per agency. The Policy was amended to clarify that the practice also applies to non-Commission Committee members.

**MOTION #3:** Approve the proposed revised Policy #09.4205: Commission Membership Evaluation and Nomination Process, as presented with amendment regarding non-Commission Nominations directly to Committees to add that, "The applicant does not violate the Commission's 'two persons per agency' practice" (*Passed by Consensus*).

**2. Membership Management:**

**a. Vacate José Muñoz, Unaffiliated Consumer Supervisorial District 1 seat:**

- Ms. Bivens-Davis said several Commission members and staff have reached out to Mr. Muñoz to check in with him and offer support. Mr. Green also contacted the manager for his building to reach out to him. Mr. Muñoz has not responded to any personal outreach efforts or Commission correspondence.
- Per Policy/Procedure, a motion to vacate Mr. Muñoz' seat is being brought because absences in excess of six months place him out of compliance with Commission attendance standards. He will be welcome to re-apply at a later time. Meanwhile, vacating the seat offers the opportunity to recruit another candidate.
- Mr. Robinson asked about Trauma-Informed Care Commission training. Ms. Barrit replied the Commission does not offer that training and would need to partner with a qualified agency to provide it, if desired.



- Ms. Bivens-Davis noted the excellent timing for this discussion in light of the loss of Thomas Puckett, Jr. and highlighted the impact of checking in with each other. She recently presented at the American Black Public Administrators Association on burn-out and the importance of self-care to continue service. As part of recruitment and retention conversations, she hoped to develop strategies in our culture to say, "I'm not OK."
- Mr. Robinson has seen a strong response at every organization he has attended that brought in a Trauma-Informed Care consultant. He felt it especially pertinent for Commissioners constantly urged to engage.
- ➔ Verbalize in Commission Orientation that it is okay to say, "I need to stop," to support members in addressing self-care, as needed. Members can also request a Leave of Absence to excuse absences and inform staff so that they can help support members personally and in their Commission responsibilities.

**MOTION #4:** Approve recommendation to vacate José Muñoz, Unaffiliated Consumer Supervisorial District 1 seat, as presented (*Passed by Consensus*).

- b. **Traci Bivens-Davis - Representative Board Office 2:** Ms. Bivens-Davis accepted this role on behalf of Supervisor Mark Ridley-Thomas and looked forward to working with his team. She is in contact with his human services staff.
- c. **Membership and Vacancy Review:**
  - Erika Davies is scheduled for BOS approval on 3/27/2018 and more applications are expected for next month.
  - Vacancies include seven Unaffiliated consumers. Commissioners were encouraged to recruit.
  - ➔ Include membership demographic breakdown in 4/26/2018 meeting packet.
3. **Recruitment and Retention Plan:** Mr. Green is leading these activities, as discussed below.
4. **Assessment of Administrative Mechanism (AAM) Update:** Marc Hauptert, consultant, called into the Operations Committee Meeting that morning to provide an update. Interviews with Commission members and DPH including DHSP are done. Provider interviews would begin that afternoon and continue through the next week.

**D. Public Policy Committee:**

1. **Healthcare Access:** There was no additional discussion.
2. **State Legislation and Budget:**
  - The Committee has begun development of its 2018 Legislative Docket with positions on mainly State Assembly and Senate bills. Some positions are consistent with prior years while the Committee seeks more input for others.
  - Senate Bill 827 pertains to relaxed restrictions on affordable housing near transportation. Representatives from both the legislative office and the opposition are being scheduled to present at the 5/7/2018 meeting.
3. **County Legislation and Policies:**
  - a. **Housing Policy Advocacy:** Ms. Barrit noted the formal Commission public comment to the BOS on proposed measure H funding recommendations in the packet. Recommendations are consistent with those in the past to support carve-outs for PLWH and improve Vulnerability Index-Service Prioritization Decision Assessment Tool (VI-SPDAT) scores used by the Coordinated Entry System (CES) to properly prioritize PLWH for housing services.

**11. CAUCUS, TASK FORCE, AND WORK GROUP REPORTS:**

**A. Consumer Caucus:**

- Mr. Green said the second Consumer Advisory Board (CAB) Meet and Greet will be 4/27/2018, 11:00 am to 2:00 pm, at Maggiano's at the Grove. It has been expanded from two to three hours to accommodate both a medical presentation and one related to HIV. Presenters will be LaShonda Spencer, MD, and Hussain Turk, JD, Director, Los Angeles HIV Law and Policy Project (LA HLPP), presenting on HIV Criminalization. Gilead is sponsoring the event for 40 people.
  - All consumer Commissioners are invited. Providers and consumers associated with a CAB that was not represented at the first Meet and Greet are encouraged to provide Mr. Green with contact information so leadership can be invited.
  - The first CAB Meet and Greet showed that many lack an understanding of basics, e.g., LACHAS, the Commission, Undetectable Equals Untransmittable (U=U), and PEP/PrEP. They often are unfamiliar with Service Planning Areas (SPAs) much less HDs. Mr. Green works to educate from the ground up, e.g., he provides the three key LACHAS components and then challenges attendees to read the information. He has drafted a one-page document on basics with websites, e.g., for the Comprehensive HIV Plan (CHP), LACHAS, and PrEP.
  - Two more Meet and Greets are being planned for the year with one of those in Spanish.
  - The LACHAS talking points, as requested, were translated into Spanish using LAC translation services.
1. **Co-Chair Definition:** A new Co-Chair definition was in the packet for one HIV+, one HIV-, and one community Co-Chair.

**B. Women's Caucus:** The Caucus did not meet.



**C. Transgender Task Force:**

- Ms. Reed reported one of the biggest issues is drawing people to the table and increasing Commission representation. There will be a Commission 101 presentation and applications at the next meeting to increase interest.
- Staff from The Wall Las Memorias attended to present on a program and volunteered to Co-Chair.
- Mr. Green spoke twice at the West Hollywood Transgender Advisory Board and will go back for additional outreach.
- Meetings are the third Monday of the month, 10:00 am to 12:00 noon, at APAIT, 3055 Wilshire Blvd., Suite 300.
- ➔ Add Mr. Robinson to distribution list.

**D. Housing Task Force:** The next meeting is 4/25/2018.

**E. Long Beach Task Force:**

- Ms. Barrit noted this Task Force has decided to pause meetings to support the Long Beach HIV Planning Group in their efforts to discuss and create a local action plan for implementing the LACHAS in Long Beach.
- Many Commissioners attend the Long Beach HIV Planning Group which meets every other month. It has agendized LACHAS discussion with an emphasis on the role of the Long Beach Department of Health and Human Services to serve as the backbone organization for coordinating HIV planning efforts in Long Beach.
- Discussion continues on key areas of focus. The most recent Long Beach Health Department 2016 STD and HIV Survey Report utilizes zip codes to identify disparities and hot spots. The Report is on their website.

**V. NEXT STEPS**

**12. TASK/ASSIGNMENTS RECAP:** There were no additional items.

**13. AGENDA DEVELOPMENT FOR NEXT MEETING:** There were no additional items.

**VI. ANNOUNCEMENTS**

**14. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:**

- Mr. Green reported that Being Alive planned a medical update on the Conference on Retroviruses and Opportunistic Infections (CROI) that evening at 6:00 pm at Plummer Park.
- Mr. Rosales was seeking panelists to review three or four Prevention RFPs. There is no compensation. Contact him or Dahlia Ferlito if interested.
- Ms. Granados is on the Host Committee for the 12/3-4/2018 National Minority AIDS Council (NMAC) Biomedical Prevention Summit. It is being held in Los Angeles County for the first time. The focus will be on women. Some five more people are being added to the Host Committee with an emphasis on youth and those openly using PrEP. Mr. Robinson added there are also calls for people to join their media advisory group with an emphasis on community engagement. Members will also advise on the United States Conference on AIDS (USCA). Applications are open until 3:00 pm local time on 3/23/2018.

**VII. ADJOURNMENT**

**15. ADJOURNMENT:** The meeting adjourned at 2:40 pm in memory of Commissioner Thomas Puckett, Jr.