



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 are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

**EXECUTIVE COMMITTEE
MEETING MINUTES**
October 25, 2018



MEMBERS PRESENT	MEMBERS PRESENT (cont.)	PUBLIC	COMM STAFF/ CONSULTANTS
Grissel Granados, MSW, <i>Co-Chair</i>	Mario Pérez, MPH	Miguel Martinez, MSW, MPH	Cheryl Barrit, MPIA
Ricky Rosales, <i>Co-Chair</i>	Kevin Stalter		Carolyn Echols-Watson, MPA
Al Ballesteros, MBA		DHSP STAFF	Dawn McClendon
Traci Bivens-Davis	MEMBERS ABSENT	None additional	Jane Nachazel
Jason Brown	Joseph Cadden, MD		Doris Reed
Raquel Cataldo	Terry Goddard, MA		James Stewart
Aaron Fox, MPM	Ace Robinson, MPH		Julie Tolentino, MPH
Joseph Green			Sonja Wright, MS, Lac

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 10/25/2018
- 2) **Minutes:** Executive Committee Meeting Minutes, 9/27/2018
- 3) **Draft Agenda Overview:** 2018 Annual Meeting Theme, Learning Objectives, and Business Items, 10/25/2018
- 4) **Table:** Los Angeles County Commission on HIV 2019 Work Plan (WP) Template Draft/For Review, 10/23/2018
- 5) **Letter:** Commitment to fulfilling the goals of the Los Angeles County HIV/AIDS Strategy, *Final Draft* 10/25/2018
- 6) **Memorandum:** Resolution to Expand Resources and Access to Sexually Transmitted Diseases (STD) Prevention, Testing, and Treatment Services, 9/11/2018
- 7) **Memorandum:** Resolution for Recommending Expanding Resources and Access for STD Prevention, Testing, and Treatment, 8/9/2018
- 8) **Letter:** Concurrence with the Los Angeles County HOPWA Advisory Committee (LACHAC) Comments on the Draft Recommended Strategies to Combat Homelessness, 3/30/2016
- 9) **Motion:** Endorse the Undetectable = Untransmittable (U=U) Consensus Statement from the Prevention Access Campaign and forward the recommendation to the Board of Supervisors, 1/8/2018
- 10) **Event Summary:** Los Angeles County HIV/AIDS Strategy for 2020 and Beyond, Call to Action Meeting: Metro Los Angeles, 10/11/2018
- 11) **Event Summary:** Los Angeles County HIV/AIDS Strategy for 2020 and Beyond, Call to Action Meeting: South Bay, 10/18/2018
- 12) **Table:** 2018-2019 Legislative Docket, 10/4/2018
- 13) **Table:** Los Angeles County Commission on HIV, Assessment of the Administrative Mechanism, RWCA Fiscal Years 24, 25, 26, Recommendations Matrix-Discussion Worksheet for Operations Committee, 7/26/2018
- 14) **Table:** Los Angeles County Commission on HIV, 2018 Membership Roster, Updated 10/17/2018
- 15) **Table:** Planning Council Reflectiveness, Updated 10/16/2018

CALL TO ORDER: Ms. Granados called the meeting to order at 1:01 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 9/27/2018 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: There were no comments.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT:

- Ms. Barrit will be on vacation 11/9-23/2018. She will miss the Operations and Executive Committee meetings that were rescheduled to 11/15/2018 due to the Thanksgiving Holiday. Other staff will provide support.

- ➡ Provide evaluations of cultural awareness and racial justice training and trainers to date for review.

A. "Brown Act" Refresher:

- Commission Services offered a training that morning attended by several Commissioners and two staff. Ms. Barrit has asked Lilly Campos, the Brown Act subject matter expert to provide a refresher at the 11/15/2018 Executive Committee. There will also be sufficient time for questions.
- The Commission has offered a full Brown Act training in the past. That is an option, if desired.

B. Parliamentary Services:

- Ms. Barrit welcomed Mr. Stewart back for Executive and Commission support in response to requests from several Commissioners. Logistics were being worked out with Los Angeles County (LAC).
- He will also assist in ensuring that all Co-Chairs fully understand the mechanics of Robert's Rules of Order.

C. Commission on HIV Annual Meeting - November 8, 2018:

- Ms. Barrit reminded the body that this Annual Meeting will be at St. Anne's Conference Center.
- The draft agenda overview was in the packet. Building foundational skills around interpersonal communication, positive group dynamics, conflict management and resolution centered around the core purpose of the Commission as a Planning Council (PC) for the Los Angeles Eligible Metropolitan Area (EMA) was based on past requests, observations from cultural awareness and racial justice trainers, and will be useful and grounding for members of the public.
- The opening business portion of the meeting includes, as several members asked, in-person representation from the California Office of AIDS (OA) with Marisa Ramos, PhD, Interim Chief; Kevin Sitter, Implementation Specialist; and Karl Halfman, MS, Chief, Care Branch, slated to apply for the Commission's Part B seat. Ms. Barrit has asked Dr. Ramos to speak about herself, her background, and her vision for OA. She was advised about interest in the PrEP- Assistance Program (PrEP-AP), how LAC can improve its partnership with OA, and a California Getting to Zero Plan update.
- Mr. Pérez spoke with Dr. Ramos in Long Beach on 10/24/2018. He advised that, as it is early in her tenure, any in-depth comments will best be served by advance notice or responses from her team as a whole.
- Mr. Fox suggested a focus on her vision for OA, especially regarding emerging STDs and improved community relations. He felt she was interested in staying, assuming the new administration was amenable. As the first nonphysician to lead OA in 12 to 16 years, she offers a different perspective. Mr. Stalter added Miguel Martinez, MSW, MPH can also provide a brief California Planning Group (CPG) update following on its recent in-person meeting.
- Ms. Barrit sent an email of congratulations to prior OA Chief Dr. Karen Mark on her new position at Medi-Cal and suggested they work together on identifying an appropriate representative for the Commission's Medi-Cal seat.
- Per Commissioner request, Dr. Muntu Davis, LAC Health Officer, will also provide an update on the flea-borne typhus outbreak. Ms. Barrit thanked Mr. Pérez for helping make the connection.

- The Priority Motion addresses key policy recommendations that the full body and the Executive Committee have been discussing for several months. It presents an opportunity to take advantage of the upcoming World AIDS Day to highlight what the Commission is working on in the wake of its STD Resolution.
- Mr. Fox suggested adding a mini-training on making effective and meaningful public comments. Ms. Cataldo also urged reminding everyone to be respectful of speakers, especially considering that the Annual Meeting can draw more public.
- As part of Meeting Management, Co-Chairs will advise attendees that the business part of the meeting will be brief in order to reach the training portion, but there can be additional follow-up at a later time.
- Consider looped slideshow of 2018 accomplishments on screen as people arrive and at lunch.
- Ms. Barrit will coordinate with the City of Los Angeles and LAC to address the sanitation aspect of the typhus epidemic.
- There will also be a brief Awards Project review and Certificates of Appreciation.

D. Commission on HIV Work Plans: Ms. Barrit noted the Executive Committee Work Plan reflects the roll-up of all the plans. The draft in the packet reflects recommendations received to date, but additional items can still be submitted.

6. CO-CHAIR REPORT:

A. Meeting Management Reminders:

- Ms. Granados reported leadership was addressing comments at the last meeting. The Brown Act training was part of the response and Operations Committee was reviewing the Code of Conduct and prior Grievance Policies/Procedures.
- Mr. Stalter had a long conversation with Ms. Barrit the next day. He respected everyone in the room and everyone's opinions on these subjects. What concerned him about what happened at the meeting was that Executive had made a decision on how to move forward on these topics with ongoing training including at the Annual Meeting.
- Even so, still having not seen the text messages, he was concerned about the four new Commissioners present, including one at the table for the first time. Two new physician members, both men of color, asked him what was going on - one called and one ran into him at the hardware store. He felt, with a strategy in place, the Commission did itself a disservice by addressing the issue in public. He has sometimes not brought people due to some of this activity.
- Ms. Bivens-Davis said the appropriate place at this point to discuss conduct and grievances is at Operations. The topic, as noted above, is scheduled for continued review in November. Once fleshed out, it will come to Executive, per plan.
- Mr. Rosales added the Co-Chairs have taken appropriate actions to deal with the situation. Leadership has not talked to anyone about it except for Ms. Barrit and County Counsel. While they are hearing about the conversations, they are not focusing on that. Instead, they are focusing on getting the training and getting information from County Counsel.
- Ms. Granados added people tend to use Public Comment however they want. Learning to communicate more effectively is a key part of the training's purpose. As a public body, it does not look good to brush things under the rug and not address them, but we want to move forward in a productive way while addressing members' concerns.
- Mr. Pérez noted DHSP just completed a year-long Assessment of the Administrative Mechanism (AAM). DHSP embraces that because staff want to be honest about what they do well or do not do well.
- There is no reciprocal assessment of the planning body, but he thought Commissioners have a duty and responsibility to preserve the integrity and decorum of the planning process. We cannot in principle and reams of paper suggest that we are open to ideas and that it is a thoughtful, deliberative process when there is a lot of traffic that he has recently learned about outside of the formal meeting process. He felt it must be addressed head on following due process.
- There has been a commitment to individual confidentiality but, as a group, we must own those things that need attention and determine a path to address them. The DNA of the Commission is to be fully transparent and open in this critical decision-making process. That principle cannot be undercut by isolated conversations around composition and who is in a leadership position. He felt it was important to preserve the Commission's "stock."
- Mr. Stalter clarified his concern was that eight to ten Commissioners seemed to have information that the rest of the body did not, including him. Commissioners were asking him questions about it and he had no answers. He would have appreciated an announcement that, e.g., it was being addressed with County Counsel.
- Mr. Ballesteros said, beyond the communications training, there needs to be a way to deal with conflict when it occurs. The Commission will not be able to control everything that people do outside the body but, as Commissioners and public appointees, the Commission can say there is an obligation to direct any concerns to an internal process.
- Ms. Bivens-Davis said that is the purpose of the Policies and Procedures conversation at Operations in November. It creates a system, a space, and an expectation for grievances to be addressed.
- Ms. Granados added an expectation of accountability and holding each other accountable for how we show up is a fair minimum. Parity is generally discussed as bringing Unaffiliated Consumers up to par concerning, e.g., data and policy. Parity can also be approached in terms of essential frameworks, aside from affiliation, such as racial and social justice.

- Mr. Stewart stressed, as a Brown Act covered body, that electronic communication travels so easily as to present the danger of violating the Brown Act before anyone is aware of it. An occasional violation is not too serious, but real harm can be done to the Commission if violations occur on a continual basis.
- Mr. Rosales said the number one thing County Counsel advised at this point was not to discuss the matter.

B. Holiday Meeting Schedule:

- ➡ Operations and Executive Committees will meet 11/15/2018. In December, those and Public Policy are cancelled.

C. National Minority AIDS Council (NMAC) Biomedical Summit - December 3-5, 2018: Ms. Granados reported the Commission will cover registration expenses for seven Unaffiliated Consumers and three staff. Ms. Barrit said dollars were able to be moved around to cover everyone who applied. The Summit will cover multiple topics including U=U and PrEP.

7. INTEGRATION ADVISORY BOARD (IAB) REPORT:

- Mr. Brown reported Fred Leaf provided an update at the last meeting. The IAB was continuing to work on its final report which was being based on feedback from frontline staff and union representatives.
- There was a disturbing report about the Men's Central Jail. The Department of Health Services (DHS) assumed health care three years ago, but deputies no longer provide the RNs security, ostensibly due to concern with potential HIPPA violations. The mortality rate has also increased. In response, the IAB has requested Fred Leaf's office to arrange to hear from Christina Ghaly, MD, Director, DHS, the Sheriff and directors of the other Departments or their representatives.
- Mr. Ballesteros reported the IAB's last scheduled meeting would be next month. After that, the IAB would convert to a quarterly meeting. It now has a budget for eight positions including a Director within the Health Agency office.
- Mr. Leaf showed him and Bridget Gordon a revised draft plan. It moves away from metrics for specific projects. The Directors of the three Departments rewrote the IAB plan and incorporated many IAB recommendations.
- ➡ Recommendation to determine who to submit from the Commission for representation on newly constituted IAB.

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

- Mr. Pérez, Director, joined the CPG in Long Beach for part of yesterday. LAC was represented by a strong delegation.
- He and Leo Moore, MD, MSHPM, Medical Director, thanked the state for launching PrEP-AP and described its role in LACHAS. Dr. Moore shared some aspects of LAC's PrEP strategy and responded to media enquiries on the PrEP videos. There was also a good panel, including LaShonda Spencer, MD, on development of the videos.
- He and Dr. Moore shared some LAC activities addressing the HIV and STD epidemics. They identified strong support for the Sacramento conversation on integration of the STD Control Branch and the Office of AIDS (OA) and noted the benefits.
- Mr. Pérez received some feedback on the Torrance LACHAS. While discussion should focus on LACHAS, inevitably there will be questions on contracts and service delivery. The right formula for engaging those was still being developed.
- DHSP was still working on the Commission budget. Mr. Stalter suggested adding to the travel line item.

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

A. Draft Letter to Board of Supervisors (BOS) Re: Commission Commitment:

- Mr. Rosales called attention to the letter in the packet. It highlights five key areas to support LACHAS goals: 1. Investing \$30 million in STD services and programs; 2. Countywide contracting and procurement process reform; 3. Fully utilize integrated health agency framework for comprehensive and cohesive system of care for PLWH and those at risk for HIV/STDs; 4. Mandatory opt-out HIV testing in high-volume, highly impacted areas in County hospitals and clinics; 5. Dedicated strategy for Measure H funds to support all types of housing options and services for PLWH.
- Regarding Item 2, Mr. Pérez noted that one way large bureaucracies insulate themselves from risks is to create a lot of rules and steps. Over time, more steps are added, often due to legal challenges. He wanted to ensure people were aware that the Department of Public Health (DPH) basically followed the same process as other LAC departments.
- ➡ Add to item 2: not reforming the contracting and procurement process risks returning funds to federal government.

MOTION #3: Approve Final Draft Letter to Board of Supervisors regarding Commission's Commitment to fulfilling the goals of LACHAS, with revision, and forward to Commission for approval (*Passed by Consensus; Abstention*, Mr. Pérez).

B. October 11, 2018 and October 18, 2018 Meeting Follow-Up/Evaluations:

- Ms. Barrit noted the two summaries in the packet. The Metro Meeting was co-located at St. Anne's Conference Center with a Commission Meeting following on the same day and was well attended.
- The 10/18/2018 South Bay Meeting in Torrance drew a somewhat smaller group, but over half were unfamiliar with LACHAS and asked good, on topic questions. Supervisor Janice Hahn's Health Deputy and Torrance Field Deputy attended and were among those who engaged in learning about LACHAS.

10. STANDING COMMITTEE REPORTS:

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

1. **Ryan White Program Year (RW PY) 28 Fiscal and Expenditure Update:** Mr. Brown reported Michael Green, PhD, MHA provided the first standing monthly fiscal and expenditure update. The current estimate of underspending for RW PY 28 is \$4.2 million. Options for re-allocations are being reviewed.
2. **Contingency and Multi-Year Planning:**
 - (a) **Evaluation/Discussion of Ryan White Program (RWP) Services:**
 - Mr. Brown noted Libby Boyce, LCSW, Housing for Health (HFH), reported the Memorandum of Understanding (MOU) was signed and one contractor has already begun housing people, with some 29 housed at the time of the report. Due to rising housing costs, the cost per person has increased from an average \$1,100 to \$2,000.
 - Mr. Pérez reported that DHSP has added two HFH subcontractors bringing the total to three.
 - Ms. Bivens-Davis asked about expanding vision services. Ms. Barrit noted the last Los Angeles County HIV Needs Assessment (LACHNA) did identify vision services as a need. The challenge has been that the Health Resources and Services Administration (HRSA) requires services to be directly tied to HIV.
 - Mr. Pérez said an issue raised at the Metro LACHAS Call to Action Meeting was consideration of a menu of services needed for PLWH who are over 50. Expanded vision services might be part of that.
 - Mr. Fox reported increased conversation about what kind of services are needed for older PLWH. Many articles identify high rates of depression and isolation, but few such services are available for PLWH.
 - Mr. Ballesteros noted strength training is often identified as a need for the aging population so perhaps gym memberships might be suitable. Treating wasting syndrome and lipodystrophy also address depression.
 - ➔ Refer to PP&A: Initiation of Task Force to identify unmet needs such as for the aging.
 - i. **Foodbank, Transportation, Dental, Ambulatory Outpatient Medical (AOM), and Medical Care Coordination (MCC):**
 - Mr. Brown noted one action is to raise the Federal Poverty Level (FPL) eligibility cap. Even so, using Nutrition Support as an example, 63.4% of all RW recipients are already eligible with 9,979 of them not using the service so increasing the cap will not absorb the amount of underspending needed.
 - Mr. Ballesteros said PP&A also hoped to improve food quality and increase knowledge of the service. Even smaller expenditures will be meaningful for consumers by increasing food options.
 - Mr. Pérez stressed that DHSP was already adjusting contracts to increase eligibility, but it will only generate perhaps \$100,000 in additional spending for these contracts which end 2/28/2019.
 - DHSP had a bidders' conference for Oral Health. Currently, there are two specialty providers, but many more general providers. Some of the general providers have the capacity to do specialty work and were encouraged to apply. Implants and orthodontics have also been approved under medical necessity.
 - (b) **RWP Eligibility Card and Brochure Proposal - Consumer Caucus Review:** Mr. Brown has coordinated with Mr. Green for the Consumer Caucus review of this proposal.

B. Public Policy Committee:

1. **County/State Policy and Legislation:**
 - (a) **2018-2019 Commission Legislative Docket Updates:**
 - Mr. Fox noted the final Docket for this session was in the packet. The new session will begin in December.
 - Much of the state budget is set, e.g., due to specific spending rules for education. Even so, there will be a significant amount of dollars, possibly in the high hundreds of millions, for the new governor to spend on his priorities. The first May Revise will offer key priority indicators.
 - The California HIV Alliance has developed a draft of its asks for the next year which is still in progress. Asks are expected to be notably larger than in the past in an attempt to recoup funds cut from public health in 2009.
 - ➔ Mr. Fox will check on why HR 1739 was referred to the Subcommittee on Military Personnel and report back.
 - (b) **STD Resolution Follow-Up:**
 - Mr. Fox said Supervisor Sheila Kuehl is the Chair of the BOS which makes her Health Deputy, Elon Schultz, the Chair of the Health Deputy meeting. An ad hoc community group asked Mr. Schultz to agendaize overall discussion of STDs including the Commission's Resolution, the LAC Center for Health Equity priority, and the new Center for Disease Control and Prevention (CDC) alarming STD rates including for congenital syphilis.
 - Health Deputy Meetings mainly review items for the next week's Board Agenda so a general presentation is rare. The Agenda has not yet been released, but will include an item on sexual health and STDs in LAC and the response as an early item at the 9:30 am, 10/31/2018 meeting, at the Hall of Administration, Room 864.

- The ad hoc group is diverse geographically and includes providers, advocates, community stakeholders, and policy people. It will present for about ten minutes. Others may then offer public comment. The Health Deputies may also ask questions. This is a great example of the Commission taking a stand with a recommendation to the BOS and the community following up on that to increase funding and capacity. People who do not sit at the table have expressed appreciation for the Commission's work.
- ➡ Staff will forward the Health Deputy Agenda after its release 10/26/2018.
- ➡ Mr. Fox will forward suggested talking points to Ms. Barrit for distribution. People may contact him directly if they would like tips on an effective presentation. People who wish to speak should be there by 9:30 am.

(c) **Housing and Homelessness Initiatives:** This item was postponed.

(d) **LACHAS Work Group Update:** The next meeting is upcoming so this item was postponed.

2. Federal Policy and Legislation:

(a) Proposed Public Charge Rule Change:

- Mr. Fox noted significant advocacy on this topic. Multiple HIV and LGBTQ groups were developing a template which was expected to be finalized by 10/26/2018. It will be vetted by immigrant families before release.
- ➡ Mr. Fox will distribute the final template. It includes instructions on posting comments to the Federal Register.

(b) Budget:

- Mr. Fox reported the Department of Health and Human Services (HHS) has already been funded. There may be issues with other aspects of the budget, but they will not impact health funding.
- He presented at the last Public Policy Committee on the history of how various pieces of legislation developed and now interact to impact funding and services today.
- ➡ Mr. Fox will work with staff on a presentation for the Commission on legislation history. The presentation may elaborate on some areas not examined in depth at the Public Policy Committee such as RW Parts. The presentation may be filmed for future training purposes.

C. Operations Committee:

1. **Assessment of the Administrative Mechanism (AAM):** Mr. Stalter reported Operations assigned high-medium-low priorities. The next step will be to develop language on implementation. The goal is to present to the Commission at the beginning of 2019.
2. **Membership Management:**
 - Operations is discussing various ways of increasing parity especially for Unaffiliated Consumers.
 - One new applicant was interviewed that morning and a second was being rescheduled.
3. **Policies and Procedures:** As noted earlier, Operations was engaged in Code of Conduct review, and review of Policies and Procedures addressing behavior expectations, sanctions, and intra-Commission issues. Ms. Barrit will provide some Policies and Procedures from other EMAs for comparison.
4. **Engagement, Recruitment, and Retention Efforts and Opportunities:** This item was postponed.
5. **Training and Leadership Development:** This item was postponed.

B. Standards and Best Practices (SBP) Committee:

1. **Co-Chair Vacancy:** Ms. Barrit noted the new vacancy. This is a small Committee so, as new applicants move forward, she requested assessing their interest in serving.
2. **Medical Care Coordination (MCC) Standards Revision Process Update:**
 - Ms. Barrit reported exceptional and thoughtful feedback from existing providers. She and Ms. Tolentino were reviewing the last round of comments. Then they will talk with Wendy Garland, MPH, liaison to SBP, to determine what is realistic and operational. Some comments were programmatic and will be memorialized.
 - The next meeting will address all standards that came up during the Priority- and Allocation-Setting Process, e.g., Emergency Financial Assistance.

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

A. Consumer Caucus:

- Mr. Green reported the third Meet and Greet was in Spanish after the 10/11/2018 Commission meeting. There were 20 attendees representing 10 agencies. Ms. Granados and Mr. Rosales presented very well and feedback was good.
- The last Consumer Caucus meeting preceded PP&A on 10/16/2018. The next will also precede PP&A on 11/27/2018.

B. Housing Task Force: There was no report.

- C. Transgender Task Force:** Ms. Barrit has met with two new Commissioners who identify as transgender: Luckie Fuller and Jazielle Newsome. They discussed the work of the Commission and the purpose of the Task Force.

V. NEXT STEPS

- 12. TASK/ASSIGNMENTS RECAP:** There were no additional items.
- 13. AGENDA DEVELOPMENT FOR NEXT MEETING:** There was no additional discussion.

VI. ANNOUNCEMENTS

- 14. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:** There were no announcements.

VII. ADJOURNMENT

- 15. ADJOURNMENT:** The meeting adjourned at 3:00 pm.