



LOS ANGELES COUNTY  
COMMISSION ON HIV



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**EXECUTIVE COMMITTEE  
MEETING MINUTES**

March 28, 2019



MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Grissel Granados, MSW, <i>Co-Chair</i>	Al Ballesteros, MBA, <i>Co-Chair</i>	Lee Kochems, MA	Cheryl Barrit, MPIA
Traci Bivens-Davis	Jason Brown		Carolyn Echols-Watson, MPA
Raquel Cataldo	Joseph Cadden, MD	<b>DHSP STAFF</b>	Dawn McClendon
Miguel Martinez, MPH, MSW	Aaron Fox, MPM	None additional	Jane Nachazel
Katja Nelson	Joseph Green		James Stewart
Kevin Stalter	Mario Pérez, MPH		
	Juan Preciado		

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- 5) **Table:** 2019 Co-Chairs' Priorities, *Draft 12/21/2018*
- 6) **Table:** Los Angeles County Commission on HIV, 2019 Training Schedule, *Updated 2/25/2019*
- 7) **Recommendations:** 2019 Annual Meeting Planning Recommendations, 3/28/2017
- 8) **Duty Statement:** At-Large Member, Executive Committee, *Approved 3/28/2017*
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- 12) **Guidelines:** (Final Draft) Guidelines for Conduct, *Revised 3/05/2019*
- 13) **Table:** 2019 Membership Roster, *Updated 3/26/2019*
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- 16) **Membership Application:** Justin Valero, MA, 3/20/2019
- 17) **Priorities:** 2019 Policy Priorities, 3/04/2019
- 18) **Notes:** Assessment of the Administrative Mechanism (AAM) Work Group, Meeting Notes, 3/07/2019
- 19) **Summary:** Black/African American Community (BAAC) Task Force, Meeting Summary, 3/18/2019

**CALL TO ORDER, INTRODUCTIONS, AND CONFLICT OF INTEREST STATEMENTS:** Ms. Granados called the meeting to order at 1:06 pm. Quorum was not achieved.

**I. ADMINISTRATIVE MATTERS**



**1. APPROVAL OF AGENDA:**

**MOTION #1:** Approve the Agenda Order, as presented or revised (*Postponed*).

**2. APPROVAL OF MEETING MINUTES:**

**MOTION #2:** Approve the 1/24/2019 and 2/28/2019 Executive Committee Meeting Minutes, as presented or revised (*Postponed*).

**II. PUBLIC COMMENT**

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

**III. COMMITTEE NEW BUSINESS ITEMS**

**4. OPPORTUNITY FOR COMMISSIONERS TO RECOMMEND ITEMS FOR FUTURE AGENDAS, OR ITEMS REQUIRING IMMEDIATE ACTION DUE TO AN EMERGENCY, OR IF NEED FOR ACTION AROSE AFTER POSTING AGENDA:**

- Mr. Stalter expressed concern about lack of a local, especially a local consumer, voice at the newly constituted Presidential Advisory Council on HIV/AIDS (PACHA) table. He felt it especially important in light of President Trump's new HIV/AIDS initiative and its accompanying \$280 million to try to put the Commission's stamp on it whether via PACHA or otherwise.
- ➡ Agendize discussion regarding pertinent Commission involvement at the federal level.

**IV. REPORTS**

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

**A. Co-Chair Priorities:**

- Ms. Granados noted the table in the packet includes key 2019 priorities from all Committees. Executive priorities were developed by Mr. Ballesteros, outgoing Co-Chair Ricky Rosales, and herself in discussion with Ms. Barrit, as noted.
- Item 3, Commissioner Brown Act training, was provided at the 2/14/2019 Commission meeting. It was intended to replicate County Counsel training tailored to the Commission previously provided to Executive. Due to extensive discussion, however, County Counsel did not have time to complete the training so a part two might be needed.
- Item 9 originally focused on developing an approach, objectives, and framework for 2019 Los Angeles County HIV/AIDS Strategy (LACHAS) community meetings to build on the 2018 series across LAC. Instead of standalone community meetings, this year the focus has been on panels at the Commission for key populations as prioritized at the last Executive meeting as well as policy-related matters addressed at the Public Policy Committee.
- Ms. Bivens-Davis added she had submitted a document to Julie Tolentino, MPH with feedback from the 3/27/2019 Consumer Advisory Board (CAB) Conference activity pertaining to LACHAS.
- Ms. Granados reminded all Co-Chairs to review the table regularly to ensure follow-up on their Committee's priorities.
- ➡ Review Brown Act training evaluations at next meeting to decide whether to invite County Counsel back for a part two.
- ➡ Elevate planning discussion on 2019 SPA 1 community meeting coordinated by Mr. Ballesteros and Ms. Cataldo.
- ➡ Mr. Ballesteros and Ms. Bivens-Davis will coordinate referrals to Standards and Best Practices (SBP) for Committee-only members (Item 16) from the LACHAS-related initiative group being formed by Board of Supervisors (BOS) District 2.

**B. Committee Meeting Summaries:**

- Ms. Barrit noted lead staff for each Committee was now providing their Co-Chairs with summaries for the previous meeting to help prepare for their Commission meeting Committee report. Summaries are for internal Co-Chair use.
- ➡ Agreed to forward Consumer Caucus summaries to all Commission/Committee Co-Chairs for their internal use.

**C. 4/11/2019 COH Meeting Agenda Preparation:**

- (1) **National Youth HIV & AIDS Awareness Day Colloquium Panel:** The one-hour panel is being coordinated by Uyen Kao, UCLA Center for HIV Identification, Prevention and Treatment Services (CHIPTS). Ms. Granados and Mr. Martinez have provided excellent recommendations. In addition, several community youth have contacted Mr. Ballesteros to engage.
- (2) **2019 Conference on Retroviruses and Opportunistic Infections (CROI) Reports:**
  - ➡ Agreed to do roundtable report back on CROI from Commissioner attendees.



**D. 2019 Annual Meeting Preparation:**

- Ms. Barrit hoped to begin preparations earlier this year than last. Commissioners and community members have offered multiple suggestions on topics, trainings, and integration of mandatory Health Resources and Services Administration (HRSA) trainings. Staff also engaged in a brainstorming session on general approaches.
- The suggested recommendation in the packet uses a conference format with a keynote speaker and three breakout tracks: All About the Commission on HIV including basics, planning and priority setting, and consumer engagement; Fostering Coordination for Improved Health Outcomes including a housing policy roundtable, partnerships with health plans and Federally Qualified Health Centers, and coordination with mental health and substance use systems; and Celebrating Community Successes with best practices such as with highly impacted/special populations.
- Objectives would be to increase understanding of the Commission's role and to identify partnership opportunities from across Los Angeles County (LAC) to achieve Los Angeles County HIV/AIDS Strategy (LACHAS) goals.
- A brief time for any needed business matters can be scheduled at the beginning of the meeting.
- The Music Center would not be a suitable venue for this proposal due to the lack of breakout rooms, but Dina Jauregui was researching options. Mr. Stalter suggested staying in the downtown area for ease of transportation. It could also assist consumers to start the business meeting at 9:00 am with the conference proper beginning at 10:00 am.
- Ms. Granados especially appreciated the Commission track. Even people who have been Commissioners for some time often have questions about how an allocation becomes a funded service. An equity lens could explore how decisions made at these tables truly impact the funded service and the consequent need to be thoughtful.
- ➡ Retain item on agenda with updates including on securing a venue.

**6. CO-CHAIR REPORT:**

**A. Meeting Management Updates and Reminders:**

(1) **Statement of Conflicts of Interest and Affiliation Introductions:** Conflicts now open all meetings for transparency.

(2) **Removal of Member Professional Titles/Designations on Name Plates:**

- Ms. Granados noted this proposal from Operations was intended to eliminate distinctions and elevate consumer voices. Mr. Martinez felt it was an act of humility which made the space more accessible.
- ➡ Agreed to remove titles from the Commission's name plates.

**B. Executive At-Large Member Nominations:**

- Nominations remain open until elections at the 4/11/2019 Commission meeting. Nominees to date for the three seats were: Ms. Cataldo, Michele Daniels, Bridget Gordon and, pending his supervisor's approval, Greg Wilson.
- Mr. Stalter felt it important to note that there were now only two consumers on the Executive Committee.

**C. Black/African American Community (BAAC) Task Force Formation:**

- Ms. Bivens-Davis felt the group that convened in the wake of the panel held an important discussion that affirmed parity regarding the historical context on which they stand and from which they can review existing research to inform recommendations. Attendees were deeply invested in the work.

➡ Agreed to retain BAAC report on Executive Committee agenda and forward Motion #3 to the Commission for approval.

**MOTION #3:** Approve the formation of the Black/African American Community Task Force, as presented (**Postponed**).

**D. 3/14/2019 Commission on HIV (COH) Meeting Review and Follow-Up:**

**(1) Public Comment:**

- Ms. Granados reviewed the tracker table in the packet. A notable comment from the 3/14/2019 Commission meeting was a request for collaboration partners for Los Angeles Family AIDS Network (LAFAN) women's health education videos by Natalie Sanchez, MPH. LAFAN is one of two Ryan White Part D funded organizations. The other is represented on the Commission by LaShonda Spencer, MD, LAC+USC MCA Clinic.
- Two people advocated restarting the COH Transgender Caucus, but it was just suspended due to lack of attendance. Doris Reed was continuing efforts to schedule a suitable meeting time and space.
- ➡ Ms. Barrit will email Dr. Spencer to advise her that the Executive Committee requests she reach out to Ms. Sanchez in order to inform a monthly Part D report at the Commission.
- ➡ Also agendaize monthly COH Part C and F reports.

**(2) Commission Member New Business Items:**

- ➡ Ms. Barrit will email Kyle Baker, DHSP, a reminder of the COH request for a Linkage and Retention Program (LRP) update. The previous PowerPoint presentation offered only preliminary data for the then new program.

**(a) Establishing a Youth Task Force:**



- Ms. Granados noted a public comment from Miguel Matheo plus requests from Mr. Ballesteros and Ms. Bivens-Davis for action around youth. Ms. Bivens-Davis did not feel a new body was needed, but felt it was important to have a conversation about successes, challenges, and lessons learned, e.g., from CABs.
- Mr. Martinez reported LAC was bringing together all CABs for a meeting in June or July. That would be an opportunity for DHSP to participate and gather feedback about youth engagement. He works with youth and is concerned about disparities, but agrees with Ms. Bivens-Davis that this was not an apt time to establish a task force especially when there are already two new ones. He also expected BAAC will have a youth lens.
- ➡ Revisit in three months. Meanwhile, talk with DHSP about the LAC meeting and possible opportunities to participate which might help inform further conversations at Executive consistent with data.

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

- A. Stigma Reduction Planning Workshop Series:** Ms. Barrit had a call scheduled with Tim Vincent, MS the next week to discuss additional full body stigma trainings. Excellent information was obtained from the last meeting so he has suggested only an April summary may be needed for the full body with recommendations to the Comprehensive HIV Plan (CHP) Goals and Objectives Work Group on developing the stigma plan. Mr. Vincent will be available, if needed, for additional trainings.

**8. STANDING COMMITTEE REPORTS:**

- A. Planning, Priorities, and Allocations (PP&A) Committee:** This meeting was moved to 3/26/2019 to avoid meeting conflicts, but still did not reach quorum. Nevertheless, the body did deliberate and provide recommendations, as noted.

**(1) (Revised) 2019 Ryan White Program (RWP) Allocations:**

- PP&A reviewed Paradigms and Operating Values, data from the last year, and conversations on how to better maximize funding. Mr. Martinez felt DHSP did a good job in alerting PP&A about spending trends, e.g., upcoming Requests For Proposals (RFPs), recently funded services, and last year's over- and underspending.
  - In particular, he noted recent Ambulatory Outpatient Medical (AOM) and Medical Care Coordination (MCC) contracts, and augmentation to Home Health-based services, as well as services with reporting or staffing issues, or areas that have had difficulty in ramping up such as Housing.
  - Allocations are by percentage as noted on the spreadsheet in the packet, e.g., AOM was increased from 20.40% to 28.23% in acknowledgement of new AOM providers, while expanded MCC was increased from 26.60% to 30.42%.
  - The Part A allocation for Food Bank/Home-delivered Meals reflects a slight decrease despite numerous discussions and a presentation. This spreadsheet, however, does not reflect the \$3+ million in 2018 Minority AIDS Initiative (MAI) funds that HRSA was expected to approve as rollover. It will be used to augment such service funding gaps.
  - In other cases, allocations have decreased because Ryan White is funding of last resort and other resources have increased, e.g., Substance Abuse Residential was decreased from 2% to 0% because of increased resources from Drug Medi-Cal and Substance Abuse Prevention and Control (SAPC).
  - In addition to allocations, PP&A also provided DHSP with delegated authority to increase or decrease allocations by 10% to make adjustments based on expenditures. The same delegated authority was provided last year.
  - It is expected that all 2018 funds will either be maximized or rolled over to 2019. The 2019 award reflects a \$500,000 increase over the 2018 award. HRSA had thought it would receive a budget increase for 2019 and said that would fund a grantee award increase of 5%, but that budget increase was not received.
- ➡ Agreed to forward Motion #4 to the COH for final approval.

**MOTION #4:** Approve the (Revised) 2019 RWP Allocations, as presented, and forward to April 11, 2019 Commission for final approval (*Postponed*).

**(2) (Revised) 2019 RWP Service Category Rankings:**

- Two revisions to earlier rankings (see table in packet) were: move Health Education/Risk Reduction (HE/RR) up from 16 to 6 to support stigma reduction; and move Hospice down from 21 to 27 (last) due to reduced need.
- ➡ Agreed to forward Motion #5 to the COH for final approval.

**MOTION #5:** Approve the (Revised) 2019 RWP Service Category Rankings, as presented, and forward to April 11, 2019 Commission for final approval (*Postponed*).

**3. Multi-Year Advance Planning:**

- Mr. Martinez noted the frustration in acknowledging that new services take 12 to 18 months to fund. For that reason, PP&A has ranked three RFPs for development: Emergency Financial Assistance, Case Management Non-Medical, and Psychosocial Services. Highlighted services that may not need an RFP are Child Care and Outreach.

**(a) RWP & Center for Disease Control and Prevention (CDC) Service Categories & Programs Updates:** No updates.

**4. RWP, CDC HIV Prevention, and Net County Cost (NCC) Fiscal Updates:** No updates.



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

1. **RWP Allowable Uses of Funds Review:** There was no additional discussion.
2. **RWP Service Categories Review:** Service category review continued with particular attention to potential RFPs.

**C. Operations Committee:** Ms. Bivens-Davis reported Operations did meet quorum for their productive meeting that morning and welcomed Mr. Preciado as the new Co-Chair.

**1. Policies and Procedures:**

**(a) (Revised) Code of Conduct:**

- Ms. Bivens-Davis reported Operations consulted another jurisdiction's policy and did significant wordsmithing.
  - Mr. Martinez asked about consequences for violation of Guidelines. Ms. McClendon replied two older draft policies were currently at County Counsel for review as part of this process.
  - Ms. Granados felt, as Commissioners are seated by the BOS at the Commission's recommendation, the Commission could also recommend a Commissioner be unseated. Mr. Stewart agreed, but noted guidelines reflect a broader parameter than rules so concerning behavior would first be called out at a meeting. If it is continual, renewal may be rejected or a recommendation to unseat the person may be forwarded to the BOS.
- Agreed to forward Motion #6 to the COH for final approval, as revised: sentence 1, add comma after "guests"; sentence 2, revise "We created..." to "We create..." The COH presentation will include reference to ongoing policy review by County Counsel.

**MOTION #6:** Approve the (Revised) Guidelines For Conduct, as revised, and forward to April 11, 2019 Commission for final approval (*Postponed*).

- (b) Policies Pending Review:** Ms. Bivens-Davis reported, in addition to policies at County Counsel as noted earlier, Operations was also reviewing the attendance policy.

**2. Membership Management:**

- (a) Membership Applications:** Ms. Bivens-Davis reported Operations also reviewed eight other candidates and expected to make recommendations at its April meeting. If all recommendations are approved, most seats will be filled excepting the Medi-Cal and Local Health/Hospital Planning Agency Representatives.

**(i) Susan Alvarado, MPH - City of Long Beach Representative:**

- Ms. Alvarado is the HIV Prevention Coordinator, Department of Health and Human Services, City of Long Beach. She previously served as the Women's PrEP Research Coordinator for APLA Health.
- Agreed to forward Motion #7 to the COH for final approval.

**MOTION #7:** Approve Membership Application for Susan Alvarado, MPH, for the City of Long Beach Representative seat, as presented, and forward to April 11, 2019 Commission meeting for recommendation to the Board of Supervisors (BOS) (*Postponed*).

**(ii) Maribel Ulloa - Housing Opportunities for Persons With AIDS (HOPWA) Representative:**

- Ms. Ulloa has worked with HOPWA for years and has already been attending meetings.
- Agreed to forward Motion #8 to the COH for final approval.

**MOTION #8:** Approve Membership Application for Maribel Ulloa for the HOPWA Representative seat, as presented, and forward to April 11, 2019 Commission meeting for recommendation to the BOS (*Postponed*).

**(iii) Justin Valero, MA - Representative, Board Office 4:**

- Mr. Valero was recommended by the BOS for Supervisor Janice Hahn's District 4 Office seat. In 2018, he ran for the California State Assembly; was currently adjunct faculty at California State, San Bernardino, College of Social and Behavioral Sciences; and is trained in National Security and Terrorism analysis.
  - He is HIV+ and a PrEP, stigma, relationships, HIV/STD testing, treatment, and prevention advocate.
- Agreed to forward Motion #9 to the COH for final approval.

**MOTION #9:** Approve Membership Application for Justin Valero, MA, Representative, Board Office 4 seat, as presented, and forward to April 11, 2019 Commission meeting for recommendation to the BOS (*Postponed*).

**D. Public Policy Committee:**

**1. County Policy and Budget:**

- (a) (Draft) 2019 Policy Priorities:** Ms. Nelson noted most revisions were clarifications or enhancements, e.g., PrEP-AP was added to the last bullet.

➤ Agreed to forward Motion #10 to the COH for final approval.

**MOTION #10:** Approve the (Draft) 2019 Policy Priorities, as presented, and forward to April 11, 2019 Commission for final approval (*Postponed*).

**2. State Policy, Legislation and Budget:**



- Docket review will begin at the next meeting on 4/1/2019, 1:00 to 3:00 pm.
- In state appointments, Dr. Mark Ghaly was appointed Director, California Health and Human Services. He previously served as Director, Health and Social Impact for LAC.

**3. Federal Policy, Legislation and Budget:** The April meeting will address PACHA and President Trump's proposal.

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

- Ms. Barrit said the next Aging Task Force meeting will be 4/30/2019. It will review Conference on Retroviruses and Opportunistic Infections (CROI) data and key research. It will likely require two or three meetings to understand the data and populations sufficiently to inform one focus group each for providers and consumers on opportunities and barriers.

**A. Assessment of the Administrative Mechanism (AAM) Work Group:**

- Ms. Bivens-Davis reported the Work Group was created at the recommendation of Operations. It convened on 3/7/2019 but, due to meeting conflicts, most members could not attend.
- Nevertheless, she and Ms. Barrit had a productive meeting with Michael Green, PhD, MHSA. They began by reviewing priorities. DHSP was thinking very proactively about suggestions made over the years regarding procurement, bidders conferences, software, data tracking, and interdepartmental communication strategies.
- There was specific discussion about where DHSP was now and where it hoped to be in terms of AAM priorities. For example, current DHSP activities include: active consideration of a system to replace Casewatch; replacing bidders conferences with educational workshops to better engage new providers; creating cross-division communication strategies so, e.g., contract monitors and budget staff have the same information.
- Dr. Green's division was revising service category monthly tools so program monitors will all have the same report.
- DHSP encouraged the Commission to focus on how delays in procurement and contracting directly impact clients, and how that can be documented. The procurement process, by contrast, is a systemic issue on a countywide macro level.
- Dr. Green recommended working with the BOS Health Deputies on relating procurement delay impacts. Ms. Granados reported she and Ms. Barrit met some three weeks ago with Erick Matos, Health and Legislative Affairs Deputy for Supervisor Kathryn Barger, District 5. They discussed the lengthy procurement process and agreed it was detrimental. He noted an example of a quicker process and will look into best practices in order to develop a motion for the BOS.
- Dr. Green also said the proposed departmental consolidation of budget functions has not occurred. Operations was recommended to keep track of that issue for potential impact on service delivery.
- The group also discussed the proposed Ryan White Program (RWP) identification card. Ms. Barrit had vetted the concept via the Consumer Caucus. DHSP's concern was how to implement the tool without exacerbating stigma.
- The Work Group agreed to review AAM priorities based on the additional information.
- ➡ Attempt to actively engage Health Deputies at the Annual Meeting, e.g., as a panel.

**B. HIV Service Awards Task Force:** This Task Force last met on 2/28/2019. It was in the process of drafting language on forming the committee to vet applications. Once drafted, language will go to Operations and then to Executive.

**C. Black/African-American Community Task Force:** There was no additional discussion.

**D. Comprehensive HIV Plan (CHP) Goals & Objectives Work Group:** There was no current update, but it will begin working on the stigma reduction plan once it receives the recommendations from Mr. Vincent.

**E. Consumer Caucus:**

- Ms. Bivens-Davis reported approximately 40 consumers and 40 providers attended the 3/27/2019 CAB Conference with 100 visitors overall during the day. Due to high provider response, they were shifted to a separate area so that consumers had a conversational space to offer input on LACHAS and learn about Undetectable Equals Untransmittable (U=U). She submitted a report on feedback that morning including feedback from the 10 to 15 Spanish speakers.
- A Health Resources and Services Administration (HRSA) facilitator from the Center for Quality Improvement and Innovation (CQII) presented on quality as well as the consumers' active role in it and in holding their agencies accountable for quality data. The CQII presenter discussed the consumers' right to request and review data, and how to request technical support individualized to their CABs on reading and understanding data.
- Providers heard conversations on policy, e.g., how to talk to immigrant populations on the public charge rule and its impact on immigrants living with HIV. They had their own discussion on quality to create safety in the consumer space.
- Researchers also provided a fast researcher roundtable of two-minute study presentations followed by the opportunity for table visits. Both consumers and researchers enjoyed the opportunity. Many people signed up for studies.
- Overall, the event was successful and is likely to become annual. Consumers are being invited to offer their own presentations next year, perhaps with panels. She anticipated a report at the Consumer Caucus.

**F. LACHAS Work Group:** This Work Group has developed a work plan and was now integrating back into Public Policy.

**G. Women's Caucus:** The next meeting will be 4/17/2019 at 10:00 am. The Caucus will be addressing its work plan.

**H. Transgender Caucus:** The next meeting will be 4/15/2019, 10:00 am.

**V. NEXT STEPS**

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

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

**VI. ANNOUNCEMENTS**

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

**VII. ADJOURNMENT**

**13. ADJOURNMENT:** The meeting adjourned at 2:40 pm.