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**LOS ANGELES COUNTY  
HIV PREVENTION PLANNING COMMITTEE (PPC)  
A Select Committee of the Commission on HIV Health Services  
600 South Commonwealth Avenue, 6<sup>th</sup> Floor- Los Angeles CA 90005-4001**

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MEETING SUMMARY  
Thursday, May 3, 2001  
1:00 p.m.-5:00 p.m.  
St. Anne's Foundation Conference Room  
155 North Occidental Boulevard-Los Angeles, CA

\*Excused Absence

MEMBERS PRESENT

ABSENT

Mario Perez	Richard Zaldivar
Jeff Bailey	Chi-Wai Au
Sergio Avina	Sandra Cargill
Mark Etzel	Kevin Kindlin
Edric Mendia	James Miller
Veronica Morales	Vicky Ortega
Keisha Paxton	Frank Roque
Ricki Rosales	Vanessa Talamantes
Kellii Trombacco	Tony Bustamante
Tiffany Horton	

Ricky Bluthenthal  
\*Gordon Bunch  
Rosetta Chamberlain  
Ramon Flores  
\*Danielle Glenn-Rivera  
David Luis Herrera  
Juan Carlos Ledesma  
Ric Loya  
Cleo Manago  
\*Gail Sanabria  
\*Nancy Wongvipat

STAFF PRESENT

Charles L. Henry	Maria Perez	Gabriel Rodriguez
Magdalena Esquivel	Oscar Garcia	Dean Goishi
Elizabeth Escovedo	Darren Roberts	Delia Sandoval

- I. **CHIPTS COLLOQUIA SERIES:** - HIV-I Vaccine Developments by **Faith Landsman**
- II. **ROLL CALL** Roll call was conducted. A quorum was present.
- III. **APPROVAL OF AGENDA** The PPC approved the agenda with one correction.  
**MOTION # 1:** The PPC approved the deletion of item # 7 Subcommittee Structure from the agenda.
- IV. **APPROVAL OF MEETING SUMMARY**  
The committee approved the meeting summary for March 01, 2001. The PPC co-chairs welcomed Mario Perez as the new governmental co-chair of the PPC.
- V. **PUBLIC COMMENT**  
**Denise Johnson** announced that HIV Epidemiology is providing an orientation on June 26, 2001, at OAPP for all Commission members from 12:00 p.m. to 2:00 p.m.

**Washington Devance** was concerned if PPC members were community representatives, and about the criteria for PPC membership selection because she was not selected for membership to the PPC. She also stated that she has not seen PPC members in her community discussing AIDS with young black men and women and she reported that there were no resources in her community.

Richard Zaldivar thanked the public for their comments.

## **VI. PPC MEMBERSHIP REVIEW**

**Richard Zaldivar** stated that the co-chairs are responding to concerns expressed by the community. One issue is the attendance of PPC members. They will be monitoring very closely the attendance of the PPC membership. At the Executive sub-committee meeting, a recommendation was made to remove David Luis Herrera from the PPC, and to send a letter to Juan Carlos Ledesma because of his lack of attendance to the PPC.

**MOTION # 2:** The PPC moved, seconded and approved by consensus to remove David Luis Herrera from the PPC due to non-attendance. A letter will be sent to him.

**MOTION #3:** The PPC moved, seconded and approved by consensus to send a warning letter to Juan Carlos Ledesma alerting him of his attendance.

**Jeff Bailey** commented that during the last PPC meeting the public addressed some concerns. The PPC had approximately 10 seats that were available. The PPC filled 8 vacancies. It was recommended to hold two vacancies, one vacancy for a Native American and another for a representative from the faith-based community and focus on a representative from SPA 1. Vacancies will be filled from those applications currently on file.

## **VII. RETREAT EVALUATION:**

**Pamela Ogata** provided a presentation from the evaluation survey completed by PPC members during the Retreat. A complete analysis will be included in the packet at the next PPC meeting. The following are some of the comments:

- ◆ There was discussion about the roles of the Commission and the PPC.
- ◆ The roles of an advocate versus a planner were discussed.
- ◆ Participants broke up into small groups.
- ◆ Speakers and facilitators were very articulate and effective.
- ◆ Dr. Melanie Sovine presented a segment on the Strategic Planning Process. She discussed the 7 lenses.
- ◆ A more thorough overview and history would have been helpful.
- ◆ There is a need to clearly identify which sub-committees will be involved with activities to ensure coordination with the Commission's committees involved in similar processes.
- ◆ Kevin O'Connor from CDC provided a presentation about the CDC reapplication process.
- ◆ Networking with other PPC members was very beneficial.
- ◆ It was suggested to allow more time to digest and disseminate the information that was presented.
- ◆ The icebreaker was good in setting the tone and it provided relaxing process.
- ◆ One suggestion was to have more lively activity perhaps including a game.

## **VIII. COMMUNITY BREAKOUT**

The PPC broke out into 6 different groups. The groups were given two questions: Why are you involved with HIV prevention? How can the PPC get the community more involved in the HIV prevention planning process? A list of the answers to the questions from the community breakout is included in the packet.

**Richard Zaldivar** commented that the intent of the community breakouts was to get feedback from the community and to have an opportunity for the community and the PPC members to be on common ground. He commented that it was very powerful to see people working together and discussing innovative ways of reaching out to the community. He thanked the facilitators and the community and he asked those who took notes to refine them and provide the co-chairs with a copy.

## **IX. BREAK**

## **X. OAPP REPORT**

A letter will be sent to providers funded by OAPP to encourage their participation and to send representatives to the PPC Meeting. It is also intended to inform them of the CHIPTS Colloquia presentation sponsored jointly by the UCLA AIDS Institute, the PPC and OAPP.

The Counseling and Testing and the Prevention rebid review panels are being convened currently. Those interested in serving on review panels were encouraged to submit their names to OAPP.

**For category A - MSM**, Amount available \$800,000 - amount requested \$ 2.2 million. There were 4 sections for individual and group level intervention. Eleven proposals were received. **Second component** was the African American leadership development to combat social stigma. Amount available is \$200,000. Two proposals were received. **Third component** was for Prevention Programs Targeted to Public and Commercial and Sex Environments. Amount available is \$300,000. Amount requested is \$515,000. Three proposals were received. **Fourth component** was the HIV CET Hepatitis Mobile Unit demonstration project. Amount available is \$450,000. Amount requested is \$1.1 million. Three 3 proposals were received.

### **For category B**

**African American transgender:** Amount available is \$150,000. Amount requested is \$273,000. Two proposals were received. One proposal was received for the transgender clinic requesting the full amount of \$300,000. **American Indian category:** Amount requested was \$150,000. One proposal was received. **School Administration and Teachers category:** Amount available is \$200,000. Amount requested is \$400,000. Two proposals were received. These proposals were limited to areas of the county that are not served by LAUSD. The intent was to ensure that other school districts not receiving resources had an opportunity to develop their prevention response. Two proposals to target the Eastern section and three proposals to target the Southern section of the county were received.

**Training on Monthly Reporting Form:** OAPP will be facilitating training on May 11, 2001, from 8:00 am to 3:00 PM, at St. Anne's for current prevention providers. The training will focus on the new Monthly Reporting Form and the Evaluation Guidance of the CDC.

**Behavior Theory Training:** OAPP will host Behavior Theory Training soon. The training will include OAPP staff, PPC members, and providers funded by OAPP. Since Providers are required to report intervention data on a monthly basis to OAPP, it is essential that providers attend this training. A subsequent training will include community members.

**Maria Perez** clarified that in order not to compromise the review panel process OAPP follows very strict guidelines about what information is shared. In response to a question, she stated that there are two mechanisms for perspective providers interested to know who might be applying. The two mechanisms are; attendance at the Bidders Conference might provide an indication as to who will be applying and review of the currently funded agencies.

**Maria Perez** commented that the supplemental award received from CDC is \$1.7 million. A supplemental proposal is to be written. CDC provided specific guidance on how to spend the funds. In December additional proposals were funded and some accommodations were made for the women's category so most of that money has actually been allocated. The remainder of the funds will be used to fund providers based on the approved but not funded list and to augment, as needed the prevention rebid. CDC has requested that the funds be allocated to Adolescent, MSM, IDU, and HIV positive populations.

A one-time allotment of approximately \$243,000 was received for capacity building to be used in infrastructure development or training. In February she indicated the intention to use that money for the

development of a reporting system to incorporate counseling and testing and prevention and care, and to allocate the remainder of the funds to strategic planning

**Maria Perez** explained that CDC and HRSA have specific requirements that there be a community planning process. The community planning process determines how the funds will be prioritized. A letter of concurrence indicating how these funds are to be spent and the approval from the community planning body needs to be sent to CDC. Part of the requirement for the supplemental application is a letter of concurrence from the PPC regarding this issue.

**MOTION #4:** It was moved, seconded, and approved by consensus to support a letter of concurrence. The PPC supports the allocation of \$1.7 million, awarded to Los Angeles County from the CDC, to the planning process as outlined by Maria Perez.

**Maria Perez** stated that the guidance on how CDC wants the submission of the proposal would be released on May 15, 2001. The due date for the CDC proposal is September 17, 2001. She informed PPC members to start thinking about how to structure the work and how to respond and craft the proposal to CDC.

**Maria Perez** commented that, initially, questions were raised about whether OAPP had followed an appropriate RFP process. At a Board meeting the Board requested a protocol defined by the Department to guide the RFP process to ensure that county policy is not violated and that there is not a perceived conflict of interest. She stated that OAPP has been following guidelines and that OAPP continues to work with the Department.

#### **Coordinated Prevention Network Oversight**

It is expected that the Coordinated Prevention Network Oversight RFP component will be released in the next weeks. Four Prevention Networks and SPAs were funded. OAPP was not successful in funding one entity that met all the expectation and requirements of the RFP. The network coordinator will coordinate evaluation, management oversight technical assistance and training. That component is part of our national demonstration project.

### **XI. CO-CHAIRS' REPORT**

An orientation will be scheduled for new members. The community will be invited to participate in the orientation to learn more about the PPC process.

**Richard Zaldivar** stated that one of the problems the PPC is facing is the attendance and tardiness of PPC members at PPC meetings and participation on sub-committees. He clarified that at least 85% of the PPC members are representative of people of color from the community. PPC members have worked very hard at a two-day Retreat. The community breakout was very important. It provided an opportunity for the community and PPC members to dialogue about how we are going to improve the process.

#### **Strategic Planning**

Jeff Bailey and Mark Etzel have been meeting with Chief Elected Officials to discuss the Strategic Planning Process and the delivery of HIV/AIDS prevention and care treatment services. The Chief Elected Officials have been extremely supportive toward the Strategic Planning Process.

**Mark Etzel** commented that part of the feedback on the Retreat was in reference to the role of the sub-committees in the Strategic Planning Process. He will be creating a table that will include the specific Strategic Planning and the CDC reapplication activities that the PPC is accountable for.

### **XII. STANDING SUBCOMMITTEE REPORTS**

#### **Public Policy and Social Marketing**

**Vanessa Talamantes** reported that during their last meeting, they discussed their task and reviewed their sub-committee work plan. They will discuss social marketing efforts in relation to the 2000 Prevention Plan. Mario Ceballos presented a draft of the Social Marketing Campaign guidelines. She thanked Mario Perez, for his contribution to the Public Policy Marketing Sub-committee. He will no longer be participating in this sub-committee due to his new assignment as governmental co-chair.

#### **Counseling and testing**

At the last meeting they discussed HIV testing days and providing incentives for Counseling and Testing. On May 17, 2001 they will have a presentation on the PEP Study, the Post Exposure Prophylaxis Study, as well as the epidemiology to provide the survey lens data. They will be working on their bylaws and electing new co-chairs.

#### **Youth Leadership**

At their last meeting they discussed their sub-committee work plan. During the months of May and June, the PPC sub-committees are invited to present their work plans to the Youth Leadership sub-committee. A letter will be sent to the sub-committees to request that a representative of each sub-committee attend and provide a presentation of their work plan for the next year to the Youth Leadership sub-committee. The intent is to identify how the Youth Leadership Sub-committee can integrate their activities in the work plan in each of the sub-committees. It was requested that the Operations sub-committee and the Evaluations sub-committee conduct their presentation in May 2001, and Best Practices and Public Policy, Marketing and Counseling and Testing conduct their presentation in June 2001. The goals of the Youth Leadership sub-committee are:

- To nurture and gauge youth leadership for HIV prevention
- Create a strong youth voice in planning
- Ensure youth-sensitive services

#### **Standards and Best Practices**

**Kevin Kindlin** reported that they would be discussing best practice recommendations. This sub-committee needs more members.

#### **Evaluation**

The Evaluation sub-committee will be discussing nominations for co-chair.

#### **Operations**

**Sandra Cargill** provided an update on the revision of the Policies and Procedures. After the Executive sub-committee reviews and approves the draft of the Policies and Procedures it will be presented to the PPC.

#### **Gaps Analysis**

A presentation will be provided to the PPC on the findings of the Gaps Analysis Adhoc Committee in June or July.

**Kevin Spears** expressed a concern about the representation and parity of the PPC membership in relation to the epidemic. **Jeff Bailey** clarified that the PPC is a planning body and individuals are selected for their ability to oversee the prevention planning process in Los Angeles County. There was a discussion about the PPC Membership application. It was clarified that the acceptance of PPC applications is an ongoing process. Jeff Bailey encouraged the community to hold accountable PPC members that are not attending the PPC meetings. There are a number of PPC members not in attendance who are reflective of a broader diversity of Los Angeles County.

### **XIII. ANNOUNCEMENTS**

UCLA is conducting training on Adolescent Interventions in the School of Nursing on May 15, 2001 from 12:30 p.m. to 2:00 p.m.

June 5, 2001 is the 20<sup>th</sup> anniversary of the first HIV infection first identified in Los Angeles County. L.A.SHANTI and AIDS Service Center are hosting a discussion at the Pacific Design Center on June 5, 2001.

BIENESTAR is having Testimonies de Esperanza, (Testimonies of Hope) on June 8, 2001. Contact person is Victor Martinez and telephone number is 562-436- 9722.

**XIV. ADJOURNEMENT**

Meeting adjourned.

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