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

MEETING SUMMARY
Thursday, June 7, 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	Ricky Bluthenthal
Sandra Cargill	Mark Etzel
Ramon Flores	Danielle Glenn-Rivera
Juan Carlos Ledesma	Cleo Manago
Edric Mendia	James Miller
Veronica Morales	Vicky Ortega
Keisha Paxton	Frank Roque
Ricki Rosales	Gail Sanabria
Vanessa Talamantes	Kellii Trombacco
Nancy Wongvipat	Gordon Bunch
Tony Bustamante	Tiffany Horton

Rosetta Chamberlain
Kevin Kindlin
Ric Loya

STAFF PRESENT

Maria Perez	Gabriel Rodriguez	Dean Goishi
Magdalena Esquivel	Oscar Garcia	Elizabeth Escovedo

- I. CHIPTS COLLOQUIA SERIES:** - Youth & HIV Prevention – Mary Jane Rotheram-Borus Ph.D.
- II. ROLL CALL** Roll call was conducted. A quorum was present.
- III. APPROVAL OF AGENDA** The committee approved the agenda.
- IV. APPROVAL OF MEETING SUMMARY**
The committee approved the meeting summary for May 3, 2001.
- V. PUBLIC COMMENT**
- VI. PRESENTATION: Post Exposure Prophylaxis – Ricky N. Bluthenthal**
- VII. PRESENTATION: Technical Assistance for HIV Prevention Community Planning from CDC's National TA Providers' Network – Sharon Novey**

Sharon Novey discussed the steps of community planning, ways to access the Technical Assistance (TA) system, and examples of TA requests and responses. A copy of the presentation, a copy of the community planning TA brochure, and publication/web site card were provided.

Mario Perez commented that a number of providers across the county have been funded recently to provide technical assistance to prevention providers. Some of the challenges in Los Angeles County are the coordination of the provision of TA services, and the ability to coordinate the delivery of TA services with our federal partners. OAPP is working to remedy this situation. The CDC has a list of all the agencies that they fund.

VIII. ACTIVITY: CDC - Mandated Survey of PPC Members – Pamela Ogata

PPC members completed the CDC mandated surveys.

IX. BREAK

X. POLICIES AND PROCEDURES

Sandra Cargill provided an update of the Policies and Procedures. A copy of the Policies and Procedures was mailed to PPC members on May 30, 2001, for their review.

MOTION #3: The PPC moved, seconded and approved the Policies and Procedures.

XI. OAPP REPORT

Mario Perez commented that Maria G. Perez would join him in providing the OAPP report. On May 11, 2001 training was conducted for prevention providers to review the new monthly reporting form and an evaluation plan. The office has implemented a new monthly reporting form that captures data useful for the completion of requirements set forth by CDC.

There are currently 90 prevention contracts and each contract requires submission of an evaluation plan with specific set of requirements. Some prevention providers have missed the deadline for submission of the evaluation plan. **Mr. Perez** encouraged the prevention providers to submit the evaluation forms as soon as possible. In the month of June OAPP will be conducting an assessment of prevention programs for submission of documents including the evaluation plan. He made a commitment to visit the prevention providers over the next 6 weeks.

Mario Perez commented that the PPC meeting summaries is a synopsis of what people shared in these meetings. They are not transcripts and we do not get word for word comments that people make, but OAPP values all comments shared.

Donald Price manager of the Counseling and Testing section in OAPP commented that Counseling and Testing Days would begin on June 25 through June 29, 2001. A Webb site is being developed. If you have any questions please call him at 213/637-8402.

Mario Perez commented that the Prevention Division at OAPP is going through restructuring. Both the Health Education/Risk Reduction and the Counseling and Testing Service sections have been integrated. Monique Collins was appointed as senior Program Manager on June 1, 2001.

Mario Perez commented that the PPC is responsible for assessing the prevention needs of a number of groups throughout the county and it is important to coordinate any assessment of HIV Prevention needs. He commented that it is important that the PPC be informed of any recommendations that are set forth and that the PPC be included in any process that involves soliciting information from the community.

RFP Update

Maria G. Perez commented that both Counseling and Testing and the Prevention rebid are still pending. The review panelist for the Counseling and Testing will begin meeting next week. Shortly thereafter the prevention review panelist will be convened.

The rebid of the Oversight Entity for the Coordinated Prevention Network (CPN) and the Evaluation RFP are still pending. The rebid of the CPN will be released within the next 3 weeks. It is anticipated that in the fall the Corrections Project RFP, which is a demonstration project that Los Angeles County was funded through the state approximately a year and a half ago, will be released.

The CDC guidance was received. There are changes in some sections. There are significant changes in the letter of concurrence. CDC has asked that the PPC be more involved than in the past. **Maria G. Perez** commented that OAPP would update the PPC about the development of the proposal. A report from each sub-committee indicating their work that has been planned this year will be needed. That report will be included in the proposal. The CDC application is due on September 18, 2001 to CDC. She encouraged PPC members to participate in the writing, in the review process, and in the different components of the proposal. She asked those interested to contact her.

Maria G. Perez commented that the 1999 Application described the development of the Plan and the implementation process through the development of an RFP. The 2000 Application described the implementation phase. More detail was included about the RFP and what interventions were likely to be funded. This year the application will describe what is funded. It will describe the past 6 months of work and what is needed to move forward with the implementation of the Plan. It is important to describe the Evaluation components, the gaps analysis, the augmentation of new programs and funding of new programs that were not funded in the first phase. The PPC will need to describe the process, which will be used to develop and prioritize the interventions based on BRGs communities.

XII. CO-CHAIRS' REPORT

Richard Zaldivar thanked the PPC members for their presence. Recently the co-chairs were invited to attend a behavior science training, which was held at OAPP. It was a very informative two-day session.

◆ Redefining the Role of The Counseling & Testing Subcommittee - Role of Advocacy

A discussion was held about two motions discussed at the Executive Subcommittee meeting. One motion stated that, the PPC acknowledge the experience and roles of advocacy/special interest groups and community planners, and therefore move that these groups be informed of the mechanisms by which they can participate in the Planning process. The other motion stated that, the PPC remove the counseling and Testing as sub-committee of the PPC. After much discussion the issue about acknowledging and informing special interest groups about the mechanisms by which they can participate in the planning process was referred back to Operations Subcommittee for additional work.

MOTION #4: The PPC moved seconded and approved the removal of the Counseling and Testing as a sub-committee of the PPC.

◆ OAPP's Director of Planning & Development as Governmental Co-Chair

Jeff Bailey stated that at the last Executive sub-committee meeting a discussion was held about adding the Director of Planning and Development as an additional governmental co-chair. He mentioned that the Director of Planning and Development reports to the PPC about prevention, the RFP process, convening review panels, and the CDC application. The recommendation is being made because of the close tie that that department of OAPP has to the PPC.

MOTION #5: It was moved, seconded and approved to add the OAPP's Director of Planning and Development as governmental co-chair of the PPC.

◆ **Follow-up of Community Break-Out Exercise**

A summary of the comments of the community breakout exercise was included in the packet. The Operations Sub-committee was assigned the task to decipher, follow through and provide feedback to the PPC on how to implement any suggestions.

◆ **PPC Meeting Roll Call at 1:00 p.m. effective July 2001 meeting**

PPC members were reminded that the PPC meetings begin at 1:00 PM starting at the July meeting roll call will begin at 1:00 p.m.

◆ **Sunset of Gaps Analysis Adhoc Committee**

The Gaps Analysis Adhoc Committee will sunset at the end of June 2001. Based on the Gaps Analysis report, tasks will be assigned to an appropriate standing sub-committee. It is anticipated that most of the tasks fall within the Standards and Best Practice and Evaluation sub-committees.

XIII. STANDING SUBCOMMITTEE REPORTS

Public Policy/Marketing

Mark Etzel reported that the Public Policy and Marketing sub-committee continues to move forward with the strategic planning process as well as the implementation of its work plan. There was agreement at the last PPC Executive meeting that the Public Policy Marketing sub-committee will begin to meet jointly with the Commission Public Policy sub-committee to explore how they may collaborate around the strategic planning and common HIV issues. This would mean that they would not have an independent meeting but rather a combined meeting with this committee.

They are working on; identifying public policy resources that focus on HIV prevention in Los Angeles, describing the resources to develop and implement the social marketing campaign, identifying gaps in policy efforts and in strategic planning, and describing the process by which to identify and prioritize policy issues. They will be providing an update to OAPP staff about progress of their work plan as it pertains to the CDC application. In July and August they will focus on the CDC application and will describe other social marketing efforts in Los Angeles finalizing and implementing a social marketing protocol that help guide how the county does social marketing. The meeting on June 27, 2001 is canceled.

Strategic Planning Process

Jeff Bailey reported that the Strategic Planning and the Public Policy Marketing sub-committee are closely entwined. They have concluded all the supervisorial visits. PPC members have been informed of certain people to consider and intergrade into the whole HIV and AIDS care planning process. Community forums will be held with those specific people and agencies, organizations, and the community to inform them of the Strategic Planning process.

Youth Leadership

Sergio Avina reported on the presentations of the sub-committees to the Youth Leadership sub-committee. It is anticipated that the Standards and Best Practices and Public Policy Marketing Sub-committee will present their workplan to the Youth Leadership sub-committee next month. The Youth Leadership sub-committee is developing criteria to identify 8 to 10 members for a core group who would be meeting once a month. The purpose is to ensure consistency of members attending the sub-committee meeting and receiving an equal share in their participation at the PPC meeting. A letter signed by the co-chairs of the PPC and Youth Leadership sub-committee was sent to all youth providers in the county. The purpose of the letter was to request their participation and attendance at PPC meetings. Goals of the Youth Leadership sub-committee are to ensure youth participation at all subcommittee levels and to establish bilateral committee communications.

Standards and Best Practices

Kellii Trombacco reported that the Standards and Best Practice sub-committee is involved in conducting a literature search. The purpose for this is to determine standard service use in Los Angeles County and how they compares to what we are doing now. They will be involved in writing guidelines for improving the effectiveness of HIV Risk Interventions and on how that relates to theory and science. They have written up a preliminary document that will be presented to the PPC at the next meeting.

Evaluation

Nancy Wongvipat OAPP is in the process of implementing the CRAS and the Kenny White Risk Assessment survey. There is a series of training for providers. The Evaluation sub-committee will compile that data from the PPC survey completed today. The June meeting of the Evaluation sub-committee has been canceled.

Operations

Sandra Cargill reported that after the completion of the Policies and Procedures they have several tasks to work on. Tasks are to follow up on the Community Breakout input, monitoring membership needs in relation to the composition of the committee, reviewing applications for membership, orientation of new members, review membership performance in relation to attendance and representation at the committees that PPC members are assigned to. **Frank Roque** urged members to participate at the sub-committee level. They are in need of members.

Gaps Analysis

Cleo Manago reported that the Gaps Analysis Adhoc committee would be discussing their summary report at a special Executive Sub-committee meeting on June 26, 2001. The Executive sub-committee will forward its recommendations to the larger body. At the initial meetings people expressed concern about what they perceived as gaps and how the funding for women occurred. There have been several different interpretations in the term gap and the kind of gaps to analyze. Maria G. Perez has been very helpful in providing guidance based on what is in the plan and in the guidance. At the May 17, 2001 meeting the committee focused on the following recommendations;

- ◆ The appropriateness and the culture relevance of the behavior risk groups described as MSM and how that has been a confusing BRG description. Some suggestions have been to broaden that category to read Men at Sexual Risk.
- ◆ Another gap that was recognized is the disparity among resources for women and relationship to allocation of funds.
- ◆ The level of community representation on the PPC particularly among individuals not directly associated as non-profit.
- ◆ The committee agreed to request an extension if they felt they needed more time to compile the data and other information for their report.
- ◆ The Gaps Analysis adhoc committee will include a recommendation to continue as a separate body to remain focused on the central issue, which has been identified throughout the life of the committee.

There was concern regarding the future of the Gaps Analysis. OAPP indicated that the evaluation sub-committee of the PPC should have been responsible for this gaps analysis process. The Evaluation sub-committee was focused on evaluation issues this is the reason the separate body was created.

XIV. ANNOUNCEMENTS

- ◆ The NIMH conference on families and HIV will be held in Los Angeles July 25, 26 and 27, 2001. The first day at DREW University is free. There is a fee for the following two days. There is a form for community agencies to nominate a representative to help do outreach and that person can attend the second and third day for free. Flyers were provided.
- ◆ The TransUnity event will be held at West Hollywood Park auditorium on June 8 and 9, 2001 at 10:00 a.m.

- ◆ On June 9, 2001 Altamed, Bienestar, and the Wall will sponsor a in a mini softball tournament at Whittier Narrows Park, from 10 to 4 PM, for youth between 2 to 5 years.
- ◆ The Peaceful Family Project on domestic violence will take place on June 23, 2001 from 9:00 a.m. to 5:00. For more information contact Tiffany Horton at 323-860-5839.
- ◆ The Los Angeles Gay and Lesbian Center is providing rapid testing at 1625 N. Schrader Blvd, Hollywood, from 9:00 a.m. to 12:30 p.m. and from 2:00 p.m. to 4:30 p.m. Monday through Friday.
- ◆ Richard Zaldivar stated that on June 9, 2001 they are making their quarterly visit to an AIDS hospice that they support in Tijuana. Donations of unexpired medications, vitamins, linen and bedding are accepted.
- ◆ Elaine Waldman stated that the STD program has seen an increase in syphilis among MSM in the past month. At the next PPC meeting more demographic data will be provided. STD will sponsor a workshop to be held at Club Sentaur, 3341 La Cienega Place, on June 15, 2001. From 1:00 PM to 4:15 p.m. Contact person is Curvey Mellinger, 213-744-5912.

XV. ADJOURNEMENT

The meeting was adjourned in recognition of the 20th anniversary of the first HIV infection in Los Angeles. Meeting adjourned.

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