



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.

PRIORITIES AND PLANNING (P&P) COMMITTEE MEETING MINUTES

January 27, 2009

Approved
2/24/2009

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Jeffrey Goodman, <i>Co-Chair</i>	Mario Chavez	Carrie Broadus	Juhua Wu	Jane Nachazel
Kathy Watt, <i>Co-Chair</i>	Jim Chud	Miki Jackson	David Young	Glenda Pinney
Robert Butler	Eric Daar	Rich Mathias		Craig Vincent-Jones
Douglas Frye	Anna Long	Angèlica Palmeros		
Joanne Granai		Jill Rotenberg		
Michael Green				
Bradley Land				
Quentin O'Brien				

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- 1) **Agenda:** Priorities and Planning (P&P) Committee Agenda, 1/27/2009
- 2) **Minutes:** P&P Committee Meeting Minutes, 5/27/2008
- 3) **Minutes:** P&P Committee Meeting Minutes, 6/24/2008
- 4) **Minutes:** P&P Committee Meeting Minutes, 7/15/2008
- 5) **Minutes:** P&P Committee Meeting Minutes, 10/28/2008
- 6) **Minutes:** P&P Committee Meeting Minutes, 12/02/2008
- 7) **Spreadsheet:** NCC Expenditures by Service Categories, Preliminary Final, July 2007-June 2008
- 8) **Spreadsheet:** State Expenditures by Service Categories, Final, July 2007-June 2008
- 9) **Spreadsheet:** CDC Expenditures by Service Categories, July 2007-June 2008
- 10) **Spreadsheet:** Office of AIDS Programs and Policy (OAPP), Actual Expenditure Summary, FY 2007-2008
- 11) **Spreadsheet:** OAPP, Salary and Employee Benefits Detail (S & EB), FY 2007-2008
- 12) **Spreadsheet:** OAPP, Services and Supplies Detail for Supplemental (S & S), FY 2007-2008
- 13) **Spreadsheet:** Department of Public Health, OAPP, Budget Walk-Through, FY 2007-2008
- 14) **Spreadsheet:** Year 18 Ryan White Part A & B Expenditures by Service Category, 11/30/2008
- 15) **Summary Key:** Year 18 Ryan White Part A & B Expenditures by Service Category
- 16) **Matrix:** Committee's Year 17 Implementation Plan, 4/16/2007
- 17) **Memorandum:** Priority- and Allocation-Setting Process Recommendations, 1/29/2009
- 18) **Memorandum:** Joint Initial Year 20 Priority- and Allocation-Setting Committee Meeting, 1/27/2009
- 19) **Timeline:** Year 20 Priority- and Allocation-Setting (P&A) Process, 1/08/2009

1. **CALL TO ORDER:** Mr. Goodman called the meeting to order at 1:50 p.m.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 5/27/2008 P&P Committee Meeting minutes (*Passed by Consensus*).
MOTION #3: Approve the 6/24/2008 P&P Committee Meeting minutes (*Passed by Consensus*).
MOTION #4: Approve the 7/15/2008 P&P Committee Meeting minutes (*Passed by Consensus*).

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MOTION #5: Approve the 10/28/2008 P&P Committee Meeting minutes (*Passed by Consensus*).

MOTION #6: Approve the 12/02/2008 P&P Committee Meeting minutes (*Passed by Consensus*).

4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.

5. **COMMISSION COMMENT, NON-AGENDIZED:**

- Dr. Frye noted he was finishing the unmet need analysis for the Epidemiologic Profile. Oral Health ranks first using the utilitarian mode. Service animal support assistance would rank first if he used simple gap analysis. Questions are welcome.
- Mr. Vincent-Jones reported that the Medicare Part B Gap Assistance Program was extended through February, which is the end of FY 2008, per the original motion. An updated policy brief is planned. Dr. Green noted that 51 people have accessed the program through four of the five participating agencies.
- Ms. Cross has been working to achieve a long-term solution through Centers for Medicare and Medicaid Services (CMS). The program will end in February if no agreement is reached by February 15th, and may be brought back to the Commission at that time.
- Mr. Land asked about the impact of state IOUs on clients. Ms. Palmeros noted many disabled and women/children would be affected. Ms. Watt recommended warning consumers about bartering IOUs with unscrupulous lenders.
- Dr. Green reported the Chief Executive Officer launched a review of the County's ability to maintain its state-funded programs. Mr. Mathias reported that the state sent APLA a letter stating that effective February 1st first quarter home-health contract invoices would be paid by IOU.
- ➡ The state IOU issue was referred to the Executive Committee with Mr. Vincent-Jones to coordinate suggestions, seek input from Julie Cross, Benefits Consultant, and results disseminated with a policy brief.

6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

7. **CO-CHAIRS' REPORT:** Mr. Goodman welcomed Mr. Butler to the Committee.

A. **Co-Chair Nominations:** Mr. Goodman and Ms. Watt were the two Committee Co-Chair nominees.

MOTION #7: Re-elect Jeffrey Goodman and Kathy Watt as Committee Co-Chairs (*Passed by Consensus*).

8. **MINORITY AIDS INITIATIVE:**

- Ms. Broadus recommended that the Minority AIDS Initiative (MAI) Subcommittee reconvene and review the MAI Plan to ensure resources are being distributed promptly, especially in lieu of the first-year rollover request.
- Mr. Vincent-Jones said the Operations Committee chose MAI for its Assessment of the Administrative Mechanism (AAM) and a RFP is being released. It also created a procurement and contracting work group that will report out to P&P.
- The Commission is normally limited in such reviews to the AAM process, but Dr. Green supported the MAI Subcommittee including their review and goal assessment for the next grant cycle expected at the end of Year 2.
- ➡ The MAI Subcommittee will reconvene to: 1) review MAI Plan recommendations including implementation, inventory of services and service units delivered, improved capacity, improved geographic dispersal of services, timeframe of service delivery, and desired versus actual outcomes; 2) assess achievement of improved access, retention and utilization, including outreach and education, especially for targeted communities of the post-incarcerated, homeless and those with drug and/or mental health issues; 3) assess provider notification on how to ensure service access, potential structural improvements to the contracting/procurement process, and the AAM; and 4) appraisal of recommendations for the next grant cycle.
- ➡ Members of the MAI Subcommittee are as follows: Ms. Broadus, Mr. Butler, Mr. Goodman, Ms. Granai, Dr. Green, Ms. Palmeros, and Ms. Watt.

9. **ANNUAL FINANCIAL REPORTS:**

- Mr. Young provided an overview of the Net County Cost (NCC), State and Centers for Disease Control and Prevention (CDC) annual funding, and OAPP annual financial reports.
- He also provided the monthly Fiscal Year 2008 Ryan White funding expenditures for Parts A and B through November 2008. These include actual and estimated expenditures.
- FY 2009 allocations will reflect progress in reduction of over-contracting.
- ➡ Mr. Young will forward updated annual financial report spreadsheets for the Commission meeting as well as provide additional information on NCC Capacity Building, and OAPP Services and Supplies Technical Services expenditures.
- ➡ Commission staff will develop Questions and Answers to the Annual Financial Reports.
- ➡ Mr. Goodman, Ms. Watt and Mr. Young will present the Annual Financial Report to the Commission.

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10. **WORK PLAN:** The item was postponed.

11. **YEAR 20 PRIORITY- AND ALLOCATION-SETTING (P&A):**

A. **Priority- and Allocation-Setting (P&A) Work Group:**

▪ Mr. Goodman presented the work group's recommendations:

1. Review paradigms and operating values each year with (re-)selection every three years;
2. Prioritize all HIV/AIDS Continuum of Care service categories each year;
3. Create one priority ranking for all service categories;
4. Complete P&P Committee allocations for FY 2010 in May to complement the OAPP procurement process, expediting as needed;
5. Continue to prohibit provider presentations during the P&A process and add Commission public comment rules to reduce any undue influence;
6. Identify emerging trends during the needs assessment/service utilization discussion;
7. Encourage larger, more diverse consumer participation, including outreach to the Consumer Caucus.

➡ Agreed to note in P&A recommendations that providers will be invited to present outside the P&A timeframe.

➡ Agreed to seek a larger venue for the P&A meetings.

MOTION #8: Adopt Priority- and Allocation-Setting Recommendations, as amended (*Passed by Consensus*).

B. **Joint P&P and SOC Committee Meeting:** The joint meeting on P&A will be February 24th. An invitation from the P&P Committee to the SOC Committee was in the packet along with the P&A timeline.

C. **Provider Forums:**

➡ Agreed only to conduct forum this year if desired by the providers in a Service Planning Area (SPA) and can be conducted within the specified timeframe, given sunset of the Service Provider Networks (SPNs). However, the Committee must prioritize completing P-and-A allocations by May.

12. **2009 COMPREHENSIVE CARE PLAN (CCP):** The item was postponed.

13. **SERVICE PROVIDER NETWORKS:** The item was postponed.

14. **GEOGRAPHIC ESTIMATE OF NEED REPORT:** The item was postponed.

15. **OTHER STREAMS OF FUNDING:** The item was postponed.

16. **STANDING SUBCOMMITTEES:** The item was postponed.

17. **COMMITTEE WORK PLAN UPDATE:** There were no reports.

18. **NEXT STEPS:** The item was postponed.

19. **ANNOUNCEMENTS:** There were no announcements.

20. **ADJOURNMENT:** The meeting was adjourned at 4:45 p.m.