
LOS ANGELES COUNTY
HIV PREVENTION PLANNING COMMITTEE
600 South Commonwealth Avenue, 9^h Floor • Los Angeles CA 90005-4001

Approved

9 MEETING SUMMARY 9
EVALUATION SUBCOMMITTEE
Monday December 15, 2008
2:05 PM to 4:00 PM
Room 927 A/B 9th Floor

Attendees:

Michael Green
Miguel Martinez
Sandra Olivas
Juli-Ann Carlos
David Giugni
Cesar Cuadra

Members Absent:

Others Present

Uyen Kao
Pamela Ogata
Min Kim
Rosie Vasquez

AGENDA ITEM/TOPIC	DISCUSSION	KEY DECISIONS	FOLLOW UP
Welcome/ Introductions			
I. Review / Approval of Agenda	The Draft Meeting agenda was reviewed.	The Meeting Agenda was approved.	
II. Review / Approval of Meeting Summary	Meeting summary for November 17, 2008 was presented.	Meeting summary was approved as presented.	
III. Data Summit and Debrief	Miguel Martinez reported that the Data Summit workgroup met prior to the Evaluation subcommittee meeting.		

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	<p>Susan Forrest was selected as the new chair for this workgroup. The workgroup will meet prior to the Evaluation Committee.</p> <p>Mr. Martinez asked the committee to clarify the purpose of the data summit for 2009.</p> <p>A timeline for the Data Summit was distributed to members.</p>	<p>Due to meeting conflicts, the Evaluation committee scheduled the next meeting for January 12th instead of January 26th.</p> <p>The committee recommended that the purpose of the data summit should be to disseminate local data as it relates to prevention and care services from community and that co-factors be included in some way.</p>	<p>Committee will discuss further at the next meeting.</p>
<p>IV. PPC Membership Survey</p>	<p>Min Kim reported that as of this date, 24 PPC members have started or completed the survey; however only 19 have confirmed that they have completed the survey. It was reported that a total of 32 PPC members should complete the survey.</p>		<p>OAPP staff will follow up to secure a better response rate.</p> <p>OAPP staff will present the results of the PPC member survey at the next meeting along with recommendations.</p>
<p>V. 2009 Subcommittee WorkPlan</p>	<p>Miguel Martinez reviewed the work plan that was completed at the annual planning meeting.</p>	<p>Goals 1 through 5 were finalized. Goals 6 and 7 were discussed at length with more work to be done.</p>	<p>Juli-Ann Carlos and Pamela Ogata will work on goal 6 (New Membership Profile</p>

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<p>VI. Discuss 2009 OAPP funded agencies' Evaluation Plan and HE/RR Standardized data collection</p>	<p>Pamela Ogata distributed the Evaluation Plan Blueprint power point presentation and Sample Intervention Plan. Both of these documents were presented to providers in 2007. Ms. Ogata stated that these may be used again or a new plan maybe developed. Discussion held on the</p>		<p>form) to identify data sources for estimating the prevalence of HIV in the critical populations locally in order to compare PPC membership to the critical populations and the local epidemic.</p> <p>Uyen Kao and Miguel Martinez will work on goal 7 (Develop tools to evaluate training needs). Uyen Kao will develop an evaluation tool for the Colloquias; Miguel Martinez will develop a comment card for PPC participant feedback on PPC meeting and topics discussed.</p> <p>For the February meeting, Pamela Ogata will provide the QM plan developed by Dr. King along with a copy of the longer version of the evaluation plan (2005).</p>
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<p>VII. January 2009 Draft Agenda</p>	<p>differences of a QI and a QM plan. Ms. Ogata reported that a 93% response from providers was received on Part A of the evaluation plan. Ms. Ogata stated that Program Managers will be trained on the evaluation tools that will be implemented with the new contracts.</p> <p>Miguel Martinez drafted the January agenda to include the following:</p> <ul style="list-style-type: none">• Data Summit• Membership survey results• 2009 Work Plan		
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VIII. Announcements	Pamela Ogata announced that the HCT presentation will be made on Thursday December 18 at the HCT task force meeting by Mike Janson.		
IX Adjournment	Meeting adjourned at 4:00 PM.		

MOTION AND VOTING SUMMARY		
MOTION #1: Approve the Meeting Agenda	<i>Passed by Consensus</i>	MOTION PASSED
MOTION #2: Approve Meeting Summary for November 17, 2008	<i>Adopted by Consensus</i>	

Materials Distributed:
 Meeting Summary for November
 Evaluation Plan Blueprint (Part 1) presentation
 Sample Intervention Plan