

LOS ANGELES COUNTY
HIV PREVENTION PLANNING COMMITTEE
 600 South Commonwealth Avenue, 10th Floor • Los Angeles CA 90005-4001

Approved

MEETING SUMMARY
OPERATIONS SUBCOMMITTEE MEETING

Tuesday, February 10, 2009
10:30 a.m. – 12:30 p.m.
OAPP Conference Room 925, 9th Floor

Attendees:
 Traci Bivens-Davis
 Jill Rotenberg
 Terry Smith
 Mario Gonzalez
 Enrique Topete

Members Absent:
 Daniel Deniz
 Ricki Rosales

Others Present:
 Elizabeth Escobedo
 Vicki Lowe

AGENDA ITEM/TOPIC	DISCUSSION	KEY DECISIONS	FOLLOW UP
I. Welcome and Introductions	Traci Bivens-Davis called the meeting to order at 10:40 a.m.		
II. Review / Approval of Agenda February 10, 2009	The DRAFT Meeting agenda for February was reviewed and approved by consensus with a change.	“Satisfaction Survey” was added to the agenda.	
III. Review / Approval of December 9, 2008 and January 13, 2009 Meeting Summaries	The DRAFT Meeting Summary for December 9 th was approved by consensus with a change. The spelling of Traci Bivens-Davis’ name was corrected. The Draft Meeting Summary for January 13 th was approved by consensus.		
IV. Public Comment	None		
V. Operations Work Plan 2009	Traci Bivens-Davis and Jill Rotenberg are working with Miguel Martinez to ensure there aren’t any overlaps in the work plans.		

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<ul style="list-style-type: none"> • <i>Survey</i> 	<p>Mario Gonzalez presented a draft of the Satisfaction Survey. The Satisfaction Survey will be completed by PPC members and non-PPC people who attend PPC meetings.</p> <p>Subcommittee members agreed that the following should be changed:</p> <ul style="list-style-type: none"> • Add “review” before meeting to items c and d • Spell out UCHAPS • Add “know” and correct the spelling of “with” on the top of page 3 • On page 4 for #10 use “non-PPC” instead of community • Change CHRP to CHIPTS and spell out • For # 12 on page 5 delete c • Add “on prevention” to the end of e • Replace “advocate” in g and h with “recommend” • For #13 use CPG instead of coalition • For b in #13 delete “paid” and replace with OAPP • On page 6 on #14 delete the last statement • For #20 re-organize the age categories 	<p>Mario Gonzalez will make edits and changes to the Satisfaction Survey. The survey will be reviewed again next month.</p>	<p>Make changes to the Satisfaction Survey. Subcommittee will review again next month.</p>

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<ul style="list-style-type: none"> <li data-bbox="107 581 302 610">• <i>Recruitment</i> <li data-bbox="107 786 457 815">• <i>New Member Orientation</i> 	<p data-bbox="604 383 1104 545">Jill Rotenberg suggested that questions regarding frequency, location, and time of meetings be added to the survey since these are topics that were brought-up during the Annual Planning Meeting.</p> <p data-bbox="604 581 1094 743">The Operations subcommittee will develop ways to recruit both adult and youth members. A recruitment plan will be created to ensure strategic recruitment is occurring.</p> <p data-bbox="604 781 1100 1179">Traci Bivens-Davis distributed evaluation results from previous PPC New Member orientations. The Executive Subcommittee requested that the evaluations be reviewed to see if there was anything that needed improvement. Most of the ratings and comments on the evaluations were high (between 5 & 4). None of the comments noted improvement needed. The subcommittee decided to leave the content of the orientation the same.</p> <p data-bbox="604 1219 1094 1477">Tentative dates suggested for the New Member Orientation were May 29th and June 12th. Elizabeth Escobedo reported that Elizabeth Mediano will be on vacation on May 29th. Enrique Topete stated that June 12th was the beginning of the Christopher Street West Festival and many of the local agencies will be busy</p>	<p data-bbox="1129 781 1593 846">The subcommittee decided to leave the content of the orientation the same.</p>	<p data-bbox="1682 781 2011 943">Elizabeth Escobedo will contact Asian Pacific AIDS Intervention Team (APAIT) to finalize the date for the orientation.</p> <p data-bbox="1682 984 1990 1146">Traci Bivens Davis will contact Rose Veniegas to find out if she will be willing to present the data at the orientation.</p>

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	<p>preparing to work all weekend. Elizabeth Escobedo will contact Elizabeth Mediano to finalize a date.</p> <p>The following is a tentative outline for the New Member Orientation:</p> <ul style="list-style-type: none"> • Registration • Welcome & Intro – Traci Bivens-Davis • Intro to the CDC – Elizabeth Mediano • Getting to Know OAPP – Michael Green • HIV Prevention Plan – AJ King & Terry Smith • PPC Policies & Procedures – Enrique Topete & Mario Gonzalez • Data & Core Indemnities – Rose Veniegas <p>Traci Bivens Davis will contact Rose Veniegas to find out if she will be willing to present the data portion of the orientation.</p>		
VI. Polices and Procedures	<p>The Policies and Procedures were reviewed. The following areas were identified by the subcommittee as needing clarification or more information:</p> <ol style="list-style-type: none"> 1. Non-PPC member as the UCHAPS Representative 2. PPC Seat on the Commission on 		

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	<p style="text-align: center;">HIV (COH)</p> <ol style="list-style-type: none"> 3. Mentorship Program 4. PPC Letters of Support 5. Voting privileges for new members <p>The subcommittee will begin working on the PPC Policies and Procedures in March. Subcommittee members were asked to bring copies of the policies and procedures to the March meeting.</p> <p>Elizabeth Escobedo provided an update on the letters for County, city and state departments that were discussed last month. She stated that instead of the letters requesting that someone from that office appoint a representative to the PPC that the letters should invite the department to begin attending PPC meetings in order for them to become familiar with meetings and the community planning process. Elizabeth Escobedo also asked the preference of the group on who should sign the letters. The subcommittee suggested that the letters be signed by the director of OAPP.</p> <p>Terry Smith stated he did not have the follow-up regarding why the PPC seat on the Commission on HIV (COH) is a non-voting seat. The COH and PPC co-chairs had not had an opportunity to meet. Elizabeth Escobedo stated she could</p>		<p>Prepare letters for the State of CA Office of AIDS, Tuberculosis Control, Sexual Transmitted Disease Program, and the Department of Mental Health.</p>

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	<p>provide clarification on why the PPC seat on the COH is non-voting. The Board of Supervisors made the decision after the COH and OAPP split. Two-thirds of the voting members on the COH must be unaffiliated consumers. If the PPC seat would have been a voting seat this would have increased the number of unaffiliated seats. The COH is open to making this a voting seat in the future.</p>		
<p>VII. Membership and Attendance</p> <ul style="list-style-type: none"> • <i>PPC Meeting Attendance Review</i> • <i>Monthly Review of Subcommittee Attendance</i> • <i>PPC Member Resignation</i> • <i>New PPC Member Applications</i> 	<p>The Operations subcommittee members reviewed and discussed the attendance of the PPC/subcommittees members.</p> <p>None at this time.</p> <p>The subcommittee reviewed two applications for Timothy B. Young and Victor Martinez.</p> <p>If approved for membership Timothy B. Young will become the Los Angeles County Alcohol and Drug Program Administration representative to the PPC. He was a PPC member for many years and was an active member of the Operations Subcommittee.</p> <p>Victor Martinez has consistently been involved with the PPC. He has attended meetings and was an active participant of</p>		

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	<p>the Prevention Plan Work Group. He has attended Annual Planning Meetings and has attended the New Member Orientation.</p> <p>The Operations subcommittee recommended that both applications be forwarded to the Executive Subcommittee.</p>		
VIII. Announcements	None at this time		

MOTION AND VOTING SUMMARY

MOTION #1: Review and Approve February 10, 2009 Meeting Agenda.	<i>The February 10, 2008 Agenda was approved with a change by Consensus.</i>	MOTION PASSED
MOTION #2: Review and Approve December 9, 2008 and January 13, 2009 Meeting summary	<i>The December 9, 2008 summary was approved with a change by Consensus.</i>	MOTION PASSED
MOTION #3: Review and Approve January 13, 2009 Meeting summary	<i>The January 13, 2009 summary was approved by Consensus.</i>	MOTION PASSED

RECOMMENDATIONS/KEY DECISIONS

RECOMMENDATION #1: Forward Victor Martinez and Timothy Young's application to the Executive committee

Materials Distributed:

- Meeting Agenda
- Meeting Summary
- Operations Subcommittee Work Plan 2009
- PPC Member Survey Analysis
- PPC Policies and Procedures
- PPC Satisfaction Survey