

Memorandum

Date : January 6, 1992
To : MULTICULTURAL LIAISON BOARD MEMBERS

From : Michael J. B. Colbert
Contract Consultant
Education and Prevention Unit I
Office of AIDS

Subject : BOARD CORRESPONDENCE

Attached are the materials that were requested at the December 1991 MLB meeting.

- December 16 and 17, 1991 meeting minutes and attachments.
- Draft copy of the MLB stationary with letterhead. If you approve or disapprove please notify me by January 20th. If you are unable to reach me by phone leave your opinion with Louie. The majority opinion will rule.
- The next board meeting will be March 2 and 3, 1992 in San Diego at the Embassy Suites. Please continue to follow the travel instructions contained in the logistics information.
- Enclosed is information requested to be included in the completion of the position paper:
 - o California HIV/AIDS Projection Workshop, September 19-20, 1990, Final Report dated April 30, 1991.
 - o AIDS CASE PREVALENCE AND MORTALITY PROJECTIONS, CALIFORNIA, 1990-1993, dated November 4, 1991.
 - o Letter to all Health Officers titled "Data from third HIV seroprevalence survey of childbearing women" dated September 12, 1991.
 - o HIV/AIDS Epidemiologic Data Sources For Year 02, HIV Comprehensive Care Working Group Meeting, December 4, 1991.

- o California HIV/AIDS Update, September 1991, AIDS among California Asian and Pacific Islander Subgroup.
- o California AIDS Cases by Race/Ethnicity, Year-to-Date Comparison for October 1990 and 1991.
- o Annual Incidence of California AIDS Cases and Deaths 1981-1991 by Year of Diagnosis and Race/Ethnicity.
- o Annual Incidence of California AIDS Cases by Race-Ethnicity 1981-1990
- o Annual Incidence of California AIDS Cases, Per 100,000 Population, by Race-Ethnicity 1981-1990.
- o HIV Seroprevalence Among Intravenous Drug Users Entering Methadone Treatment, 1989-1991, by County and Race/Ethnicity.
- o Education and Prevention Contractors address and phone list by region FY 91-92.

The letter to all contractors will be sent January 6, 1992, a copy of the letter is enclosed. The final letter sent to UCSF (Pat Franks) is also enclosed.

I look forward to seeing you at the next meeting in San Diego, March 2 and 3, 1992. If you have any questions concerning the contents of this package please call me at (916) 327-3183. A friendly reminder remember to sign your travel expense claims. Make your reservations with the hotel in advance and notify them that you are affiliated with the State Department of Health Services.

Attachment

MULTICULTURAL LIAISON BOARD

December 16 and 17, 1991
Meeting Minutes

Members attending:

Marta Argüello - Latino
Andre Cunningham - African American
Jesus De La Rosa - Latino
Dean Goishi - Asian/Pacific Islander
Matiana Grogan - Native American
Viet Hollenberg - Asian/Pacific Islander
Madeleine Lindley - Native American
Pat Norman - African American
Juan Rodriguez - Latino
Yolanda White - African American
Dorothy Wong - Asian/Pacific Islander

Office of AIDS Representatives:

Louie Campos
Michael Colbert
Miren Klein - Recorder

Facilitators:

Dorthy Lebron - MTRC
F. Junior Sanchez - MTRC

Members not attending:

Randy Burns - Native American

I. SEPARATE BOARD MEETING

The Multicultural Liaison Board (MLB) members held a separate board meeting without Office of AIDS (OA) representatives and recorder.

II. APPROVAL OF PREVIOUS MEETING MINUTES

The MLB members approved the October 21 and 22, 1991 meeting minutes. The only changes made to the minutes were spelling corrections of names.

III. MISSION STATEMENT

The MLB revisited the mission statement to ensure that the purpose of the Board was clear to all members. Several members pointed that there should be a connection between policies, programs and strategies. The members raised three main components to the mission statement that were debated:

1. Funding and support advocacy for appropriate funding levels.
2. Program strategies designed for communities of color.
3. Culturally and linguistically competent.

The mission statement was grammatically corrected by Marta Argüello and reads as follows:

The Multicultural Liaison Board in collaboration with communities of Color and in partnership with the State Office of AIDS will develop recommendations and policies for providing effective education and prevention services for People of Color. The Board will take a proactive stand on solving the organizational and administrative barriers that face HIV/AIDS Education and Prevention Service Providers in delivering services to communities of Color.

These recommendations and policies will address the need to develop and strengthen culturally and linguistically competent programs and strategies. Moreover, the Board will advocate for improving the funding process as well as push for increased funding for education and prevention services for communities of Color.

IV. REPORTS FROM CONSTITUENCY

First, the MLB discussed the parameters around the meaning of constituency. The members identified three different areas from where the constituency can be built:

1. The Multicultural Workshop attendants that elected the MLB members.
2. All of the OA contractors.
3. Other community members.

The debate focused on providing maximum representation from the communities of color. It was decided that the constituency will be built from the three categories.

A letter dated November 6, 1991 was mailed to all attendants of the Multicultural Workshop. The letter identified the mission of the MLB, and enclosed the executive summary and list of Board members. Additionally, the letter requested input from the constituency. Furthermore, it was decided that a similar letter will be mailed to all OA contractors requesting their input.

The MLB will work on building a rapport with the constituency. Several Board members asked the OA to provide a list of OA contractors and the ethnic breakdown of the groups-of-emphasis. The OA representatives stated that this information is available.

At this time, there are no reports from the constituencies.

V. U.C.S.F. PRELIMINARY EVALUATION REPORT

The MLB members attended the Working Group meeting held in Los Angeles on December 9 and 10, 1991. At this meeting the preliminary evaluation report on the findings and recommendations of the evaluation of OA contractors was presented. The MLB was asked to analyze the preliminary report and provide feedback to UCSF.

The following were several issues on the table regarding the Evaluation Report:

1. What was the criteria for selecting the working group participants? Page 6 and 7 of the preliminary report indicated where the representatives were selected from.
2. The MLB was concerned with the lack of people of color representation.
3. Another concern was that the preliminary report indicated that the MLB was added to the working group. However, the Board members felt that they were asked to participate at the end of the process when the preliminary report was distributed.

The decision made by the MLB members was to:

Send a letter to UCSF thanking them for the opportunity to review the preliminary report. However, the members clearly stated that the MLB was not part of the evaluation working group from the beginning. Additionally, a formal analysis of the final draft of the report will be forwarded to UCSF within the proposed timelines.

UCSF Timelines for the Evaluation Report

February 20, 1992 - Release report without comment to members of the Evaluation Planning Group, Working Group, all state funded contractors and MLB.

February 20, 1992 - March 15, 1992 - Period of response for written comments.

February 20, 1992 - March 15, 1992 - OA performs analysis of comments, summarizes, and presents final draft of the report, including comments received during the period of response, to the DHS management for approval.

April 20, 1992 - Report transmitted to the legislature pending Director of Health Services agreement with this date. The report will contain the Department's response to the recommendations of the report; an addendum reflecting all comments received in the response period, and a proposed implementation plan based upon the recommendations accepted by the Department.

April 25, 1992 - DHS report to the legislature released to all interested parties.

VI. RELATIONSHIP BETWEEN THE MLB AND OA

The MLB acts as an advisory board to the OA. The issue that was raised concerned the duration of the MLB and the relationship with the OA. The term of office for Board members was set for 12 months, beginning on September 1991 and ending on September 1992. The Board requested clarification from OA regarding empowerment of the MLB and continuation of the Board beyond one year.

The decision made by the members was to:

1. Clarify the mission statement with the scope of work.
2. Address Wayne Sauseda, Chief of the OA, regarding relationship with the OA and commitment from the OA.
3. Address the issues of continuation of the Board beyond one year in the position paper.

VII. WORKING GROUP REPORTS

Strategies to Build Constituency

To increase awareness of the MLB a letter will be mailed to all OA contractors introducing the Board and its mission.

Each Board member will contact their representatives from the Multicultural Workshop with a telephone call.

Each Board member will keep a list of contacts by their constituents and report at the MLB meetings.

Plan and Timetable for the Position Paper

The MLB needs to collect the following information for the position paper and the persons responsible for providing the information are listed below:

1. Epidemiological data including projections for the next five years and seroprevalence data. (Michael Colbert)
2. MTRC Resource Guide (Juan Rodriguez)
3. Project Descriptions of OA contractors including groups-of-emphasis. (Marta Argüello will collect this information from CAIN and the Clearinghouse)
4. Funding allocations of OA contractors. (Michael Colbert)

The following is a proposed outline for position paper:

- I. Overview
- II. Barriers
- III. Gaps in Services
- IV. Recommendations

Timetable:

January 6, 1991 - All the necessary information should be mailed to all members.

By January 31, 1991 - Representatives from each ethnic group should have meet and reviewed the information mailed to them.

March 2, 3, 1992 - Next MLB meeting in San Diego.

May 4, 5, 1992 - Following MLB meeting to finalize position paper in San Diego.

VIII. CORRESPONDENCE

Letter to Dr. Coye

The MLB would like to have a meeting with Dr. Coye to update her on the issues of the Board. The MLB members accepted a draft of the letter. Marta will finalize letter and will fax copy to Andre, Viet and Dorothy. After final review, the letter will be sent to Michael Colbert for final mailing. The letter will be requesting a meeting with Dr. Coye. Andre will follow-up the letter with a telephone call.

Letter to UCSF Evaluation Team

A draft letter was accepted by the MLB members. A final copy will be sent to Michael Colbert for final mailing. The letter thank UCSF for the opportunity to review the preliminary report. Additionally, it was stated clearly in the letter that the MLB was not part of the evaluation working group from the beginning. A formal analysis of the final draft of the report will be completed and forwarded to UCSF within the proposed timelines.

Letter to OA Contractors

Jesus de la Rosa using the previously mailed letter to the Multicultural Workshop participants will draft a letter to all OA contractors introducing the MLB and requesting input. A completed copy of the letter will be mailed to Michael Colbert for distribution to all OA contractors.

IX. MARC SCOPE OF WORK

A summary of the Multicultural Training Resource Center's (MTRC) activities in fulfilling the Multicultural AIDS Resource Center (MARC) scope of work (SOW) was presented by Junior Sanchez. The MLB has direct input in the MARC scope of work. Additionally, the Board will review all materials developed as a result of the MARC contract.

During this quarter three videos have been developed addressing HIV/AIDS issues in the following communities: Latino, Native American and Multicultural.

Additionally, two articles have been written for the Latinos and Native Americans addressing culture and behavior modifications.

The Cultural Credibility Inventory (CCI) has been mailed to OA contractors. The CCI will identify needs among contractors and as part of the SOW will serve as the selection basis for the 16 agencies that will receive hands on technical assistance to provide education and prevention services to communities of Color. The 16 identified agencies will be contacted throughout the 1991-92 fiscal year.

X. LOGISTICS

The MTRC contract was supplemented \$750 for printing of the MLB letterhead stationary. The MLB members will be listed alphabetically on the left hand side of the paper.

The following are instructions for travel reimbursement:

The airline tickets will be purchased through the State travel agent. All Board participants must contact the OA to reserve the airline tickets.

The maximum reimbursement for mileage is 24 cents a mile

Each participant must complete a travel expense claim for reimbursement of expenses. Each participants was issued a travel expense claim

The travel expense claim must be completed with the following information:

Name of the participant

Position: Multicultural Liaison Board member

Home residence

City, State, Zip Code

Social Security Numbers

Do not write division or organization, and organization address

Telephone number

Do not complete numbers 1 through 12 of the travel claim form

Sign and date at the bottom of the form with a non-black ink

A cover letter must be submitted with the travel expense claim form that includes the following information:

Date and time of departure

Number of miles each way

Date and time of return

Original receipts of the airline ticket, parking and hotel.

Reimbursement will take approximately six weeks.

XI. NEXT MEETING

The next MLB meeting is scheduled for March 2 and 3, 1992 at the Embassy Suites in San Diego. Meeting will begin at 9 in the morning.

XII. ATTACHMENTS

The following items are attached to the minutes:

1. Travel Arrangements and Reimbursement
2. Liaison Work Group Logistics
3. Travel Expense Claim Form
4. MLB Mailing List

TRAVEL ARRANGEMENTS AND REIMBURSEMENT

Multicultural Liaison Work Group participants will be reimbursed for expenses incurred as a result of official state business related to this work group. To be eligible for reimbursement, participants must have a duly notarized and signed Oath of Office on file with the Office of AIDS.

Reimbursement will be at the following rates for approved expenses:

AIR TRAVEL The Office of AIDS will make your travel arrangements. Please have the following information when requesting travel arrangements: dates of travel; departure time; flight time and carrier. The State has approved rates on certain airlines. We will try to accommodate your request, but final arrangements are made by an independent travel agent. Seven days advance notice is required.

TAXI FARE Actual cost plus a 15% tip. Attach receipts.

CAR RENTAL No car rental will be approved for these meetings.

MILEAGE \$.24 per mile. Common mileage claim would be from your office or residence (whichever is less) to the meeting and back or from your residence or office to the airport and back.

PARKING Actual cost. Attach receipts.

SUBSISTENCE (A) Meals

Breakfast	\$5.50
Lunch	\$9.50
Dinner	\$17.00

(B) Lodging

Without receipt	\$47.00
With receipt - actual lodging expenses up to \$79.00 plus applicable taxes.	

Any questions related to your travel arrangements or reimbursement should be addressed to Linda Tershay of Office of AIDS at (916) 327- 0633.

Liaison Work Group Logistics

1. Meeting Rooms - OA will be responsible for making meeting room reservations for all meetings. OA will complete a service authorization to cover the cost of the meeting room. All meetings are to be scheduled as close as possible to the nearest airport hotel in the host city. Host cities should be Sacramento, Los Angeles, San Diego, Oakland, San Francisco and Fresno.
2. Travel Arrangements - Each contract participant except OA personnel are required to complete an Oath of Office to be eligible for travel reimbursement. OA will make all airline reservations. Each participant will be required to contact Linda Tershay from the OA at (916) 327-0633 seven days in advance of their airline travel. Airline tickets will be sent directly to the participant.
3. Per Diem - Group participants are responsible for the initial per diem and ground transportation cost for each meeting. Participants will be reimbursed after completing a travel expense claim to OA. It is expected that it will be a six to twelve week turnaround for each claim submitted. Each participant is expected to request a travel advance from their agency and should repay their agency once they have received their travel check from OA. OA will issue a letter to each participant's agency confirming that reimbursement for any funds advanced by them for these meetings will be sent directly to the participant. It will be the responsibility of the participant to repay the agency for any advance. Each participant will submit a signed, but not completed, travel expense claim (TEC) along with receipts from each meeting. OA will complete the TEC and forward to the travel reimbursement section for processing. Please review the attachment for State rates of reimbursement.
4. Group Support - MTRC will be responsible for facilitating each group meeting. This will require MTRC to chair the meetings, record and keep the minutes of each meeting, and forward the finished copy of the minutes to OA for duplication and distribution to the participants.

DATE

MULTICULTURAL LIAISON BOARD
MAILING LIST

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3. Andre' Cunningham
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South CA Youth and Family Center
101 North La Brea #100
Inglewood, CA 90301
4. Jesus De La Rosa
2227 Parker St. #2
Berkeley, CA 94704
Phone: Home 510-841-0715
Work 408-299-4151
Fax
Santa Clara Dept. of Health Svcs
HIV/AIDS Program
976 Lanzen Ave
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5. Dean Goishi
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Fax 213-346-0373
6. Matiana Grogan
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Santa Barbara, CA 93103
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Work 805-681-5120
Fax 805-681-5191
Santa Barbara Dept. of Hlth Svcs
300 San Antonio Road
Santa Barbara, CA 93110
7. Viet Hollenberg
4880 Hidalgo Ave
San Diego, CA 92117
Phone: Home 619-272-4325
Work 619-279-9675
Fax 619-
Linda Vista Health Care
6973 Linda Vista Road
San Deigo, CA 92111
8. Madeleine Lindley
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Sacramento, CA 95821
Phone: Work 916-484-4353
Home 916-487-4933
California Urban Indian Health
Council Inc.
3637 Marconi Ave
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9. Pat Norman
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Fax 415-922-3932
California AIDS Intervention
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507 Divisadero, Suite B
San Francisco, CA 94117
10. Juan Rodriquez
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Phone: Home 510-569-7996
Work 415-749-6700
Fax 415-749-6706
National Task Force on AIDS
Prevention
631 O'Farrell Street
San Francisco, CA 94109
11. Yolanda White
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Phone: Home 209-757-1813
Work 209-685-2535
Fax 209-685-2643
Tulare County Health Dept.
1062 South K Street
Tulare, CA 93274
12. Dorothy Wong
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Asian AIDS Project
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13. Michael Colbert
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14. Louie Campos
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