

First Draft

Dear

The Department of Health Services, Office of AIDS, in conjunction with the Minority AIDS Resource Contractor, the Multicultural Training Resource Center (MTRC), initiated a Consensus and Collaboration Workshop which was held in Berkeley, June 1991. One of the primary goals of that workshop was to establish a AIDS Multicultural Liaison Work Group to assist the Office of AIDS (OA) in the development and implementation of a comprehensive multicultural AIDS prevention program in the State of California.

As an elected representative of the Multicultural Liaison Work Group, I would like to offer my congratulations on being selected by your peers to assist and advise the Office of AIDS in addressing the significant cultural needs of ethnic/racial high-risk populations. The input from this work group will assist OA in program planning, program development, and funding strategies.

The first meeting of the work group will be September 9, 1991 from 1:00 to 5:00 p.m. and Tuesday, September 10, 1991 from 8:00 a.m. to 5:00 p. m. in Sacramento at the Hilton Hotel. To receive hotel rates of \$64.00 per night, contact Linda Tershay at (916) 327-0633, by August 23, 1991.

A suggested agenda, a summary of the recommendations identifying barriers to educating people of color, and an overview of the Consensus and Collaboration Workshop is enclosed for your information. In addition, travel and per diem information is enclosed. The OA will reimburse all travel and expenses incurred by the Liaison Work Group members.

The expected outcome of the first Liaison Work Group meeting is to prioritize the recommendations of the consensus workshop, develop a plan to interface with the OA, and provide related program guidance.

The OA has made community involvement and participation a primary goal of the required and necessary partnerships needed to address the AIDS epidemic in the nineties. Your participation is essential to this partnership.

If you have any questions concerning the agenda materials, or travel arrangements; please contact Louie Campos at (916) 327-3175. Mr. Campos is the Education and Prevention Unit I Chief and has been assigned as the representative to the Multicultural Liaison Work Group from OA.

We look forward to seeing you at the first Liaison Work Group meeting in Sacramento.

Sincerely,

Wayne E. Sauseda, Chief
Office of AIDS

Enclosures

cc: Dennis Webb, Chief
Education and Prevention
Section
Office of AIDS
830 S Street
P. O. Box 942732
Sacramento, CA 94234-7320

Louie Campos, Chief
Education and Prevention
Unit I
Office of AIDS
830 S Street
P. O. Box 942732
Sacramento, CA 94234-7320

Michael Colbert
Contract Consultant
Education and Prevention
Unit I
Office of AIDS
830 S Street
P. O. Box 942732
Sacramento, CA 94234-7320

OFFICE OF AIDS
MULTICULTURAL LIAISON WORK GROUP MEETING
DRAFT AGENDA
SEPTEMBER 9, 1991 1:00 p.m. to 5:40 p.m.
HILTON HOTEL
2200 HARVARD BVLD
SACRAMENTO, CALIFORNIA

- | | | |
|------|---|--|
| I. | WELCOME
WAYNE SAUSED, CHIEF
OFFICE OF AIDS | 1:00-1:30 |
| II. | INTRODUCTIONS
DORTHY LEBRON, EXECUTIVE DIRECTOR, MTRC

A. GROUP CAUCUS REPORT
B. MTRC WORKSHOP REPORT
C. OFFICE OF AIDS, EDUCATION AND PREVENTION REPORT

BREAK | 1:30-3:10

3:10-3:30 |
| III. | GROUP DEFINITION OF MISSION
STATEMENT & AGENDA REVIEW | 3:30-4:00 |
| IV. | ISSUES

A. THE MULTICULTURAL LIAISON WORK GROUP

1. ISSUES
a. Multicultural commitment
b. Work group composition
c. Meeting dates & locations
d. Final report | 4:00-4:40 |
| V. | AGENDA DISCUSSIONS FOR TOMORROW'S MEETING | 4:40-5:10 |
| VI. | WRAP-UP | 5:10-5:40 |
| VII. | ADJOURN | |

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: Date 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 cents per mile. Common mileage claim would be from your office or residence (whichever is less) to the meeting and back. Also 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

You need to make your own reservations for overnight lodging.

(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 the OA at (916) 327-0633.

Liaison Work Group Logistics

1. Meeting Rooms - OA will be responsible for arranging the 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 to the nearest airport hotel in the host city. Host cities should be Sacramento, San Diego, Los Angeles, Oakland, San Francisco and Fresno.
2. Travel Arrangements - Each group member and MTRC staff, (participant) is 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 of 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 - Participants are responsible for the per diem and ground transportation cost to attend each meeting. Participants will be reimbursed after completing a travel expense claim to the OA. It is expected that there will be a six to twelve week turnaround for each claim submitted. 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 the OA for duplication and distribution to the participants.
5. Office of AIDS support - Louie Campos, Education and Prevention Unit I, Chief, has been assigned as the representative to the work group. Michael Colbert, Contract Consultant, will continue to provide supportive services to MTRC.