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February 16, 2007

**DEPARTMENT ON  
DISABILITY**

333 SOUTH SPRING STREET, SUITE D2  
LOS ANGELES, CA 90013

REGINA HOUSTON-SWAIN  
EXECUTIVE DIRECTOR

AIDS COORDINATOR'S OFFICE

STEPHEN DAVID SIMON  
AIDS COORDINATOR

—  
(213) 485-6320  
(213) 485-6655 (TTY)  
(213) 485-8052 (FAX)

<http://www.lacityaids.org>

Dear Neighborhood Council President:

As part of our mission to develop and support programs and policies that improve the health and quality of life for people living in Los Angeles, the City of Los Angeles AIDS Coordinator's Office is requesting your neighborhood council's participation in a survey of Los Angeles residents. We need your opinions about HIV and the types of services and prevention efforts available or needed in your community.

To this end, we have contracted with an independent, Los Angeles-based research firm, Vital Research, LLC, to develop and administer a survey in certified Neighborhood Councils this year. All Neighborhood Councils will be invited to participate in the survey so that we have representation from every community.

Your participation in this survey requires less than 20 minutes of time during one of your regular Neighborhood Council meetings. We need just a few minutes to introduce the survey to your council participants, and the survey takes only about 15 minutes to complete.

At this time, we are asking you to take a few moments to provide some information about your Neighborhood Council and the appropriate person that we should contact to schedule survey administration at one of your meetings. There are three ways that you can provide this information (choose only one):

1. Complete the enclosed form and fax it back to Vital Research (323.653.0123);
2. Complete the enclosed form and mail it to Vital Research in the enclosed business reply envelope; **OR**
3. Complete and submit the form online by typing the following URL in your browser:  
<http://www.vitalresearchsurveys.com/NCform>.

In the coming weeks, Vital Research will contact you (or your designee) to schedule your Neighborhood Council's survey date.

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If you would like additional information about the survey, please see the “Frequently Asked Questions” sheet that is enclosed. You can also contact Dr. Courtney Malloy at Vital Research: by email ([courtney@vitalresearch.com](mailto:courtney@vitalresearch.com)), phone (323.951.1670), or mail:

Vital Research, LLC  
6380 Wilshire Blvd., Suite 1609  
Los Angeles, CA 90048

Thank you in advance for your assistance and your Council’s participation. Your valuable feedback will help us offer better services in your community and the greater Los Angeles area.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen David Simon". The signature is stylized with a large, looped initial "S" and a long, sweeping underline.

STEPHEN DAVID SIMON  
AIDS Coordinator

## A Neighborhood Council View of AIDS

By Stephen David Simon

Twenty-five years into the AIDS epidemic, the City of Los Angeles has many accomplishments to be proud of in our fight against this terrible disease. The City pioneered the first AIDS anti-discrimination law in the nation, and we continue to lead the fight for effective public health policy and programs for our families and communities.



Today, as the struggle continues, the City of Los Angeles AIDS Coordinator's Office (ACO) is seeking new ways to better protect our communities' health by slowing the spread of HIV and improving the quality of life for individuals living with the illness. To do so most effectively, we're asking for the opinions and ideas of our community leaders through our Neighborhood Council HIV Awareness and Prevention Survey.

In the true spirit of the role of Neighborhood Councils, we will incorporate your beliefs and concerns as we plan services and allocate resources in the City. We recognize that each neighborhood has its own unique needs and viewpoints regarding HIV, and we want to strive to find solutions that provide the best fit possible for each community.

This survey asks questions about perceptions of HIV services and needs in Los Angeles neighborhoods, attitudes and beliefs about HIV, knowledge of HIV and how it can be prevented, and finally, the role (if any) Neighborhood Councils should play in addressing HIV issues locally. Participation in the survey is anonymous and voluntary. The survey asks no questions about personal risk behavior.

All neighborhood councils have been invited to share their views in the survey via a letter from our office to Neighborhood Council presidents. With full participation, all areas of the City can be represented. The ACO has contracted with an independent, Los Angeles-based research firm, Vital Research, LLC, to administer the survey, which should take less than 20 minutes to complete at an NC meeting.

*We understand that your time is precious and limited, and believe that coordinated efforts to let City departments know your thoughts on our work and goals is both important and effective. Please ask your Neighborhood Council leadership if they have already scheduled your council to participate in the survey. If not, please contact [Tamara Nelson](mailto:Tamara.Nelson@vitalresearch.com) of Vital Research at 323.951.1670 or [tnelson@vitalresearch.com](mailto:tnelson@vitalresearch.com) to set up a time when the survey team can come to one of your scheduled meetings. I also invite you to contact myself or my staff at 213-485-6320 if you have questions about the survey or wish to discuss any other HIV-related issues relevant to the City of Los Angeles.*

Thank you in advance for sharing your thoughts and helping us to improve our response to HIV in Los Angeles. The AIDS Coordinator's Office looks forward to working with Neighborhood Councils now and in the future to reduce the impact of HIV on Angelenos. (*Stephen David Simon is City of Los Angeles AIDS Coordinator.*)

## FREQUENTLY ASKED QUESTIONS

### **What is the purpose of the survey?**

The information collected through this survey will help the City of Los Angeles make effective decisions about developing and implementing HIV prevention services.

### **Who is funding the survey?**

The City of Los Angeles AIDS Coordinator's Office is funding this survey.

### **What kinds of questions does the survey ask?**

The survey includes questions about HIV awareness, attitudes, and beliefs, as well as perceptions of HIV prevention needs and availability in local neighborhoods.

### **Why are you administering the survey in Neighborhood Councils?**

Neighborhood Councils are an important public forum in Los Angeles that provide a means for stakeholders to improve their communities. They also provide an organized forum through which we can access a diverse cross-section of the City of Los Angeles. By administering the survey at Neighborhood Council meetings, we can learn more about grassroots opinions that are neighborhood specific and how the AIDS Coordinator's Office can improve the services it offers in Los Angeles communities.

### **How many Neighborhood Councils are participating?**

Each certified Neighborhood Council will be invited to participate in the survey.

### **Why should I participate in the survey?**

This survey is an opportunity for you to give your own personal opinion to the AIDS Coordinator's Office that can be used to tailor services in your community.

### **How long does the survey take?**

The survey takes approximately 10-15 minutes to complete.

### **Is this an anonymous survey?**

Yes, surveys are anonymous; no information will be collected that can link the survey to you. Please do not write your name on the survey.

### **Do I have to participate?**

Participating in the survey is completely voluntary. That means that you can decide to complete the survey or not. No one will be upset with you if you do not want to be in this study, and your decision will not affect your participation in this or future Neighborhood Council meetings.

### **How will the results affect my neighborhood?**

The survey results from each neighborhood will be used to help the City of Los Angeles make effective decisions about developing and implementing HIV prevention services.

### **Will I receive a copy of the results?**

The results will appear on the AIDS Coordinator's Office Web site (<http://www.lacityaids.org/>).

### **When will the results be released?**

When survey administration is complete and data have been analyzed, the results will appear on the AIDS Coordinator's Office Web site (<http://www.lacityaids.org/>).

### **Who should I contact to ask questions?**

Contact Courtney Malloy at Vital Research, LLC:  
6380 Wilshire Blvd., Suite 1609, Los Angeles, CA 90048  
888.848.2555

## Neighborhood Council HIV Awareness and Prevention Survey

### PARTICIPANT INFORMATION

The Neighborhood Council HIV Awareness and Prevention Survey was designed to help the City of Los Angeles AIDS Coordinator's Office learn more about:

- How you feel about HIV/AIDS
- How you feel about HIV/AIDS prevention services in you neighborhood

The survey will be offered to every Neighborhood Council in Los Angeles. Results of the survey will help us understand your opinions regarding HIV/AIDS and your interest in HIV services.

The survey is completely anonymous and will not be linked to you as an individual. Your participation is voluntary. That means that it is completely up to you if you want to complete this survey or not. Your decision to answer these questions will not affect your relationship with the Neighborhood Council.

If you have any questions about the survey after you leave your Neighborhood Council meeting, you can contact Courtney Malloy at Vital Research:

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Los Angeles, CA 90048  
888-848-2555