



LOS ANGELES COUNTY
COMMISSION ON HIV



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WOMEN'S CAUCUS

Virtual Meeting

Monday, January 27, 2025 *

2:00-3:00pm (PST)

*meeting rescheduled from 1/20 due to
Martin Luther King Jr. Day

Agenda and meeting materials will be posted on
<http://hiv.lacounty.gov/Meetings> *Other Meetings

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TO JOIN BY COMPUTER:

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/j.php?MTID=mc7b6bd96e3735546f52eb9d54f857b4d>

TO JOIN BY PHONE:

Dial +1-213-306-3065 Access Code: 2539 837 1090

Meeting Password: WOMEN

If you experience challenges in logging into the virtual meeting, please refer to the WebEx tutorial [HERE](#) or contact Commission staff at 213.509.9199 or hivcomm@lachiv.org.

together.

WE CAN END HIV IN OUR COMMUNITIES ONCE & FOR ALL

Apply to become a Commission member at:

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For application assistance, call (213) 738-2816 or email hivcomm@lachiv.org



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510 S. Vermont Avenue, 14th Floor • Los Angeles, CA 90020 • TEL (213) 738-2816
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WOMEN'S CAUCUS

Meeting Agenda

Monday, January 27, 2025 @ 2:00PM-3:00PM

To Join:

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/j.php?MTID=mc7b6bd96e3735546f52eb9d54f857b4d>

Password: WOMEN

To Join by Phone Dial +1-213-306-3065 Access Code: 2539 837 1090

- | | |
|--|-------------------|
| 1. WELCOME + INTRODUCTIONS + CHECK-IN | 2:00 PM – 2:05 PM |
| 2. EXECUTIVE DIRECTOR/STAFF REPORT | 2:05 PM – 2:15 PM |
| • Operational and Programmatic Updates | |
| • Commission on HIV 2025 Workplan | |
| 3. CO-CHAIR'S REPORT | 2:15 PM – 2:25 PM |
| • 2025 Co-Chair Elections | |
| • 2025 Meeting Schedule | |
| 4. DISCUSSION | 2:25 PM – 2:50 PM |
| • 2025 Women's Caucus Strategic Priorities | |
| 5. MEETING RECAP + NEXT MEETING AGENDA | 2:50 PM – 2:55 PM |
| 6. PUBLIC COMMENT + ANNOUNCEMENTS | 2:55 PM – 3:00 PM |
| 7. ADJOURNMENT | 3:00 PM |



WOMEN'S CAUCUS

October 21, 2024 Virtual Meeting Summary

1. **Welcome & Introductions** – Dr. Cielo welcomed the members and led introductions.
2. **Executive Director/Staff Report**
 - Executive Director, C. Barrit shared the Commission on HIV (COH) will host its annual conference on November 14th from 9am to 4pm at the Martin Luther King Jr. Behavioral Health Center located at 12021 S. Wilmington Ave, Los Angeles, CA 90059. Registration is open and all community members are invited to attend. See [meeting packet](#) for registration information.
3. **Co-Chairs Report**
 - 2025 Co-chair Nominations
 - M. Cielo announced that the Women's Caucus is accepting nominations for the upcoming 2025 year. It was noted that at least one co-chair must be a COH member.
 - M. Cielo and Shary Alonso were both nominated.
 - Nominations will remain open until the January meeting when elections will be held. Individuals can self-nominate. Additional nominations can be submitted to Commission staff before the January meeting.
 - Loneliness and Social Isolation Event Debrief
 - S. Alonso reported that the Loneliness and Social Isolation Event was a great success. She noted panel discussions were very insightful and discussed the different types of loneliness women living with HIV may experience. She thanked panel participants and the Aging Caucus co-chairs for helping to organize the event.
 - Group members shared that they all enjoyed the event and that it was a great success. They noted that it is important to recognize and address loneliness, especially among people of color and felt that the event was very empowering. Everyone agreed more events like these are needed to bring issues to light and help combat stigma.
 - Participants are encouraged to review the event summary and additional resources provided in the [meeting packet](#).
 - Women's HIV Resource Launch Debrief

- Commission staff, L. Martinez, reported that APLA held a Women's HIV Resource Guide Launch event on October 8th at the Vermont Corridor. The event was held to announce the release of the Women's HIV Resource Directory. The directory provides comprehensive information and support for women affected by HIV in Los Angeles County. Hard copies of the directory were distributed and B. Risley of APLA noted that an electronic PDF copy would be forthcoming and will be shared widely once available.

4. Discussion

- Review Purpose of the Commission on HIV and Caucuses
 - L. Martinez provided a brief review of the role and purpose of caucuses within the Commission on HIV.
 - The purpose of the caucus is to provide a forum for women living with HIV to provide a voice within the COH and provide the caucus perspective on various COH issues. See [meeting packet](#) for more details.
- 2025 Meeting Frequency
 - The group had a discussion on making changes to the meeting frequency and times for the 2025 year. The group discussed the need for more consistent meeting frequency to ensure that important information is not missed, with some feeling that monthly meetings were more engaging.
 - The group wants to recruit more members and have a wider representation. Suggestions included:
 - i. A hybrid format for meetings, combining in-person and virtual options.
 - ii. Look at the timing of the meetings, potentially shifting to early evening to accommodate more people's schedules.
 - iii. Send reminders and information about meetings via email, phone, or flyers to ensure participants are informed. Persistence in inviting people to attend.
 - iv. Develop a clear agenda for each meeting to promote engagement and activity.
 - v. Consider providing simultaneous translation for Spanish-speaking participants.
 - vi. Determine the big-ticket items and areas of focus for the women's caucus for the entire year, such as HIV prevention for women and support services for women living with HIV.
 - vii. Tap into existing groups working on similar issues, such as prep and women, for support and guidance.
 - viii. Explore cross-collaboration with other caucuses, such as the aging caucus and transgender caucus.

- Commission staff will send a survey to the Women’s Caucus to gather more feedback on meeting frequency and preferred time from those who were unable to attend the meeting. [Click here](#) to complete survey.
- Directives: Women-Centered Services
 - The group reviewed outstanding items from previous women-centered directives.
 - Although the Division of HIV and STD Programs (DHSP) released a childcare RFP, only one agency responded but did not meet the requirement as they did not provide RWP-services. The group noted that childcare remains an issue and recommended that other models of childcare in different jurisdictions be researched for potential solutions.
 - DHSP requested additional detail on psychosocial and support services for women. It was noted that existing services are offered via Ending the HIV Epidemic (EHE) funds and that the Planning, Priorities and Allocations Committee has allocated for psychosocial and support services for fiscal year 2026 and 2027. The caucus will provide additional recommendations to meet the needs of women.
 - Suggestions for directives can be submitted to Commission staff.

5. Meeting Recap and Next Meeting Agenda

- Commission staff will send out a survey to the caucus to gather additional feedback on preferred meeting frequency and time.
- Commission staff will work with co-chairs to develop a calendar for 2025 and large action items for the year.
- Next virtual meeting will be in January 2025; more details to follow.

6. Public Comment and Announcements

- The MCA Clinic will be moving down the street to the Rader Building (Building C) in November. Anyone with any questions or concerns can contact Dr. Cielo.
- M. Ramos announced that the Friends Helping Friends peer program is available for women throughout the County. The program is open to both cisgender women and women of transgender experience.

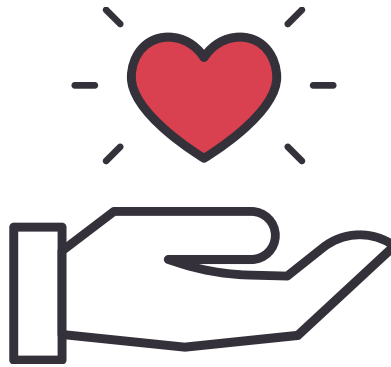
7. Adjournment – the meeting was adjourned by M. Cielo at 4:00pm



LOS ANGELES COUNTY
COMMISSION ON HIV



**LOS ANGELES COUNTY COMMISSION ON HIV CAUCUSES
PRESENT:**



2025 Consumer Resource Fair
“Love Begins with Me”
**Empowering Wellness, Advocacy and Community
Beyond HIV**

**THURSDAY, FEBRUARY 13, 2025
12:00PM - 5:00PM**

**THE CALIFORNIA ENDOWMENT
1000 N. ALAMEDA STREET, LOS ANGELES, CA 90012
FREE PARKING ON-SITE [MAP/DIRECTIONS HERE](#)**

Explore a variety of resources, including engaging workshops and presentations, interactive activities like Zumba, free food, exciting giveaways, and more! Don't miss this opportunity to connect with services that support holistic health and wellness beyond HIV.

Are you a vendor or service provider and would like to participate? Register [HERE](#).

For more information, email hivcomm@lachiv.org



We're Listening

share your concerns with us.

**HIV + STD Services
Customer Support Line**

(800) 260-8787

Why should I call?

The Customer Support Line can assist you with accessing HIV or STD services and addressing concerns about the quality of services you have received.

Will I be denied services for reporting a problem?

No. You will not be denied services. Your name and personal information can be kept confidential.

Can I call anonymously?

Yes.

Can I contact you through other ways?

Yes.

By Email:

dhspsupport@ph.lacounty.gov

On the web:

<http://publichealth.lacounty.gov/dhsp/QuestionServices.htm>





Estamos Escuchando



Comparta sus inquietudes con nosotros.

**Servicios de VIH + ETS
Línea de Atención al Cliente**

(800) 260-8787

¿Por qué debería llamar?

La Línea de Atención al Cliente puede ayudarlo a acceder a los servicios de VIH o ETS y abordar las inquietudes sobre la calidad de los servicios que ha recibido.

¿Se me negarán los servicios por informar de un problema?

No. No se le negarán los servicios. Su nombre e información personal pueden mantenerse confidenciales.

¿Puedo llamar de forma anónima?

Si.

¿Puedo ponerme en contacto con usted a través de otras formas?

Si.

Por correo electrónico:
dhspsupport@ph.lacounty.gov

En el sitio web:
[http://publichealth.lacounty.gov/
dhsp/QuestionServices.htm](http://publichealth.lacounty.gov/dhsp/QuestionServices.htm)





2025 COMMISSION ON HIV WORKPLAN
Ongoing 12-26-24

#	DUTY/ROLE	LEAD (S)	NOTES/TIMELINE
1	Conduct ongoing needs assessments	PP&A Shared task with DHSP	<ul style="list-style-type: none"> Review, analyze and hold data presentations (Feb-August COH meetings)
2	Integrated/Comprehensive Planning Comprehensive HIV Plan Development	PP&A Shared task with DHSP	<ul style="list-style-type: none"> Review CDC/HRSA guidance Develop project timeline based on CDC/HRSA guidance CHP Due June 2026 Plan dedicated status-neutral and/or prevention-focused planning summit in collaboration with DHSP.
3	Priority setting	PP&A	<ul style="list-style-type: none"> July-September
4	Resource allocations/reallocations	PP&A	<ul style="list-style-type: none"> July-September Receive and review expenditure data – quarterly
5	Directives	PP&A	<ul style="list-style-type: none"> Complete by February 2025; secure COH approval by March 2025
6	Development of service standards	SBP Shared task with DHSP	<ul style="list-style-type: none"> Housing services Transitional case management
7	Assessment of the Efficiency of the Administrative Mechanism	Operations	<ul style="list-style-type: none"> PY 33 & PY 34 AEAM recipient and subrecipient surveys will be disseminated in January/February 2025. Reports completed by April 2025
8	Planning Council Operations and Support	Operations	<ul style="list-style-type: none"> Membership training Membership recruitment and retention Fill vacancies Mentorship program Bylaws and policies update



9	Complete restructuring framework and key principles and align with bylaws/ordinance updates.	Executive and Operations	<ul style="list-style-type: none"> January- April 2025
10	MOU with DHSP	Co-Chairs and Executive Committee	<ul style="list-style-type: none"> Complete by March 2025 (awaiting DHSP feedback)
11	Ongoing community engagement and non-member involvement of PLWH	Consumer Caucus and Operations	

Engage all caucuses, committees and subgroups in all functions.



Get Ready for Co-Chair Open Nominations & Elections: Your Questions Answered!

Greetings! It's that time of year again—election season is upon us, not just for general elections, but also for our Commission, Committee and Caucus Co-Chairs. The nomination and election process for COH, Committee, and Caucus Co-Chairs is underway. Below is a quick FAQ to help you prepare and make an informed decision about becoming a Co-Chair.

Am I Eligible?

**Per COH Bylaws, Policies #08.1102 and #08.1104*

Commission Co-Chairs (Nominations remain open until the January 9, 2025, COH meeting)

(2) Commission Co-Chairs have two-year staggered terms – one co-chair seat is up for election which will serve the Jan 2025-Dec 2026 term.

- Only voting Commissioners can serve as Commission Co-Chairs.
- Candidates must have at least one year of service on the Commission to ensure leadership diversity and representation.
- At least one Co-Chair must be HIV-positive, and at least one must be a person of color. It is also preferred that at least one Co-Chair is female.

Committee Co-Chairs (Nominations will open by December, with elections in January 2025)

(2) Committee Co-Chairs serve one-year terms – all co-chair seats are up for election which will serve the Jan-Dec 2025 term.

- The Commission does not impose specific requirements, though one year of experience on the Committee is strongly encouraged.
- Nominees must be primary members of the Committee, not serving in alternate or secondary roles.
- Only Commissioners can serve as Co-Chairs.

Caucus Co-Chairs (Nominations will open by December, with elections in January 2025)

Caucuses typically have two Co-Chairs serving one-year terms, except the Consumer Caucus, which has three seats, including a prevention representative. All co-chair seats are up for election which will serve the Jan-Dec 2025 term.

- One Co-Chair must be a Commissioner to ensure that the Caucus activities are aligned with the COH's scope, goals and objectives
- Note: Caucuses are not subject to Brown Act requirements but work with COH consent to set their own leadership structure, guidelines, membership, and activities.

****All Co-Chair candidates will be asked to provide a brief statement before the election.***

What Are the Co-Chair Roles & Responsibilities?

- Lead COH/committee/caucus activities and meetings.

- Set agendas for meetings in collaboration with staff.
- Develop work plans with the Executive Director and staff.
- Facilitate meetings, guiding discussion and ensuring effective workflow.
- Summarize discussions and assist in developing work products.
- Act on behalf of the group and communicate with stakeholders.

How Should I Prepare?

- Honestly assess your accessibility, bandwidth, and time to ensure you are able to show up fully and prepared. *Co-Chair roles require at least 10-12 commitment hours per month.*
- Review the [COH Co-Chair training slides](#) to understand the role's expectations
- Familiarize yourself with the:
 - [Ryan White Program Part A Planning Council Primer](#),
 - [COH bylaws](#),
 - [COH Co-Chair Duty Statement](#) (if applicable),
 - [Committee Co-Chair Duty Statement](#) (if applicable)
 - [Required Commissioner trainings](#).

Ready to take on a leadership role? Nominate yourself or a colleague and help guide our collective work toward meaningful community impact! If you have questions, please reach out to your respective staff lead.



LOS ANGELES COUNTY
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WOMEN'S CAUCUS TENTATIVE 2025 MEETING CALENDAR

DATE	KEY AGENDA ITEMS/TOPICS (subject to change; for planning purposes)
Jan. 27, 2025* 2pm – 3pm <i>*meeting rescheduled due to MLK holiday on 1/20</i>	Review and Adopt 2025 Caucus key activities and meeting calendar Co-chair elections
Mar. 17, 2025 2pm – 3pm	Discuss listening session goals and potential locations Review and approve listening session discussion questions
May 19, 2025 2pm – 3pm	Solidify listening session locations and dates/times *Begin hosting listening sessions
Jul. 21, 2025 2pm – 3pm	TBD *Continue hosting listening sessions
Sep. 15, 2025 2pm – 3pm	Review findings of listening sessions Draft recommendations to DHSP for women-centered programming
Nov. 17, 2025 2pm – 3pm	Announce co-chair nominations for 2024. Finalize recommendations to DHSP for women-centered programming

Women’s Caucus 2025 Strategic Priorities

Draft

- **PURPOSE OF THIS DOCUMENT:** To identify activities and priorities the Women’s Caucus will lead and advance throughout 2025
- **CRITERIA:** Select activities that 1) represent the core functions of the COH and Caucus, 2) advance the goals of the [2022-2026 Comprehensive HIV Plan \(CHP\)](#), and 3) align with COH staff and member capacities and time commitment.
- **CAUCUS RESPONSIBILITIES:** 1) Facilitate dialogue among caucus members, 2) develop caucus voice at the Commission and in the community, 3) provide the caucus perspective on various Commission issues, and 4) cultivate leadership within the caucus membership and consumer community.

#	ACTIVITY	ACTION STEPS	TIMELINE	STATUS
1	Women-focused Needs Assessment - <i>Collaborate with the Planning, Priorities and Allocations Committee and the Transgender Caucus to develop needs assessment focusing on the needs of Women Living with HIV.</i>	<ol style="list-style-type: none"> 1. Identify locations and target populations. 2. Develop needs assessment questionnaire(s). 3. Analyze results and share findings and recommendations to address the needs of women living with HIV in LA County. 	Ongoing	
2	Women-Centered HIV-Related Programming	Work in collaboration with DHSP to Identify programs and services centered around women, assess their effectiveness in meeting the needs of women, provide specific strategies to address gaps.	Ongoing	
3	Provide Caucus Perspective - on various Commission/HIV-related issues impacting the Ryan White Program	Provide feedback on relevant Commission on HIV action items and motions including, but not limited to, service standards, priority setting and resource allocation, membership and recruitment, and needs assessments.	Ongoing	