



LOS ANGELES COUNTY  
COMMISSION ON HIV



# CO-CHAIR TRAINING

2022

LEADERSHIP,  
MANAGEMENT AND  
FACILITATION

# GOALS + OBJECTIVES

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- ✓ Outline role & responsibilities of Commission & Committee co-chairs
- ✓ Provide key elements of the Brown Act and Parliamentary Procedures
- ✓ Provide guidance on constructive leadership, management and facilitation
- ✓ Enable co-chairs to execute their roles successfully
- ✓ Increase Commission leadership responsiveness
- ✓ Boost co-chair confidence in carrying out functions

What Is  
Your  
WHY?

# CODE OF CONDUCT & VISION/MISSION STATEMENT



510 South Vermont Ave., 14<sup>th</sup> Floor • Los Angeles, CA 90020 • TEL (213) 738-2816  
EML: [HIVCOMM@LACHIV.ORG](mailto:HIVCOMM@LACHIV.ORG) • WEB: <http://hiv.lacounty.gov>

## CODE OF CONDUCT

We welcome commissioners, guests, and the public into a space where people of all opinions and backgrounds are able to contribute. We create a safe environment that celebrates differences while striving for consensus and is characterized by consistent, professional, and respectful behavior. Our common enemies are HIV and STDs. We strive to be introspective and understand and clarify our assumptions, while appreciating the complex intersectionality of the lives we live. We challenge ourselves to be self-reflective and committed to an ongoing understanding. As a result, the Commission has adopted and is consistently committed to implementing the following guidelines for Commission, committee, and associated meetings.

All participants and stakeholders should adhere to the following:

- 1) We strive for consensus and compassion in all our interactions.
- 2) We respect others' time by starting and ending meetings on time, being punctual, and staying present.
- 3) We listen, don't repeat what has already been stated, avoid interrupting others, and allow others to be heard.
- 4) We encourage all to bring forth ideas for discussion, community planning, and consensus.
- 5) We focus on the issue, not the person raising the issue.
- 6) We give and accept respectful and constructive feedback.
- 7) We keep all issues on the table (no "hidden agendas"), avoid monopolizing discussions and minimize side conversations.
- 8) We have no place in our deliberations for homophobic, racist, sexist, and other discriminatory statements and "-isms" (including transphobia, ableism, and ageism).
- 9) We give ourselves permission to learn from our mistakes.

Approved (11/12/1998); Revised (2/10/2005; 9/6/2005); **Revised (4/11/19)**

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## VISION

A comprehensive, sustainable, accessible system of prevention and care that empowers people at-risk, living with or affected by HIV to make decisions and to maximize their lifespans and quality of life.

## MISSION

The Los Angeles County Commission on HIV focuses on the local HIV/AIDS epidemic and responds to the changing needs of People Living With HIV/AIDS (PLWHA) within the communities of Los Angeles County.

The Commission on HIV provides an effective continuum of care that addresses consumer needs in a sensitive prevention and care/treatment model that is culturally and linguistically competent and is inclusive of all Service Planning Areas (SPAs) and Health Districts (HDs).

# WHAT IS THE ROLE OF THE COMMISSION?

- § Approves final decisions, usually referred by committees
- § Adopts work plan implementation and timelines
- § Forwards issues for consideration and recommendation to committees
- § Occasionally, considers new action for issues raised at the Commission
- § Nominates new and renewing members to the Commission for Board consideration
- § Forwards recommended policies and plans to County departments and BOS
- § Hears and receives reports and studies from interested stakeholders
- § Serves as a forum for public dialogue, discussion, debate and debate

# WHAT IS THE ROLE OF COMMITTEES?

- § Perform work consistent with their respective work plans
- § Forward decisions related to their respective work to the Commission
- § Develop implementation/action plans and timelines, i.e., workplan
- § Conduct studies and generate reports related to respective work
- § Craft work product, as dictated by respective work plans
- § Recommend policies and procedures necessary for their work
- § Elicit, hear, consider and incorporate stakeholder feedback into related work



KEEP  
CALM  
AND  
PAUSE,  
BREATHE,  
SMILE

ANY  
QUESTIONS+COMMENTS+  
FEEDBACK?

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# COMMISSION CO-CHAIR ROLE & RESPONSIBILITIES



# COMMISSION CO-CHAIR: DUTY STATEMENT



## DUTY STATEMENT COMMISSION CO-CHAIR (APPROVED 3-28-17; REVISIONS 3-19-18)

In order to provide effective direction and guidance for the Commission on HIV, the two Commission Co-Chairs must meet the following demands of their office, representation and leadership:

### SPECIFIC:

One of the Co-Chairs must be HIV-positive. Best efforts shall be made to have the Co-Chairs reflect the diversity of the HIV epidemic in Los Angeles County.

### ORGANIZATIONAL LEADERSHIP:

- ① Serve as Co-Chair of the **Executive Committee**, and lead those monthly meetings.
- ② Serve as ex-officio member of all standing Committees:
  - attending at least one of each standing Committee meetings annually or in Committee Co-Chair's absence
- ③ Meet monthly with the Executive Director, or his/her designee, to prepare the Commission and Executive Committee meeting agendas and course of action,
  - assist Commission staff in the preparation of motions, backup materials and information for meetings, as necessary and appropriate.
- ④ Lead Executive Committee in decision-making on behalf of Commission, when necessary.
- ⑤ Act as final Commission-level arbiter of grievances and complaints

### MEETING MANAGEMENT:

- ① Serve as the Presiding Officer at the Commission, Executive Committee and Annual meetings.
- ② In consultation with the other Co-Chair, the Parliamentarian, the Executive Director, or the senior staff member, lead all Commission, Executive and special meetings, which entail:
  - conducting meeting business in accordance with Commission actions/interests;
  - maintaining an ongoing speakers list;
  - recognizing speakers, stakeholders and the public for comment at the appropriate times;
  - controlling decorum during discussion and debate and at all times in the meeting;
  - imposing meeting rules, requirements and limitations;
  - calling meetings to order, for recesses and adjournment in a timely fashion and according to schedule, or extending meetings as needed;
  - determining consensus, objections, votes, and announcing roll call vote results;
  - ensuring fluid and smooth meeting logistics and progress;
  - finding resolution when other alternatives are not apparent;
  - apply Brown Act, conflict of interest, Ryan White Program (RWP) legislative and other laws, policies, procedures, as required;

### Duty Statement: Commission Co-Chair

Page 2 of 3

- ruling on issues requiring settlement and/or conclusion.
- ③ Ability to put aside personal advocacy interests, when needed, in deference to role as the meetings' Presiding Officer.
- ④ Assign and delegate work to Committees and other bodies.

### REPRESENTATION:

In consultation with the Executive Director, the Commission Co-Chairs:

- ① Serve as Commission spokesperson at various events/gatherings, in the public, with public officials and to the media after consultation with Executive Director
- ② Take action on behalf of the Commission, when necessary
- ③ Generates, signs and submits official documentation and communication on behalf of the Commission
- ④ Participate in monthly conference calls with HRSA's RWP Project Officer
- ⑤ Represent the Commission to other County departments, entities and organizations.
- ⑥ Serve in protocol capacity for Commission
- ⑦ Support and promote decisions resolved and made by the Commission when representing the Commission, regardless of personal views

### KNOWLEDGE/BACKGROUND:

- ① CDC HIV Prevention, RWP, and HIV/AIDS and STI policy and information
- ② LA County Comprehensive HIV Plan and Comprehensive HIV Continuum
- ③ LA County's HIV/AIDS and STI, and other service delivery systems
- ④ County policies, practices and stakeholders
- ⑤ RWP legislation, State Brown Act, applicable conflict of interest laws
- ⑥ County Ordinance and practices, and Commission Bylaws
- ⑦ Topical and subject area of Committee's purview
- ⑧ **Minimum of one year active Commission membership prior to Co-Chair role**

### SKILLS/ATTITUDES:

- ① Sensitivity to the diversity of audiences and able to address varying needs at their levels.
- ② Life and professional background reflecting a commitment to HIV/AIDS and STI-related issues.
- ③ Ability to demonstrate parity, inclusion and representation.
- ④ Multi-tasker, action-oriented and ability to delegate for others' involvement.
- ⑤ Unintimidated by conflict/confrontation, but striving for consensus whenever possible.
- ⑥ Capacity to attend to the Commission's business and operational side, as well as the policy and advocacy side.
- ⑦ Strong focus on mentoring, leadership development and guidance.
- ⑧ Firm, decisive and fair decision-making practices.
- ⑨ Attuned to and understanding personal and others' potential conflicts of interest.

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### Duty Statement: Commission Co-Chair

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### COMMITMENT/ACCOUNTABILITY TO THE OFFICE:

- ① Put personal agenda aside and advocate for what's in the best interest of the Commission
- ② Devote adequate time and availability to the Commission and its business
- ③ Assure that members' and stakeholders' rights are not abridged
- ④ Advocate strongly and consistently on behalf of Commission's and people living with and at risk for HIV, interests
- ⑤ Always consider the views of others with an open mind
- ⑥ Actively and regularly participate in and lead ongoing, transparent decision-making processes
- ⑦ Respect the views of other regardless of their race, ethnicity, sexual orientation, HIV status or other factors

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# COMMITTEE CO- CHAIR ROLE & RESPONSIBILITIES

Lead	Lead committee activities
Set	Set committee meeting agendas with staff assistance
Develop	Develop committee work plan with the Executive Director/Staff
Facilitate	Facilitate committee meetings by directing discussion/workflow
Summarize	Summarize discussions
Assist	Assist committee work product development
Act on	Act on behalf of the committee
Communicate	Communicate with external stakeholders, consistent with committee decisions

# COMMITTEE CO-CHAIR: DUTY STATEMENT



## DUTY STATEMENT COMMITTEE CO-CHAIR

(APPROVED 3-28-17)

In order to provide effective direction and guidance for the Commission on HIV, Committee Co-Chairs must meet the following demands of their office, representation and leadership:

### COMMITTEE LEADERSHIP:

- ① Serves as Co-Chair of a standing Commission Committee, and leads those monthly meetings
- ② Leads Committee decision-making processes, as needed
- ③ Meets monthly with Executive Director, or his/her designee, to prepare the Committee meeting agendas, course of action and assists Commission staff in the preparation of motions, backup materials and information for meetings, as necessary and appropriate
- ④ Assigns and delegates work to Subcommittees, task forces and work groups
- ⑤ Serves as a member of the Commission's Executive Committee

### MEETING MANAGEMENT:

- ① Serves as the Presiding Officer at the Committee meetings
- ② In consultation with other Co-Chair and senior Commission staff member(s), leads the Committee meetings,
  - conducting business in accordance with Commission actions/interests
  - recognizing speakers, stakeholders and the public for comment at the appropriate times
  - controlling decorum during discussion and debate and at all times in the meeting;
  - imposing meeting rules, requirements and limitations
  - calling meetings to order, for recesses and adjournment in a timely fashion and according to schedule, or extending meetings as needed
  - determining consensus, objections, votes, and announcing roll call vote results
  - ensuring fluid and smooth meeting logistics and progress
  - finding resolution when other alternatives are not apparent
  - ruling on issues requiring settlement and/or conclusion
- ③ Ability to put aside personal advocacy interests, when needed, in deference to role as the Committee's Presiding Officer.

### REPRESENTATION:

In consultation with the Executive Director, Committee Co-Chairs:

- ① May ONLY serve as Committee spokesperson at various events/gatherings, in the public, with public officials and to the media if approved by the Commission Co-Chairs and Executive Director
- ② Take action on behalf of the Committee, when necessary

### Duty Statement: Committee Co-Chair

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- ② Generates, signs and submits official documentation and communication on behalf of the Committee
- ③ Present Committee findings, reports and other information to the full Commission, Executive Committee, and, as appropriate, other entities
- ④ Represent the Committee to the Commission, on the Executive Committee, and to other entities
- ⑤ Support and promote decisions resolved and made by the Committee when representing it, regardless of personal views

### KNOWLEDGE:

- ① CDC HIV Prevention Program, Ryan White Program (RWP), and HIV/AIDS and STI policy and information
- ② LA County Comprehensive HIV Plan and Comprehensive HIV Continuum
- ③ LA County's HIV/AIDS and STI, and other service delivery systems
- ④ County policies, practices and stakeholders
- ⑤ Ryan White Program legislation, State Brown Act, applicable conflict of interest laws
- ⑥ County Ordinance and practices, and Commission Bylaws
- ⑦ Topical and subject area of Committee's purview
- ⑧ **Minimum of one year active Committee membership prior to Co-Chair role**

### SKILLS/ATTITUDES:

- ① Sensitivity to the diversity of audiences and able to address varying needs at their levels
- ② Life and professional background reflecting a commitment to HIV/AIDS and STI-related issues
- ③ Ability to demonstrate parity, inclusion and representation
- ④ Take-charge, "doer", action-oriented; ability to recruit involvement and interest
- ⑤ Unintimidated by conflict/confrontation, but striving for consensus whenever possible
- ⑥ Firm, decisive and fair decision-making practices

### COMMITMENT AND ACCOUNTABILITY TO THE OFFICE:

- ① Put personal agenda aside and advocate for what's in the best interest of the Commission
- ② Devote adequate time and availability to the Commission and its business
- ③ Assure that members' and stakeholders' rights are not abridged
- ④ Advocate strongly and consistently on behalf of Commission's and people living with and at risk for HIV, interests
- ⑤ Always consider the views of others with an open mind
- ⑥ Actively and regularly participate in and lead ongoing, transparent decision-making processes
- ⑦ Respect the views of other regardless of their race, ethnicity, sexual orientation, HIV status or other factors

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*Leadership is not a person or a position. It is a complex moral relationship between people based on trust, obligation, commitment, emotion, and a shared vision of the good.” —Joanne Ciulla, author and educator*

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Top 10

# QUALITIES

## OF A GREAT FACILITATOR



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- ❖ As **CO-CHAIR**, your primary role is to lead/facilitate the meeting and not to enter debate.
- ❖ All **CO-CHAIRS**, however, are also individual members who represent constituencies and who have a right to share their personal/constituencies' perspectives.
- ❖ As **CO-CHAIR**, you will be called upon regularly to find the balance between these roles.



# LEADERSHIP PRINCIPLES

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# LEADERSHIP IS . . .



AUTHENTICITY



EMPATHY



ACTIVE LISTENING



BUILDING RELATIONSHIPS



P.A.U.S.E aka SELF AWARENESS

# CONSENSUS BUILDING



Consensus gives everyone a part in/ownership of the decision/action



Sends a uniform message to stakeholders



Participants are comfortable supporting the decision



The decision moves the Commission/Committee closer to goals + objectives



Advances Commission/Committee interests + addresses stakeholder needs



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# MEETING MANAGEMENT

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**Set aside time to prepare** by familiarizing yourself with the meeting agenda and ask clarifying questions of staff, if necessary, in advance of the meeting.  
*\*Staff are more than happy to schedule Co-Chair pre-meets to review agenda.*

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**Set the tone** at the beginning of each meeting by referencing the Code of Conduct, Vision & Mission, and overall goals and objectives of the meeting.

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**Be respectful of and adhere to published agenda times.** Discern whether to extend agenda time for an item and/or meeting time via consensus based on the importance or time sensitive nature of the agenda topic or continue discussions at the next meeting.

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**Allow Public Comment from members of the public** at during the meeting. Impose speaking times of 2 minutes per public member, and 3 minutes per Committee/ Commission member.

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**Provide an environment for open, transparent dialogue** with focus on data, inclusivity and consensus building

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**If a single member is unruly/discordant/distracting, direct the member in a firm, but polite voice**—that they need to wrap it up, or their time is up. If a single member or group of members cannot respect the decorum, it is best to call a recess and counsel the member(s) privately.



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# THE RALPH M. “BROWN ACT”

The Ralph M. Brown Act is an act of the California State Legislature, authored by Assemblymember Ralph M. Brown and passed in 1953, that guarantees the public's right to attend and participate in meetings of local legislative bodies.

The “Brown Act” is otherwise known as California’s “sunshine law” giving light and transparency to discussions and decisions of local legislative bodies.

## 2022 Amendments

SB1100: Allows local agency’s governing body to remove a disruptive member of the public from an open meeting, in order to maintain order during the meeting.

AB2449: Provides agencies with long-term permissions to hold remote meetings without having to give the public access to private locations, subject to certain restrictions

Matters can not be addressed by quorums outside of agendized and publicly noticed meetings

When a quorum of the body (Commission or committee) is assembled at a non-agendized, non-noticed meeting/event, they are not allowed to discuss business relevant to that body

E-mail discussions must adhere to the same quorum rules – no two-way conversations and no one-way communication that persuades a member to vote in a certain manner or attempts to convince a member of an issue-related opinion.

The Commission uses work groups for non-public conversations to develop work products

Meetings cannot be held without at least one co-chair

Meetings without quorums can be held and topics addressed, if no votes are taken

All Commission/committee meetings are recorded

Meeting minutes generated for all Commission and committee meetings

County Counsel interpretation of the Brown Act also prohibits “serial meetings” which are successive meetings with a quorum of individual members of a Brown Act-covered entity in order to discuss a pending issue

## THE “BROWN ACT” ESSENTIALS



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# PARLIAMENTARY PRINCIPLES

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Commission has adopted “Robert’s Rules of Order”, a set of parliamentary procedures.

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Due to the Commission’s size (largest membership of any County Commission), the Commission on HIV is the only body that has procured a parliamentarian to assist in managing difficult meetings.

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Strict parliamentary procedure can be imposed at any time at any Commission/committee meeting at the discretion of the co-chairs and Executive Director

# PARLIAMENTARY PROCEDURES ESSENTIALS

## What Does Parliamentary Procedure Do?

- Provides a system of decision-making that can be trusted
- Protects the rights of the members and of the minority
- Allows all sides to be heard on an equal footing

## Why Rules of Debate/Discussion?

- Allows even the most contentious issue to be discussed in a controlled, civilized manner
- Gives all members the same rights to be heard
- Allows equal access to the discussion from all sides/perspectives

## Basic Rules of Debate/Discussion

- No debate/discussion without a pending issue/motion
- Debate/discussion should be limited to the pending issue/question
- All remarks should be addressed to the co-chair(s)
- No one speaks without being recognized by a co-chair
- No one speaks twice until all participants have had a chance to speak once
- No one speaks more than twice without the approval/consent of the assembly
- If time limits for speaking are imposed, they must be imposed equally for all speakers
- If time limits are imposed, they are two minutes per speaking opportunity (per Commission policy)

# PARLIAMENTARY PROCEDURES: MOTIONS

Motions are statements that describe a proposed action or decision. The process of making motions ensures that no decision is accepted without the opportunity for discussion and a vote.

# ROBERT'S RULES OF ORDER: MOTIONS CHART

## Robert's Rules of Order Motions Chart

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.							
§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.							
§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
§33	Request for information	Point of information	Yes if urgent	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly. No order of precedence. Introduce only when nothing else is pending.							
§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

# PARLIAMENTARY PRINCIPLES VOTING

## Unanimous/General Consent *\*applies to procedural motions*

- Chair asks, “Are there any objections to...?” or “Without Objection we will...”
- If no objections, chair says “Adopted without objection”
- If Objection –a roll call vote is taken

## Roll Call *\*applies to all substantive motions*

- Chair asks ED/staff to call the roll
- ED/staff calls the names in alphabetical order (Chair last) and members to answer Aye, No, Abstain or Recuse as their name is called
- ED/staff gives totals to the Chair, Chair announces totals and if measure passed/failed.

PARLIAMENTARY  
PRINCIPLES  
VOTING (cont'd)

Voters are not allowed to explain a vote – that constitutes debate

No comment AFTER the vote is taken – also constitutes debate

Vote may not be interrupted until complete

A member may change their vote up until the time the result is announced by the Chair, thereafter only with unanimous consent of the body



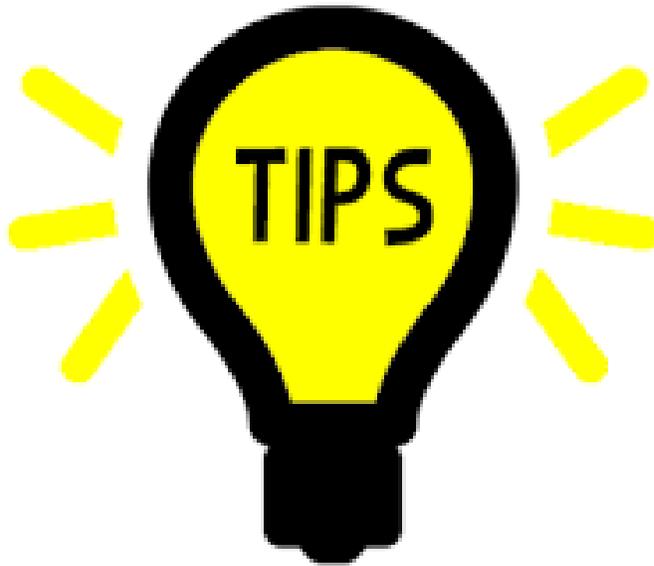
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# HELPFUL TIPS

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## REVIEW

Review the Co-Chair Duty Statement to better understand your role and responsibilities as Co Chair.

## FAMILIARIZE

Familiarize yourself with the Commission's By-Laws, Code of Conduct, Vision + Mission Statement and your working unit's charge.

## FOLLOW

Follow the Commission on at least one of its social media platforms to stay updated on Commission-related activities and events.

## PREPARE

Come prepared to your meetings by reviewing agenda and materials in advance.

## TURN ON

Turn on your camera during virtual meetings to foster connectedness and engagement as leaders.

## SEEK

When in doubt, seek assistance from staff.

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THANK YOU!

*Thank you for your leadership, commitment and service*

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