



APPROVED
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HIVCOMM@LACHIV.ORG • <http://hiv.lacounty.gov> ORG • VIRTUAL WEBEX MEETING

*Presence at virtual meetings is recorded based on the attendance roll call. Only members of the Commission on HIV are accorded voting privileges and must verbally acknowledge their attendance in order to vote.
Approved meeting minutes are available on the Commission's website; meeting recordings are available upon request.*

OPERATIONS COMMITTEE MEETING MINUTES

February 25, 2021

MEMBERS PRESENT	MEMBERS PRESENT (cont.)	PUBLIC	COMM STAFF/ CONSULTANTS
Carlos Moreno, <i>Co-Chair</i>	Joseph Green	Alasdair Burton	Cheryl Barrit, MPIA
Juan Preciado, <i>Co-Chair</i>	Justin Valero, MA	Justin King	Dawn McClendon
Miguel Alvarez (Alt.)		Mark Mintline, DDS	Jane Nachazel-Ruck
Danielle Campbell, MPH	MEMBERS ABSENT		
Michele Daniels	Kayla Walker-Heltzel, MPH (Alt.)		DHSP STAFF
Bridget Gordon			None

*Some participants may not have been captured electronically. Attendance can be corrected by emailing the Commission.

CONTENTS OF COMMITTEE PACKET

- 1) **Cover Page:** Operations Committee Virtual Meeting, 2/25/2021
- 2) **Agenda:** Operations Committee Meeting Agenda, 2/25/2021
- 3) **Minutes:** Operations Committee Meeting Minutes, 1/28/2021
- 4) **Table:** Conflicts of Interest, Updated 2/17/2021
- 5) **Table:** Los Angeles County Commission on HIV (COH) 2021 Master Work Plan, Draft/For Review and Discussion Only, 1/5/2021
- 6) **Table:** HealthHIV IHAP-TAC, Planning Body Assessment Steps/Anticipated Timeline, 2020-2021
- 7) **Table:** Los Angeles County Commission on HIV 2021 Work Plan (WP), Operations Committee, Draft for Operations Meeting, 1/28/2021
- 8) **Policy/Procedure:** #08.3204: Commission and Committee Meeting Absences, Approved 7/11/2019
- 9) **Letter:** Eduardo Martinez, 2/3/2021
- 10) **Letter:** Tony Spears, 2/3/2021
- 11) **Letter:** Amiya Wilson, 2/3/2021
- 12) **Letter:** Michele Daniels, 2/3/2021
- 13) **Letter:** Diamante Johnson, 2/4/2021
- 14) **Roster:** 2021 Membership Roster, For Internal Use Only 2/8/2021
- 15) **Roster:** 2021 Membership Roster, Updated 2/8/2021
- 16) **Table:** Planning Council/Planning Body Reflectiveness, Updated 1/26/2021
- 17) **Membership Application:** Draft Membership Application, 2/25/2021

CALL TO ORDER – INTRODUCTIONS – CONFLICTS OF INTEREST: Messrs. Moreno and Preciado called the meeting to order at 10:10 am. Committee Members introduced themselves and identified care and/or prevention conflicts of interest.

I. ADMINISTRATIVE MATTERS

1. APPROVAL OF AGENDA

MOTION #1: Approve the Agenda Order, as presented (*Passed by Consensus*).

2. APPROVAL OF MEETING MINUTES

MOTION #2: Approve the 1/28/2021 Operations Committee Meeting Minutes with the date corrected from 2020 to 2021 (*Passed by Consensus*).

II. PUBLIC COMMENT

3. OPPORTUNITY FOR PUBLIC TO ADDRESS COMMISSION ON ITEMS OF INTEREST WITHIN COMMISSION JURISDICTION: There were no comments.

III. COMMITTEE NEW BUSINESS ITEMS

4. OPPORTUNITY FOR COMMISSIONERS TO RECOMMEND ITEMS FOR FUTURE AGENDAS, OR ITEMS REQUIRING IMMEDIATE ACTION DUE TO AN EMERGENCY, OR IF NEED FOR ACTION AROSE AFTER POSTING AGENDA: There were no new items.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

▪ Ms. Barrit acknowledged the birthdays today of both Sonja Wright and Jane Nachazel-Ruck. This is also part of Ms. Nachazel-Ruck's last month of covering meetings. She will retire at the end of March 2021.

A. Commission and Committee Updates

- Ms. Barrit highlighted the work of the Standards and Best Practices (SBP) Committee as it reviews and revises Standards of Care (SOCs) throughout the year. To date, SOCs identified for review in 2021 were: Home-Based Case Management, Benefits Specialty Services, and Substance Abuse Treatment – Residential.
- There will be ample opportunities for Commissioners to contribute to SOC expert review and/or public comment.

(i) *So You Want to Talk About Race?* – Book Reading Activity

- Ms. Barrit noted approval of a motion at the 2/11/2021 Commission Meeting to read ten or so pages of this book at each full and Committee meeting. The intent is to complement and enhance the conversations and training from the Human Relations Commission, and to maintain the Commission's commitment to address racism.
- Ms. Gordon will lead a discussion at the afternoon's Executive Committee on implementation.
- Ms. McClendon has emailed an offer to procure a hard copy or an e-book, if needed.

(ii) 2021 Commission Work Plan

- The Master Plan in the packet combines all the major activities that involve all Commissioners at the table.
 - She noted Item 6: Implement activities aimed at integrated prevention and care planning, Priority Setting and Resource Allocations (PSRA). The Commission is envisioned as integrated and all are called to help realize that.
 - The Planning, Priorities and Allocations (PP&A) Committee launched a Prevention Planning Work Group to foster integration. It is hosting its first community meeting. DHSP will present on its prevention portfolio and an overview of the Los Angeles County (LAC) Ending the HIV Epidemic (EHE) Plan (Item 3). Understanding the Plan will help in Commission development of its operational plan. An EHE Plan Executive Summary was on the DHSP website.
 - Work will also continue on implementing recommendations from both the Aging Task Force and the Black African American Community (BAAC) Task Force (Item 7).
- ➡ The Prevention Planning community meeting will be 3/22/2021, 5:30 to 7:00 pm. All were urged to attend.

B. HealthHIV Planning Council Assessment Survey – Reminder

- Ms. Barrit noted HealthHIV staff presented at the 2/11/2021 Commission Meeting and reviewed Member participation expectations. She thanked all who submitted the survey, but 100% participation is needed for an accurate assessment.
- HealthHIV staff will also be reaching out to select Commissioners to participate in key informant interviews. Staff offered recommendations to Commission and Operations Co-Chairs. A final list of suggested interviewees representing diverse perspectives was submitted to Eve Kelly. HealthHIV staff will report back on activities throughout the process.

- Mr. Moreno commented that the survey felt heavy to him as though he were expected to solve every issue. He thought it would help to remind everyone that they are not alone and their input adds to the overall response picture.
- Commissioners who have not completed the HealthHIV survey should do so soon. Staff will send another reminder.
- Ms. Barrit will ask Ms. Kelly if HealthHIV offers phone assistance in filling out the survey for those who might have difficulty with the SurveyMonkey format. If not, Mr. Preciado offered his assistance.

C. **Ending the HIV Epidemic (EHE) – Updates:** EHE focused strategic planning continues per the Master Work Plan, Item 3.

6. CO-CHAIR REPORT

A. 2021 Work Plan

- The Co-Chairs reviewed the 2021 Operations Work Plan. Cross-throughs indicate progress on: Item 1, with the HealthHIV survey distributed; and, Item 3, with the draft Membership Application submitted to the Consumer Caucus for review and feedback on 2/11/2021, and feedback received as discussed under the agenda item.
- Ms. Barrit noted under Item 5, Consumer Leadership and Training, the Consumer Caucus requested the NMAC Building Leaders Of Color (BLOC) training for Commissioners and the broader community. Ms. Barrit has submitted the request.
- Item 6, the Reflectiveness table in the packet was updated 1/26/2021. It informs Parity, Inclusion, and Representation.
- Ms. Barrit has not yet heard back from NMAC about the BLOC training so will follow-up.

7. MEMBERSHIP MANAGEMENT REPORT

- Motions under this item will next elevate to the Executive Committee for approval. Assuming that, they will elevate to the 3/11/2021 Commission for approval. Finally, assuming that, they will elevate to the Board of Supervisor (Board) for action.
- A. **Attendance Letters:** Letters were sent to the following Members advising them of absences in excess of Policy/Procedure #08.3204 requirements and options for response to maintain their membership. Letters were in the packet for review.

(i) Eduardo Martinez

- Mr. Martinez has not responded as yet.
- The Committee will move to vacate the seat if he does not respond by the next meeting.

(ii) Tony Spears

- Mr. Spears responded to Ms. Barrit per the letter's instructions. He expressed interest in remaining on the Commission, but noted challenges in his personal life as well as challenges in accessing the meetings virtually.
- Staff will provide Mr. Spears with a one-on-one tutorial to assist him in accessing meetings virtually.

(iii) Amiya Wilson

- Ms. Wilson also responded to Ms. Barrit with interest in staying on the Commission despite personal challenges. In fact, she asked that her absences be waived, but policy prohibits waiving unexcused absences after the fact.
- Ms. Barrit offered a move from a full to an Alternate seat, as reflected in Motion #6. That will allow staff to offer Ms. Wilson more support while making the full seat available to someone able to be more active. While Ms. Wilson did not formally respond to the offer, she did attend the last SBP and Commission Meetings so wishes to be active.

B. Seat Vacate

(i) Michele Daniels

- Ms. Daniels attended this meeting and advocated for remaining on the Commission. She noted she had emailed a response to Ms. Barrit, but was having challenges including with her phone.
- She agreed to move from a full to an Alternate seat in order to remain active until she overcomes her obstacles.
- As Ms. Daniels will no longer be on a full seat, she will no longer be eligible to fill the Executive At-Large position and that position is therefore vacated.

MOTION #3: Approve Seat Vacate, Michele Daniels, and elevate to Executive Committee for approval (**Amended**).

MOTION #3A: Approve recommendation to change membership seat of Michele Daniels from Unaffiliated Consumer, SPA 1 to Alternate, and elevate to Executive Committee for approval (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

(ii) Diamante Johnson

- Ms. McClendon noted Mr. Johnson has had excessive absences. He was previously given a Leave of Absence, but it has since expired. The letter in the packet was the second to him on this matter.
- He was also invited to attend today in order to defend his seat, but has not responded.

MOTION #4: Approve Seat Vacate, Diamante Johnson, and elevate to Executive Committee for approval (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

C. Change in Membership Seat Assignments

(i) Thomas Green to Provider Representative #5

- Ms. McClendon noted this is one of the motions reflecting the Committee's consideration of full seats for Members who have served actively as Alternates over a period of time.

MOTION #5: Approve recommendation to change membership seat of Thomas Green from Alternate (#15) to Provider Representative #5, as presented (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

(ii) Amiya Wilson to Alternate (#20)

- This Motion reflects the change discussed under Item 7.A.iii. above.

MOTION #6: Approve recommendation to change membership seat of Amiya Wilson from HIV Stakeholder #6 to Alternate (#20), as presented (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

(iii) Alasdair Burton to Alternate (#21)

- Mr. Burton has been very active as an Alternate behind Pamela Coffey who has not attended regularly in the past. Ms. McClendon was pleased to report that Ms. Coffey's attendance has improved, but that reduces Mr. Burton's opportunity to fully participate and vote. By moving him behind a vacant full seat, he will retain full voting and participation privileges while maximizing available seats for new applicants.
- Mr. Burton acknowledged he was willing to shift to another Alternate seat in order to maintain his ability to vote. He would eventually, however, appreciate being placed on a full seat.

MOTION #7: Approve recommendation to change membership seat of Alasdair Burton from Alternate (#24) to Alternate (#21), as presented (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

(iv) Nestor Kamurigi to Unaffiliated Consumer, Supervisorial District 2

- This is another of the motions proposing full seats for Members who have already served actively as Alternates.

MOTION #8: Approve recommendation to change membership seat of Nestor Kamurigi from Alternate (#28) to Unaffiliated Consumer, Supervisorial District 2, as presented (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

(v) Miguel Alvarez to HIV Stakeholder #8

- This is another of the motions proposing full seats for Members who have already served actively as Alternates.
- Mr. Alvarez was in attendance and looked forward to assuming a full seat.

MOTION #9: Approve recommendation to change membership seat of Miguel Alvarez from Alternate (#51) to HIV Stakeholder #8, as presented (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

D. Membership Application Redesign Work Group – Updates

(i) Consumer Caucus Feedback

- As noted above under Item 6.A. 2021 Work Plan, the Work Group forwarded its final draft to the 2/11/2021 Consumer Caucus Meeting for review and feedback.
- Ms. Barrit reported that, overall, the Caucus felt the revision was going in the right direction. It was suggested that the application make the availability of staff assistance in completing the Application more prominent.
- Mr. Green was uncertain which Caucus had suggested these items, but recalled suggestions: 1. For the Application to be fillable online; and, 2. For the Application to be available in Spanish.
- ➡ The Work Group anticipates finalizing the Application for a motion at the next meeting. It will include emphasis on available staff assistance, planned English and Spanish iterations, and the ability to complete and submit it online

E. Member Picture IDs – Follow-up

- Ms. McClendon checked with Human Resources (HR). COVID-19 interrupted roll-out of its new digital photo system. Appointments were available to take pictures, if desired, but there was no estimate for delivery of new badges.
- Mr. Valero asked if Commissioners were supposed to wear their badges at in-person meetings. Ms. McClendon replied the Commission does not require them at its own meetings, but it is good to wear the badge when representing the Commission at other meetings, especially at the Hall of Administration or other LAC buildings.
- Technically, when appointed, the Board should contact Commissioners directly to schedule a Live Scan and to take a picture for the person's official identification badge. That does not always occur so Commission staff tries to fill gaps.
- ➡ Anyone who wants a picture taken can contact Ms. McClendon. All pictures are taken at the Hall of Administration.
- ➡ Ms. McClendon will follow-up on LAC identification badges for all Commissioners once HR begins issuing them again.

V. DISCUSSIONS

8. RECRUITMENT, RETENTION, AND ENGAGEMENT

A. Outreach Efforts and Strategies Amid a New Virtual Normal

- Mr. Preciado noted several people at the 2/11/2021 Commission Meeting were interested in Commissioners attending their Consumer Advisory Boards (CABs). Materials are available to assist Commissioners with presentations.
- Frankie Darling-Palacios has been working with a youth board that was previously unaware of the Commission. There has also been contact with a women's CAB at the University of California, Los Angeles (UCLA).
- Mr. Moreno noted discussion at the Consumer Caucus about developing a short, electronic outreach form to support Commissioners with information when they are interacting online with people.
- A YouTube video from 2017 was also redistributed and picked up by many people to use for outreach. Several Consumer Caucus Members were in the video, but had not seen it due to prior lack of distribution.
- Ms. Barrit noted the video reflected multiple testimonies taken by Commission staff during the Los Angeles County HIV/AIDS Strategy (LACHAS) Call to Action Meetings. It remains available, but DHSP has moved past LACHAS to EHE.
- Mr. Preciado felt the video can serve as a good starting point to develop media outreach work. He encouraged anyone with media campaign ideas to submit them.
- He asked if the Commission still had a Rainbow Sound and Lights agreement. Ms. McClendon said the Commission has not used its services since meetings went virtual, but it is still approved to work with the Commission, if needed.

9. MENTORSHIP AKA PEER COLLABORATOR/BUDDY PROGRAM

- Mr. Preciado reminded everyone that this program is ongoing. Contact staff if interested in being a mentor or mentee.
- A. Orientation – Updates:** Mr. Green said this second virtual Orientation was held on 2/24/2021. Attendees were: Alasdair Burton; Kevin Donnelly; Alexander Luckie Fuller; Grissel Granados, MSW; and Ernest Walker, MPH. It was well received.

VI. NEXT STEPS

10. TASK/ASSIGNMENTS RECAP: There were no additional items.

11. AGENDA DEVELOPMENT FOR NEXT MEETING

- ➡ The next meeting's agenda will include: motion regarding Mr. Martinez' seat; motion regarding final revised Membership Application; dedicated time to review recommendations targeted to Operations from the BAACTask Force.

VII. ANNOUNCEMENTS

12. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS: The body thanked Ms. Nachazel-Ruck for her service and wished her a Happy Birthday.

VIII. ADJOURNMENT

13. ADJOURNMENT: The meeting adjourned at 11:37 am.