



LOS ANGELES COUNTY
COMMISSION ON HIV



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Consumer Caucus Virtual Meeting

Be a part of the HIV movement

Thursday, March 11, 2021
3:00pm to 4:30pm (PST)

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

TO JOIN BY COMPUTER, REGISTER NOW:

<https://tinyurl.com/wjuh3pbp>

Event number + Access Code: 145 344 1381

Meeting password: CAUCUS

TO JOIN BY PHONE:

1+415-655-0001

For a brief tutorial on how to use WebEx, please check out this
video: <https://www.youtube.com/watch?v=iQSSJYcrgIk>

LIKE WHAT WE DO?

Apply to become a Commissioner at <http://tinyurl.com/HIVCommApplication>

For application assistance call (213) 738-2816.



LOS ANGELES COUNTY
COMMISSION ON HIV



CONSUMER CAUCUS (CC) VIRTUAL MEETING

AGENDA

THURSDAY, MARCH 11, 2021

3:00 PM – 4:30 PM

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Event number (access code): 145 344 1381

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|------|--|-----------------|
| I. | Welcome & Introductions (Co-Chairs) | 3:00pm - 3:05pm |
| II. | COH Meeting Debrief | 3:05pm – 3:15pm |
| III. | Staff Report/Commission Updates | 3:15pm - 3:20pm |
| IV. | Co-Chair Report | 3:20pm - 3:25pm |
| | a. Co-Chair Vacancy | |
| V. | Parliamentarian Training: How We Run Our Meetings | 3:25pm - 4:00pm |
| VI. | Discussion: | |
| | • 2021 Priorities/Workplan Updates + Review | 4:00pm - 4:25pm |
| | • All Caucus/Task Force Meeting to Foster Collaboration + Build Relationships UPDATE | |
| | • Schedule NMAC BLOC Training UPDATE | |
| VI. | Announcements | 4:25pm-4:30pm |
| VII. | Adjourn | 4:30pm |

PARLIAMENTARY TRAINING

JAMES H. STEWART. PRP

WHO CAN MAKE MOTIONS?

- In a Committee, any member of the Committee
- In a Commission Meeting, any members of the Commission or any Committee of the Commission.
- Traditionally, motions have come from committees
- **RED FLAG** - The Brown Act effectively prohibits motion from the floor being acted on in the same meeting
- Any motion made by an individual at a meeting is most likely to be postponed to the next meeting, or the Commission can, by majority vote, refer the motion to a committee.

WHO CAN AMEND MOTIONS

- In a Committee, any member of the Committee
- In a Commission Meeting, any members of the Commission or any Committee of the Commission
- **RED FLAG** – due to the notice requirements of the Brown Act, any amendment that substantially changes to action of the motion the motion and amendment would have to either be postponed until the next meeting, or referred back to the committee that made the original motion
- Scope of notice
- Amendments are adopted by a majority vote

SCOPE OF NOTICE

Example

- Dues are \$50 – proposed amendment is \$100

SCOPE OF NOTICE



SCOPE OF NOTICE

Example

- Dues are \$50 – proposed amendment is \$100
- Motion to change qualifications for alternates
- Proposed amendment to add several members to a committee.
- Chair rules – may be appealed.

**FRIENDLY
AMENDMENTS**



WHO CAN RESCIND A MOTION

- There is a special motion in Robert's called "Amend or Rescind Something Previously Adopted"
- Any member of the Commission can move to amend or rescind a previously made motion, as long as it is not in the same meeting as the motion was passed. (that is Reconsider)
- **RED FLAG** -Due to the Brown Act, the action will be postponed until the next meeting
- Requires a majority with notice.
- Rescind by replacement

RECONSIDER

- To bring back for consideration a motion that has been finally disposed of.
- Can only be used in the same meeting as the motion to be reconsidered, or the next business day (convention)
- Only a member who voted on the prevailing side can move to reconsider
- Majority vote to grant reconsideration
- Consideration may be postponed (**RED FLAG** - under Brown Act, must be postponed) to another meeting

VOTING UNDER THE BROWN ACT

- Brown Act requires that all votes are recorded by name
- This allows only 2 ways to vote
 - General consent
 - Roll call
- General Consent – the chair asks if there are any objections to doing XX, if there are not, motion adopted, if there are objections, roll call vote
- Roll Call – each person's name is called in alpha order, with the chairs last, and each person answers AYE, NO or ABSTAIN
- **RED FLAG** - The County Counsel has opined that any vote on a substantive motion must be by roll call for all virtual meetings, that leaves only adopting the agenda and minutes by unanimous consent

CO-CHAIRS ROLL

- Discouraged by Robert's Rules. There can only be one person in charge at any time.
- In practice, each co-chair will preside for a portion of the meeting, or one will preside this meeting, the other at the next meeting, their choice, should decide in advance
- Any action that is done on the sole authority of the chair, both must agree to the action.



Consumer Caucus Workplan 2021

(Updated for March 11, 2021 Meeting – Updates in Red Italics)

PURPOSE OF THIS DOCUMENT: To identify activities and priorities the Consumer Caucus will lead and advance throughout 2021.

PRIORITIZATION CRITERIA: Select activities that 1) represent the core functions of the COH and Caucus, 2) advance the goals of the local Ending the HIV (EHE) Plan, 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.

#	Activities & Lead/Champion(s)	Priority Level (High, Medium, Low)	Approach/Comments/Target Deadline
1	Foster and nurture consumer (both PLWH and HIV-negative) leadership and empowerment in COH and community	High	<ul style="list-style-type: none"> • Trainings, meeting debriefs and Q&As to be determined by Consumer Caucus and weaved into Consumer Caucus meetings. • Confirm NMAC BLOC training in early May or June. <i>NMAC confirmed training dates 5/17-5/20/2021; staff to provide update at March meeting.</i>
2	Increase consumer participation at Consumer Caucus/COH meetings, especially individuals from the Black/African American, Latinx, youth, and indigenous communities.	High	<ul style="list-style-type: none"> • Work with community advisory boards. Explore follow-up opportunities to the CAB conference held in 2019. • Use testimonials from members and use in social media-based recruitment. Staff emailed Commissioners on 2/2/21 to solicit testimonials. No replies received as of 2/18/21. • Encourage consumers to attend caucuses and task forces first as those meetings may be less intimidating than full body or Committee level meetings. • Develop outreach tracking form that Commissioners will use to what events they attended to promote the COH and consumer participation. <i>C. Moreno to share draft template for consideration.</i>
3	Support/partner with Black/African American Community Task Force (BAAC TF), Women’s Caucus, Transgender Caucus and Aging Task Force to develop a more coordinated and collaborative planning agenda for consumers from all priority communities on the COH.	High	<ul style="list-style-type: none"> • Host an “all Caucus/Task Force” meeting to combine planning efforts for consumers from all priority communities. <ul style="list-style-type: none"> ○ Schedule an “all Co-Chair” meeting to brainstorm and develop agenda. <i>Meeting took place on March 9. Follow up/next steps to be determined.</i> • Help implement BAAC TF, WC and ATF recommendations. • Work with ATF <i>and Women’s Caucus</i> to coordinate an activity for Long Term Survivors Day (June 5); activity can be leveraged to build consumer-led coalitions.

4	Increase integration of consumer voice into all COH Committees		<ul style="list-style-type: none"> • Encourage consumers (including non-COH members) to attend COH Committee meetings. Attendance at meetings may incite consumers to apply to the COH or as Committee members. <i>Ask Committee and other subgroups to attend Consumer Caucus meetings.</i> • Encourage at least two consumers attend each Committee and subordinate work group meetings as champions and representatives for CC and report back to CC. • Encourage more consumers to apply to the COH. • Consumer voices should drive the COH agenda. • Provide feedback on updated membership application to create a more consumer friendly format and use as a recruitment tool for consumers • Encourage providers to support and promote consumer participation at COH meetings.
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