



LOS ANGELES COUNTY  
**COMMISSION ON HIV**



This packet includes only the essential information you will need to begin your service. For the full set of materials, policies, schedules, meeting documents, and resources, please refer to the Commission website.

# New Member Welcome and Orientation Packet

April 2026

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### First 30 Days

- Review the Commission website and save it as a bookmark.
- Note your assigned committee and upcoming meeting dates.
- Complete required forms and training courses, including Form 700 where applicable.
- Watch for emails from Commission staff and the Executive Office.
- Reach out to staff with questions early rather than waiting until the next meeting.

## 1. Welcome

Welcome to the Los Angeles County Commission on HIV. Thank you for your willingness to serve and for what you bring to this work. Your perspective, lived experience, and commitment matter.

This packet is intended to be a simple take-with-you guide. It covers the basics you will most likely need as you get started, while the Commission website remains the primary source for fuller materials, policies, schedules, and resources.

## 2. About the Commission

The Los Angeles County Commission on HIV serves as the federally required Ryan White HIV/AIDS Program Part A planning council for the Los Angeles Eligible Metropolitan Area and also serves as the local integrated prevention and care planning body.

The Commission is established by Los Angeles County Ordinance 3.29 and governed by its bylaws. It is housed as an independent Commission within the Executive Office of the Los Angeles County Board of Supervisors.

In simple terms, the Commission's role is planning. That includes assessing needs, reviewing information from the community and service system, setting service priorities, making resource

allocation decisions for Ryan White Part A funds, supporting integrated planning, and helping ensure meaningful community input.

The Commission works closely with the Los Angeles County Department of Public Health, Division of HIV and STD Programs, which is the Ryan White Part A recipient. The two have separate roles, but shared purpose in supporting an effective system of HIV care.

### 3. Membership and Meeting Participation At a Glance

Membership Type	At a Glance
<b>Commissioner</b>	A full-seat member appointed by the Board of Supervisors. Commissioners are voting members unless they serve in a designated non-voting seat.
<b>Alternate</b>	Supports the work of the Commission and serves in place of a regular member when that member is absent. If the regular member is absent, the Alternate may participate and vote in the member's place.
<b>Committee-only Member</b>	Approved by the Commission to serve on a standing committee without Board of Supervisors appointment. Committee-only members help broaden community participation and subject matter expertise.

#### Standing committees

The Commission carries out much of its work through four standing committees: Executive, Membership and Community Engagement, Planning, Priorities, and Allocations, and Standards and Best Practices.

#### Meeting participation

Commission and committee meetings are conducted in person. Members should plan ahead and arrive early or on time, as quorum is essential to conducting business. Limited remote participation may be available under the Brown Act for just cause or as a disability-related reasonable accommodation.

### 4. Key Member Expectations

#### Attend and participate

Members are expected to attend their required meetings, participate thoughtfully, review materials in advance, and stay engaged in the work of the Commission.

## **Read materials before meetings**

Agendas and packet materials are posted in advance. Members should review them before the meeting so discussion can be focused and productive.

## **Communicate with staff**

If you are unable to attend a meeting, notify staff as early as possible. Written notice helps staff properly track attendance and support Brown Act compliance when applicable.

## **Complete required forms and training**

Members are responsible for completing all required forms and training, including Form 700 where applicable, conflict of interest disclosures, and any required County or Commission onboarding items.

## **Serve in a respectful and community-centered way**

Members are expected to follow the [Commission's Code of Conduct](#) and help maintain a respectful environment for members, staff, presenters, and the public.

## **Remember the role: Planner**

Advocacy and planning are both important, but the Commission's formal role is planning. Members should help ground decisions in the needs of people living with HIV across Los Angeles County, not solely one program, provider, or personal interest.

## **Use care around conflicts of interest**

Members must disclose real or perceived conflicts of interest and follow Commission policy regarding participation and voting where conflicts exist.

### **Conflict of Interest and Voting**

- All members must disclose any real or perceived conflict of interest before discussion begins.
- In particular, if a member works for, consults with, sits on the board of, or is otherwise affiliated with an agency or organization funded in the very service category being voted on, that member must recuse themselves from the vote on that service category.
- A member with that type of conflict may answer factual questions if called upon, but may not participate in the related discussion, advocate for the category, or otherwise attempt to influence the vote.
- Members should update their disclosure forms as affiliations change and should ask staff for guidance whenever they are unsure whether a conflict exists.

## 5. Brown Act Basics

### **Do I have to attend meetings in person?**

Yes. Commission meetings are conducted in person unless a member qualifies for remote participation under applicable Brown Act provisions or as a disability-related reasonable accommodation.

### **When can I attend remotely for just cause?**

A member may attend remotely for qualifying just-cause circumstances such as illness, caregiving needs, care of an immuno-compromised family member, military service, or other qualifying circumstances under the law and Commission guidance.

### **What do I need to do if I attend remotely?**

Notify staff as early as possible. If remote participation is approved, keep your audio and video on throughout the meeting unless a disability-related physical condition requires audio-only participation, and disclose whether anyone age 18 or older is present in the room with you.

### **Do I count toward quorum, and can I vote if I attend remotely?**

If you are attending remotely for just cause, your remote participation and vote may only be counted once in-person quorum has first been established at the meeting.

### **What if I have a disability and need reasonable accommodation?**

Members with a disability as defined under the ADA may request reasonable accommodation to participate remotely. Approved remote participation is treated the same as in-person attendance for quorum, participation, and voting.

### **What happens if there is a technical disruption during a meeting?**

If a technical disruption occurs, staff must attempt to restore access for up to one hour. If access cannot be restored, the body may recess, continue, or adjourn the meeting as allowed by law.

## 6. Parliamentary Procedure Basics

The Commission uses parliamentary procedure to help meetings run fairly, orderly, and efficiently. The questions below focus only on the basic 101 rules members are most likely to use in meetings.

### **What is parliamentary procedure?**

It is a set of rules for how a body conducts business in a fair and orderly way so members can be heard, and decisions can be made clearly.

### **What is a motion?**

A motion is a formal proposal by a member that the body take specific action. Most decisions begin with a motion.

### **What does it mean to second a motion?**

A second simply means another member wants the motion to be considered. It does not necessarily mean the seconder agrees with the motion.

### How do I speak during a meeting?

Wait to be recognized by the chair before speaking. The chair helps manage discussion so members can be heard in an orderly way.

### What is debate?

Debate is the discussion that takes place after a motion is before the body and before the vote is taken.

### What is an amendment?

An amendment is a proposed change to a motion. It allows the body to adjust the wording or substance of a motion before acting on it.

### What is quorum?

Quorum is the minimum number of members who must be present for the body to conduct official business. For the Commission, 29 seats are voting seats, which means a quorum of 15 voting members must be present for the Commission to act.

### What is a point of order?

A point of order is raised when a member believes the rules or proper procedure are not being followed.

### What vote is needed for most actions?

Most routine motions are decided by a majority vote, unless a different threshold is required by law, the bylaws, or another governing rule.

## 7. Staff and Support Contacts

<b>Main Phone</b>	213.738.2816
<b>Main Email</b>	<a href="mailto:hivcomm@lachiv.org">hivcomm@lachiv.org</a>
<b>Executive / Full Commission Support</b>	Dawn McClendon 213.509.9199 <a href="mailto:dmcclendon@lachiv.org">dmcclendon@lachiv.org</a>
<b>Planning, Priorities, and Allocations</b>	Lizette Martinez 213.304.3846 <a href="mailto:lmartinez@lachiv.org">lmartinez@lachiv.org</a>
<b>Membership and Community Engagement</b>	Sonja Wright 213.359.6578 <a href="mailto:sdwright@lachiv.org">sdwright@lachiv.org</a>
<b>Standards and Best Practices</b>	Jose Rangel-Garibay 213.308.9987 <a href="mailto:jgaribay@lachiv.org">jgaribay@lachiv.org</a>

## 8. Where to Find More Information and Helpful Links

The Commission website is the primary source for fuller information between meetings, including agendas and meeting materials, schedules and workplans, bylaws and governing documents, member resources and required forms, reports and data, Commission work products, and additional policies and procedures.

Please refer to the website for the full orientation materials, meeting updates, and other important resources.

### Helpful Commission Links

About the Commission

<https://hiv.lacounty.gov/about-us/>

Commission History / Living History

[https://assets-us-01.kc-usercontent.com/0234f496-d2b7-00b6-17a4-b43e949b70a2/5d5a079f-3b47-402d-a441-692c6fd2f88c/COH\\_LivingHistory\\_Updated040526.pdf](https://assets-us-01.kc-usercontent.com/0234f496-d2b7-00b6-17a4-b43e949b70a2/5d5a079f-3b47-402d-a441-692c6fd2f88c/COH_LivingHistory_Updated040526.pdf)

Commission Meetings

<https://hiv.lacounty.gov/meetings/>

Membership

<https://hiv.lacounty.gov/membership/>

Member Resources

<https://hiv.lacounty.gov/member-resources/>

Resources

<https://hiv.lacounty.gov/resources/>

### Ryan White Program Resources

Ryan White HIV/AIDS Program (HRSA)

<https://ryanwhite.hrsa.gov/>

RWHAP Part A Manual (HRSA)

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/resources/part-a-program-manual.pdf>

Ryan White Program Service Fact Sheets

[https://publichealth.lacounty.gov/dhsp/DPHSexualHealthServices/HealthEducationLibrary/RWHAP\\_FactSheets/RW\\_FactSheets\\_10.24.pdf](https://publichealth.lacounty.gov/dhsp/DPHSexualHealthServices/HealthEducationLibrary/RWHAP_FactSheets/RW_FactSheets_10.24.pdf)

RWP Planning Council Primer

<https://assets-us-01.kc-usercontent.com/0234f496-d2b7-00b6-17a4-b43e949b70a2/fe258d9f-6d79-424f-a800-fce7e49ea576/Planning%20Council%20Primer.pdf>

### DHSP & County Information for You

Get Protected LA

<https://getprotectedla.com/impositivela/>

Division of HIV and STD Programs (DHSP)

<https://publichealth.lacounty.gov/dhsp/InfoForYou.htm>

LA County Public Health

<https://www.lapublichealth.org/>

**Commission website:** <https://hiv.lacounty.gov/>