



LOS ANGELES COUNTY COMMISSION ON HIV

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OPERATIONS COMMITTEE MEETING MINUTES January 25, 2018

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Traci Bivens-Davis, <i>Co-Chair</i>	Danielle Campbell, MPH	Jason Brown	Cheryl Barrit, MPIA
Kevin Stalter, <i>Co-Chair</i>	Michele Daniels	Marcos Garcilazo Figueroa	Dawn McClendon
Raquel Cataldo			Jane Nachazel
Kevin Donnelly			Julie Tolentino, MPH
Bridget Gordon			
Grissel Granados, MSW			
Joseph Green			DHSP STAFF
Juan Preciado			None

CONTENTS OF COMMITTEE PACKET:

- 1) **Agenda:** Operations Committee Meeting Agenda, *1/25/2018*
- 2) **Minutes:** Operations Committee Meeting Minutes, *12/28/2017*
- 3) **Scope of Work:** Assessment of Administrative Mechanism (AAM), Scope of Work for SST Nonprofit Services, *1/19/2018*
- 4) **PowerPoint:** Los Angeles HIV/AIDS Strategy and Health District Overview, Los Angeles County, Commission on HIV, *January 2018*
- 5) **Table:** LA County HV/AIDS Strategy, Health District Overview, *January 2018*
- 6) **Policy/Procedure:** #08.3204: Excused Absences, *7/24/2017*
- 7) **Table:** 2017 Attendance Record for Commissioners, *1/18/2018*
- 8) **Table:** Commission on HIV Membership Slate, *1/6/2018*
- 9) **Recommendations:** Los Angeles County HIV/AIDS Strategy (LACHAS) for 2020 and Beyond: Recommendations for Community Engagement, *1/8/2018*
- 10) **Strategies:** Los Angeles County Commission on HIV, Member Recruitment and Retention Strategies, *12/26/2017*

CALL TO ORDER: Ms. Bivens-Davis called the meeting to order at 10:00 am.

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 12/28/2017 Operations Committee Meeting Minutes, as presented (*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 COMMENT

4. **NON-AGENDIZED OR FOLLOW-UP:** There were no comments.

IV. REPORTS

5. **EXECUTIVE DIRECTOR'S REPORT:**

- Ms. Barrit noted the contract for James Stewart, long-time Commission Parliamentarian, will not be renewed after the February 2018 Commission and Executive meetings. Both the Commission and Executive Office have evolved since Mr. Stewart began. The Commission Co-Chairs and Executive Committee have set the tone for behavior and developed Commissioner skills. The Executive Office is also providing more training for all Los Angeles County (LAC) commissions.
- Contractually, this allows Ms. Barrit to open a conversation with the Executive Office about the opportunity to extend a larger parliamentarian services contract for which Mr. Stewart could apply. Once on the master agreement list, any LAC agency can draw on those services so Technical Assistance (TA) would be available, as needed.
- In government, it is usually a red flag when an agency contracts with a provider without rebid for 15 years. The Commission on HIV has also been the only LAC commission with its own parliamentarian. Generally, staff fill that role. Some feedback has suggested staff are insufficiently neutral, but Ms. Barrit noted parliamentary procedure simply follows meeting rules.
- The Commission will acknowledge Mr. Stewart's service with a plaque at the February Commission meeting.
- Ms. Barrit emailed members of the Executive Committee and Consumer Caucus on 1/18/2018 to alert them to the Health Resources Services Administration (HRSA) site visit starting 2/12/2018 and invite them to meet with HRSA representatives 2/14/2018, 11:30 am to 2:00 pm, at the Commission offices. She has received just a few RSVPs and will continue reminders.
- HRSA has reviewed the Commission website. They are especially interested in consumer participation and in Operations Committee work including membership and, in particular, the AAM, possibly since jurisdictions address it differently and LAC receives the second largest award. HRSA may also be interested in the Commission as it is one of just two planning councils to combine prevention, care, and treatment. Staff sent all 2017 Operations minutes to help inform their visit.
- The rest of their week is devoted to DHSP records and contracts, DHSP interviews, and visits to select contracted agencies.
- ➔ Mr. Brown suggested including a gift certificate for Mr. Stewart to Langer's Delicatessen-Restaurant. Mr. Stewart has often noted it as a favorite.

A. **Los Angeles County HIV/AIDS Strategy (LACHAS) - Overview:**

- Ms. Tolentino presented on the Los Angeles HIV/AIDS Strategy and Health District Overview PowerPoint and related tables in the packet. The interactive map she developed reflects Service Planning Areas (SPAs), Health Districts (HDs), Supervisorial Districts, City of Los Angeles Council Districts, and neighborhood councils. The 26 HDs are within SPAs, but may straddle other boundaries. She provided a relational table for the structures and available contact information.
- The 26 HDs provide greater granularity than the larger SPAs so that health services can be better targeted.
- Ms. Bivens-Davis noted the HD profiles provide data starting points and goals, but not data that informs an historical perspective. She felt that perspective was needed to carry the message to the community and get buy-in.
- Ms. Gordon questioned Los Angeles County (LAC) Health Survey data on alcohol consumption considering the West HD reports 70.6% and the Southeast HD 24.3% though she sees people entering liquor stores there even in the morning.
- Ms. Barrit responded the LAC Health Survey differs from a field assessment. This multi-million dollar LAC investment is done every three to four years using random telephone survey methodology, a common benchmark, that oversamples for certain populations and communities. The statewide California Health Interview Survey (CHIS) uses the same methodology of randomized telephone calls. It is a very comprehensive survey of some 25 indicators.
- Many factors could impact the alcohol consumption disparity between the West and Southeast HDs, e.g., West HD respondents are more affluent and may find social drinking more acceptable. Mr. Brown noted an Integration Advisory Board member studying liquor stores found some 8.9 stores per mile in South Los Angeles versus 1.2 on the West Side, but Ms. Bivens-Davis said liquor stores serve multiple purposes in South Los Angeles, e.g., due to food deserts.
- This LAC Health Survey data is from 2015 and based on landlines. Cell phones are expected to be included soon.
- Ms. Barrit reminded all how important it is to engage people not at the table and be conscious of which meetings to attend, e.g., faith-based organizations are critical in dismantling stigma, and economic development organizations are key to addressing racism and economic empowerment. The focus for each Commission member will be different.
- ➔ Add link on Commission website to DHSP's HD information. Key goals and metrics for each HD are available on DHSP's LACHAS website at LACounty.HIV.
- ➔ PowerPoint, page 5: Add the questions from the LAC Health Survey, 2015, e.g., the question pertaining to difficulty accessing medical care was: "When obtaining care when needed is somewhat or very difficult."

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- PowerPoint, page 5, and related tables: Reflect relationships by using consistent SPA colors across HDs.
- Add to contact list: Commission Co-Chairs, Ms. Barrit, and the appointed Board Office Representatives.
- Increase PowerPoint slides to full page for the 2/8/2018 Commission meeting presentation for ease of viewing.
- Ms. Barrit will discuss with DHSP how to add non-Ryan White partners to the HD profile maps, e.g., Medi-Cal partners, and Social Determinant of Health (SDH) partners.
- Ms. Barrit will discuss with DHSP how the Commission can best help engage Area Health Officers to consider HDs.
- PowerPoint, page 10, top slide: Add box for Faith-Based Organizations.

B. Assessment of Administrative Mechanism (AAM):

- Ms. Barrit reported Marc Hauptert, Consultant, has finished all the key informant interviews with the Planning, Priorities and Allocations and the Executive Committees. He has a list for the second wave of interviews with DHSP, and the Contracts and Management Division, Department of Public Health (DPH), as identified by the Contracts Manager.
- For the third wave, Mr. Hauptert will interview staff at 25 randomly selected agencies. To select agencies, Ms. Barrit randomly assigned numbers to agencies per service category and then Mr. Hauptert selected a number. Care was taken to ensure a good selection of agencies per service category and size.

6. CO-CHAIRS' REPORT:

A. Co-Chair Elections:

- Mr. Stalter read an email from Ms. Campbell thanking him for nominating her and confirming her acceptance. She was unable to attend that day's Operations Committee due to an HIV Cure meeting in Washington, DC.
- Ms. Barrit noted Ms. Bivens-Davis and Mr. Stalter were nominated and accepted. There were no other nominations.

MOTION #3: Elect Traci Bivens-Davis as Operations Committee Co-Chair, as voted (**Election:** Cataldo, Donnelly, Gordon, Granados, Green, Preciado, Bivens-Davis, Stalter, **8 Bivens-Davis; None, Campbell; None, Stalter**).

MOTION #4: Elect Kevin Stalter as Operations Committee Co-Chair, as voted (**Election:** Cataldo, Donnelly, Gordon, Green, Bivens-Davis, Stalter, **6 Stalter; Granados, Preciado, 2 Campbell**).

7. MEMBERSHIP MANAGEMENT REPORT:

A. Attendance Report:

- Ms. Barrit called attention to the Excused Absences Policy/Procedure and the 2017 Attendance Record in the packet. Members who have missed three unexcused consecutive Commission or Committee meetings or six of either type in a single year are subject to suspension of voting privileges or removal from the Commission.
- The majority of Commission member absences have been excused though some members are close to the policy limit.
- Two Commission members have met the policy limit:
 - ▶ Jose Muñoz has missed both three unexcused consecutive Commission and seven unexcused consecutive Public Policy Committee meetings.
 - ▶ Yolanda Sumpter has missed four unexcused Commission and two Planning, Priorities and Allocations Committee meetings for a total of six.
- At the Co-Chairs' direction, Ms. Barrit provided Raphael Péna and Ms. Sumpter coaching and guidance on improving their attendance. She also sent a letter supporting their participation, but advising they needed to address attendance over the next six months as a condition of renewal and requesting they let staff know how they could provide support. Mr. Stalter added Ms. Sumpter's entire renewal interview panel stressed the importance of attendance. She was also offered the opportunity to resign or take a Leave of Absence both during the renewal interview and in the letter.
- Staff does reach out when a pattern of absences is noticed and may request outreach assistance from Commissioners.
- Staff has not been successful in reaching out to Mr. Muñoz. His phone number contacts are disconnected and he is not responding to emails. Mr. Green reported the Single Room Occupancy Housing Manager went to his room and confirmed that he is alive, but he has not responded to the request for information.
- Ms. Barrit is aware that at times Mr. Péna and Ms. Sumpter have advised other Commission members that they did not plan to attend due to illness, but the Policy/Procedure requires reporting to staff for an excused absence. That both protects other Commission members by removing the onus of reporting from them and ensures accurate tracking.
- Mr. Green noted he attempts to contact his Consumer Caucus Co-Chairs, Mr. Péna and Ms. Sumpter, every month via email and phone regarding strategy, who would like to lead at the Caucus, and who would like to present at the

Commission. At least 90-95% of the time he receives no phone, text, or email response. He also requested Al Ballesteros reach out to Mr. Péna and he did do something, but there has still been no response.

- All three Commissioners under consideration are consumers, but Ms. McClendon noted the Commission is generous in accommodating Leaves of Absence for health and other reasons, e.g., Dr. Joseph Cadden advised when nominated for Co-Chair, Standards and Best Practices, that he could not attend Executive due to rounds and his absences are excused.
- Provide such disciplinary letters in English and Spanish going forward.
- Recommendation - Jose Muñoz: Staff will send a letter on 1/26/2018 showing the policy on unexcused absences, confirming the number of Mr. Muñoz's unexcused absences, and suspending voting privileges. If there is no response to the letter by the 2/22/2018 Operations Committee meeting, then a recommendation for removal will be triggered.
- Recommendation - Raphael Péna: Staff will send a letter on 1/26/2018 showing the policy on unexcused absences, confirming the number of Mr. Péna's unexcused absences, and suspending voting privileges. If there is no response to the letter by the 2/22/2018 Operations Committee meeting, then a recommendation for removal will be triggered.
- Recommendation - Yolanda Sumpter: Forward to Executive Committee for removal.
- At 2/22/2018 Operations meeting, define requirements to reinstate voting rights after suspension, e.g., attendance at three consecutive Commission or Committee meetings, and update Excused Absences Policy/Procedure, as needed.

B. Seat Vacancy Review:

- There were 11 vacancies including the Medi-Cal seat. Ms. Barrit was in contact with the City of Pasadena regarding its seat. There was also one vacant Provider Representative #2 seat.
- Current Unaffiliated Consumer vacancies are for SPAs 4, 6, and 8; and, Supervisorial Districts 2, and 3. All except SPA 8 have Alternates, but Alternates do not count for HRSA census purposes. The SPA 6 Alternate, David Lee, MPH, LCSW is also strongly interested in a full seat. Further, Ms. Sumpter's potential removal would create a vacancy for SPA 5.
- An interview is planned for the Representative, Board Office 2 seat. Ms. Barrit was recruiting with Kaiser Permanente for a candidate for the Local Health/Hospital Planning Agency Representative seat and was following up on names referred by Mr. Stalter for the HIV Stakeholder Representative #8 seat.
- Agendize for 2/22/2018 Operations meeting: Review any active applications on file.
- Agendize for 2/22/2018 Operations meeting: Clarify which Alternates are HIV+.

C. Recruitment and Retention Plan:

- Under-represented communities include transgender people, youth, and Asian/Pacific Islanders (A/PI).
- Ms. Bivens-Davis felt Sid Jordan's, JD, Transmasculine Sexual Health study would provide good information while drawing potential trans candidates. He was very receptive to presenting it as a colloquium and she has discussed the possibility with Uyen Kao, UCLA Center for HIV Identification, Prevention and Treatment Services (CHIPTS).
- Mr. Stalter plans to lunch with Carlos Moreno regarding youth and A/PI candidates.
- Ms. Bivens-Davis attended the 26th Annual Empowerment Congress Summit for the Second Supervisorial District. She complimented staff for ensuring Commission flyers were at the event which drew some 3,500 people.
- Agendize for 2/22/2018 Operations meeting: Particular focus on strategies for outreach to increase recruitment of Unaffiliated Consumers including collaboration with work occurring in the community.

8. COMMUNITY ENGAGEMENT REPORT:

- Ms. Bivens-Davis reported the Awards Work Group met and agreed on four awards categories including: Pioneers, for 15 or more years of dedicated, proven, demonstrated service; Emerging Leaders; and Up and Coming. The focus of the next meeting will be to more fully define award category parameters, e.g., what constitutes demonstrated service.
- Ms. Barrit noted this first meeting was to brainstorm ideas. One suggestion was to present awards at the Annual Meeting.
- Agendize for 2/22/2018 Operations meeting: Update Report from Awards Work Group.

A. Community Advisory Board (CAB) Outreach and Next Steps: Mr. Green, Shellye Jones, and Ms. Barrit conferenced by phone. Tentative plans are for the next Meet and Greet in April and the larger "CAB Fab" in October or November 2018.

9. TRAINING AND ORIENTATION REPORT: The next training will be 1/29/2018 on Data and Epidemiology.

V. NEXT STEPS

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

11. **AGENDA DEVELOPMENT FOR NEXT MEETING:** There were no additional items.

VI. ANNOUNCEMENTS

12. **OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:** There were no announcements.

VII. ADJOURNMENT

13. **ADJOURNMENT:** The meeting adjourned at 12:00 noon.