



LOS ANGELES COUNTY
COMMISSION ON HIV



CO-CHAIR TRAINING

2024

LEADERSHIP,
MANAGEMENT AND
FACILITATION

GOALS + OBJECTIVES

- ✓ Outline role & responsibilities of Commission & Committee co-chairs
- ✓ Provide meeting management procedures & best practices
- ✓ 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., 14th Floor • Los Angeles, CA 90020 • TEL (213) 738-2816
EML: 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)

S:\Committee - Operations\Code of Conduct\CodeofConduct_final_092819_CD\HAppv8041119.docx



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

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).

COMMISSION & COMMITTEE ROLES & RESPONSIBILITIES

WHAT IS THE ROLE OF THE COMMISSION?

Legislative mandated to spearhead the development of a comprehensive HIV service system through a community input process.

Priority Setting and Resource Allocations (PSRA) is the single most important legislative responsibility of a PC/PB, and greatly influences the system of HIV care.

Advisory mechanism to the Board of Supervisors for all things HIV/AIDS & STDs.

KEY RESPONSIBILITIES

- Setting care/treatment priorities/allocations,
- Developing a comprehensive care plan,
- Assessing the administrative mechanism of service delivery,
- Evaluating service system effectiveness,
- Service coordination,
- Annual needs assessments,
- Setting minimum service standards/outcomes,
- Defining ways to best meet the needs,
- Resolving service system grievances,
- Promoting the availability of services,
- Evaluating other streams of funding,
- Advising the Board on all County HIV funding,
- Policy development and advocacy work, and
- Advising the Board on other HIV-related matters.

WHAT IS THE ROLE OF COMMITTEES?

Committees are the working units of the Commission; this is where the magic happens. The brainstorming and work product is usually developed at the Committee level and is elevated to the COH for final review, feedback and approvals.

KEY RESPONSIBILITIES

- 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

Keep

ANY
QUESTIONS+COMMENTS+
FEEDBACK?

COMMISSION CO-CHAIR ROLES & 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.

S:\00 - Administration\Policy & Procedure Manual\07.0000 Duty Statements\2018 Proposed Revision\DS-Commission Co Chair-022417-032817DM-FINAL_REV031918.doc

Duty Statement: Commission Co-Chair

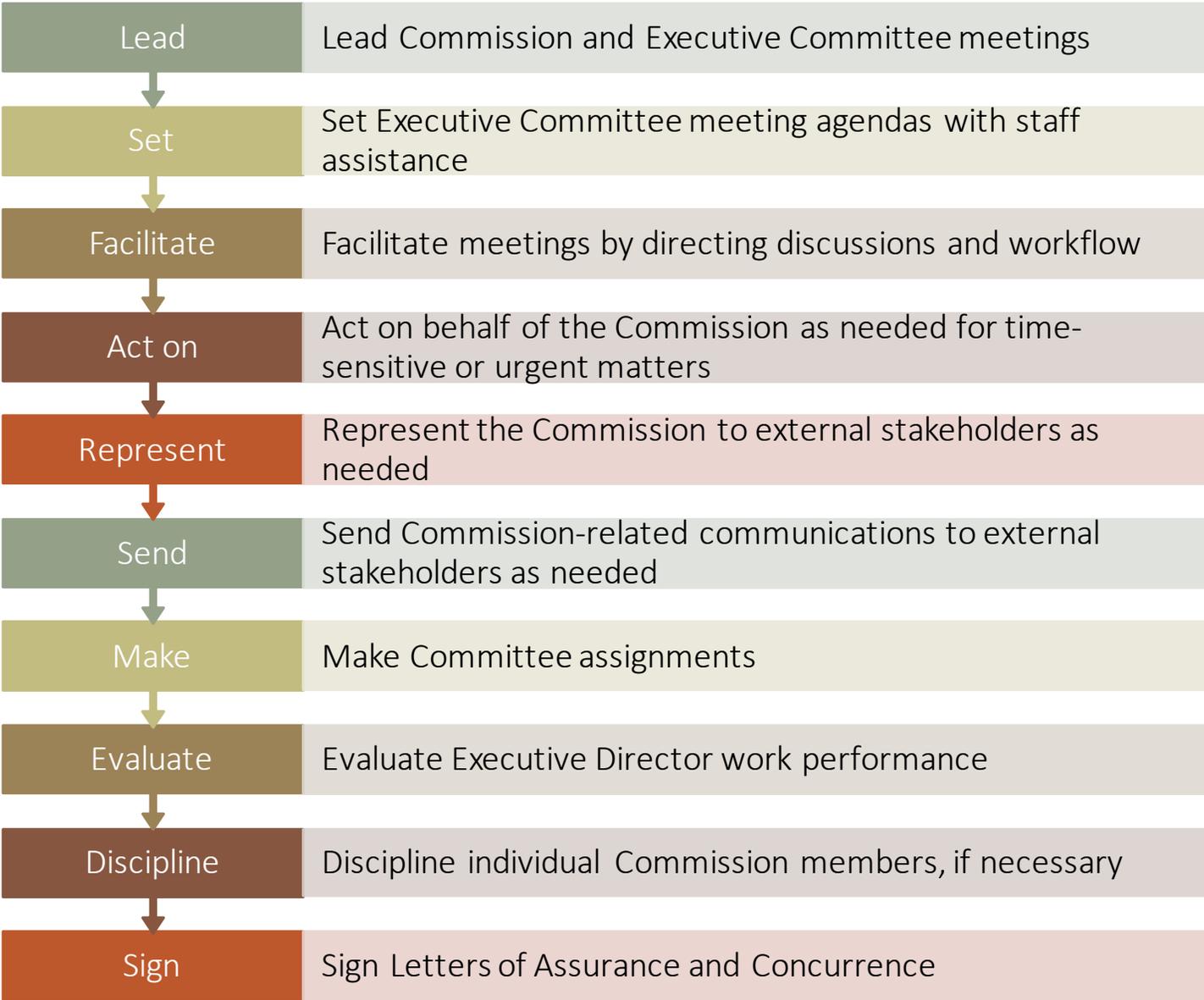
Page 3 of 3

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

S:\00 - Administration\Policy & Procedure Manual\07.0000 Duty Statements\2018 Proposed Revision\DS-Commission Co Chair-022417-032817DM-FINAL_REV031918.doc

COMMISSION CO-CHAIR ROLE & RESPONSIBILITIES



COMMITTEE CO-CHAIR ROLES & RESPONSIBILITIES

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

Page 2 of 2

- 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

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



KEEP
CALM
AND
PAUSE,
BREATHE,
SMILE

Keep

ANY
QUESTIONS+COMMENTS+
FEEDBACK?

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

LEADERSHIP IS . . .



AUTHENTICITY



EMPATHY



ACTIVE LISTENING



BUILDING RELATIONSHIPS



CONSENSUS BUILDING



KEEP
CALM
AND
PAUSE,
BREATHE,
SMILE

ANY
QUESTIONS+COMMENTS+
FEEDBACK?

MEETING MANAGEMENT



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.*



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.



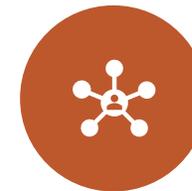
Be respectful of and adhere to published agenda times. Discern whether to extend agenda time for an item and/or meeting time via consensus based on the importance or time sensitive nature of the agenda topic or continue discussions at the next meeting.



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.



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



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. Refer to Code of Conduct.



KEEP
CALM
AND
PAUSE,
BREATHE,
SMILE

Keep

ANY
QUESTIONS+COMMENTS+
FEEDBACK?

THE “BROWN ACT” ESSENTIALS

- 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.
- 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

ROBERT'S RULES OF ORDER ESSENTIALS

Robert's Rules of Order Tips and Reminders

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.



Follow the agenda to keep the group moving toward its goals.



Let the group do its own work; don't over-command.



Control the flow of the meeting by recognizing members who ask to speak.



Let all members speak once before allowing anyone to speak a second time.



When discussions get off-track, gently guide the group back to the agenda.



Model courtesy and respect, and insist that others do the same.



Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.



Give each speaker your undivided attention.



Keep an emotional pulse on the discussions.



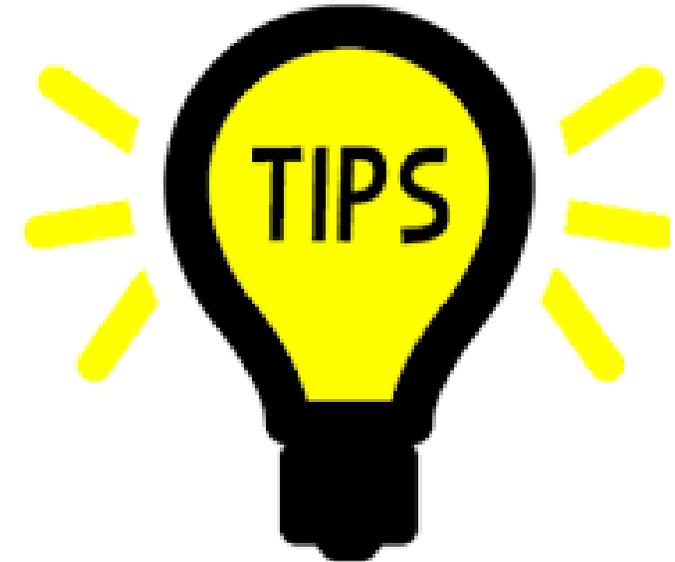
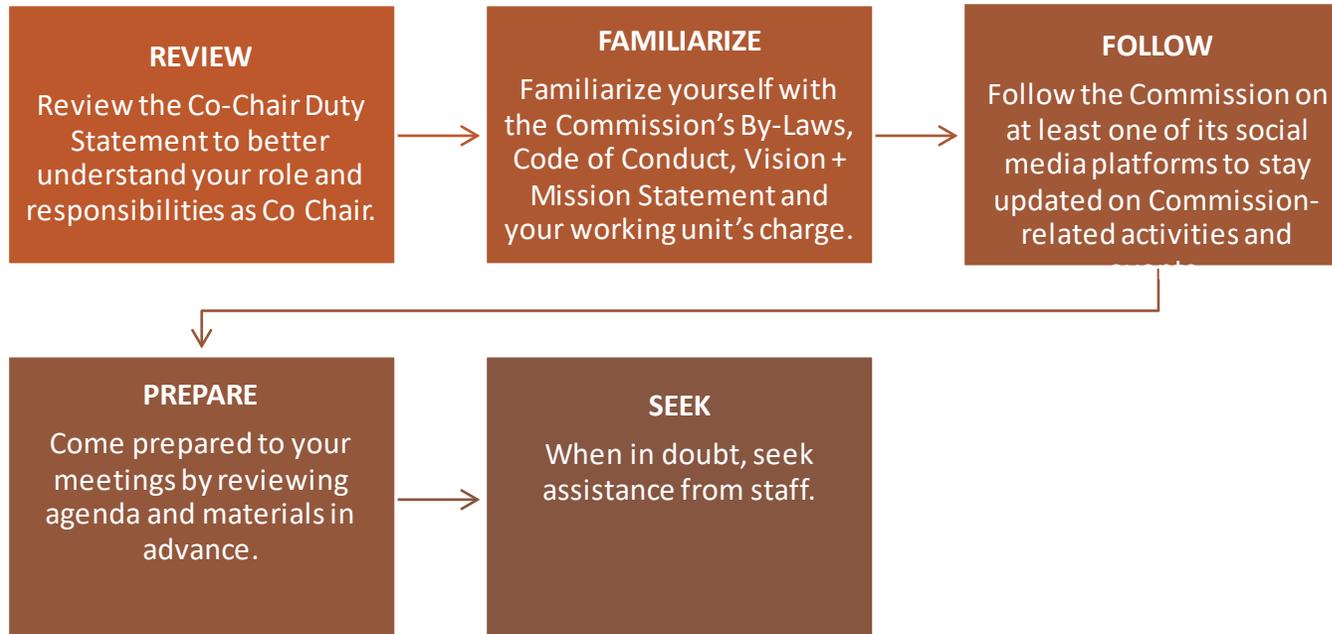
Allow a consensus to have the final authority of the group.



**KEEP
CALM
AND
PAUSE,
BREATHE,
SMILE**

ANY
QUESTIONS+COMMENTS+
FEEDBACK?

HELPFUL TIPS



COMMISSION STAFF CONTACT

CHERYL BARRIT, MPIA

Executive Director

Commission, Executive Committee, Aging Caucus

cbarrit@lachiv.org

213.618.6164

DAWN P. MC CLENDON

Assistant Director

Commission, Executive Committee, Black Caucus,
Consumer Caucus

dmccleendon@lachiv.org

213.509.9199

JOSE RANGEL-GARIBAY, MPH

Health Programs Analyst I

Public Policy Committee (PPC), Standards & Best
Practices (SBP), Transgender Caucus

jgaribay@lachiv.org

213.308.9987

LIZETTE MARTINEZ, MPH

Health Programs Analyst I

Planning, Priorities & Allocations Committee
(PP&A), Comprehensive HIV Plan (CHP), Women's
Caucus

lmartinez@lachiv.org

213.304.3846

SONJA D. WRIGHT, DACM

Senior Board Specialist

Operations Committee & Membership
Coordinator

sdwright@lachiv.org

213.359.6578

THANK YOU!

Thank you for your leadership, commitment and service
