



LOS ANGELES COUNTY
COMMISSION ON HIV



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OPERATIONS COMMITTEE Virtual Meeting

Thursday, October 22, 2020

10:00AM-12:00PM (PST)

Agenda + Meeting Packet will be available on the Commission's
website at:

<http://hiv.lacounty.gov/Operation-Committee>

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**Link is for non-Committee members + members of the public*

JOIN VIA WEBEX ON YOUR PHONE:

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PUBLIC COMMENTS

Public Comments will open at the time referenced on the meeting agenda. For those who wish to provide live public comment, you may do so by joining the WebEx meeting through your computer or smartphone and typing PUBLIC COMMENT in the Chat box. You may also provide written public comments or materials by email to hivcomm@lachiv.org. Please include the agenda item and meeting date in your correspondence. All correspondence and materials received shall become part of the official record.

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LOS ANGELES COUNTY
COMMISSION ON HIV



AGENDA FOR THE **VIRTUAL** MEETING OF THE
LOS ANGELES COUNTY COMMISSION ON HIV
OPERATIONS COMMITTEE

Thursday, October 22, 10:00 AM – 12:00 PM

To Register + Join by Computer: <https://tinyurl.com/y4h4vn7z>

**Link is for non-Committee members + members of the public*

To Join by Phone: +1-415-655-0001

Access code: 145 929 4086

Operations Committee Members:			
Joseph Green, <i>Co-Chair</i>	Juan Preciado, <i>Co-Chair</i>	Miguel Alvarez (Alternate)	Danielle Campbell, MPH
Michele Daniels (Exec, At Large)	Carlos Moreno	Kayla Walker-Heltzel	Justin Valero (Exec, At Large)
QUORUM*:	5		

**Due to COVID-19, quorum requirements suspended for teleconference meetings per Governor Newsom's Executive Order N-25-20*

AGENDA POSTED: October 16, 2020

ATTENTION: Any person who seeks support or endorsement from the Commission on any official action may be subject to the provisions of Los Angeles County Code, Chapter 2.160 relating to lobbyists. Violation of the lobbyist ordinance may result in a fine and other penalties. For information, call (213) 974-1093.

ACCOMMODATIONS: Interpretation services for the hearing impaired and translation services for languages other than English are available free of charge with at least 72 hours notice before the meeting date. To arrange for these services, please contact the Commission office at (213) 738-2816 or via email at hivcomm@lachiv.org.

Servicios de interpretación para personas con impedimento auditivo y traducción para personas que no hablan Inglés están disponibles sin costo. Para pedir estos servicios, póngase en contacto con la oficina de la Comisión al (213) 738-2816 (teléfono), o por correo electrónico á hivcomm@lachiv.org, por lo menos 72 horas antes de la junta.

SUPPORTING DOCUMENTATION can be obtained at the Commission on HIV Website at: <http://hiv.lacounty.gov>. The Commission Offices are located in Metroplex Wilshire, one building west of the southwest corner of Wilshire and Normandie. Validated parking is available in the parking lot behind Metroplex, just south of Wilshire, on the west side of Normandie.

NOTES on AGENDA SCHEDULING, TIMING, POSTED and ACTUAL TIMES, TIME ALLOTMENTS, and AGENDA ORDER: Because time allotments for discussions and decision-making regarding business before the Commission's standing committees cannot always be predicted precisely, posted times for items on the meeting agenda may vary significantly from either the actual time devoted to the item or the actual, ultimate order in which it was addressed on the agenda. Likewise, stakeholders may propose adjusting the order of various items at the commencement of the committee meeting (Approval of the Agenda), or times may be adjusted and/or modified, at the co-chairs' discretion, during the course of the meeting.

If a stakeholder is interested in joining the meeting to keep abreast of or participate in consideration of a specific agenda item, the Commission suggests that the stakeholder plan on attending the full meeting in case the agenda order is modified or timing of the items is altered. All Commission committees make every effort to place items that they are aware involve external stakeholders at the top of the agenda in order to address and resolve those issues more quickly and release visiting participants from the obligation of staying for the full meeting.

External stakeholders who would like to participate in the deliberation of discussion of an a posted agenda item, but who may only be able to attend for a short time during a limited window of opportunity, may call the Commission's Executive Director in advance of the meeting to see if the scheduled agenda order can be adjusted accordingly. Commission leadership and staff will make every effort to accommodate reasonable scheduling and timing requests - from members or other stakeholders - within the limitations and requirements of other possible constraints.

Call to Order | Introductions | Statement - Conflict of Interest 10:00 AM – 10:02 AM

I. ADMINISTRATIVE MATTERS

10:02 AM – 10:07 AM

- | | | |
|----|-----------------------------|------------------|
| 1. | Approval of Agenda | MOTION #1 |
| 2. | Approval of Meeting Minutes | MOTION #2 |

II. PUBLIC COMMENT

10:07 AM – 10:11 AM

3. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission

III. COMMITTEE NEW BUSINESS ITEMS

10:11 AM – 10:15 AM

4. Opportunity for Committee members to recommend new business items for the full body or a committee level discussion on non-agendized matters not posted on the agenda, to be discussed and (if requested) placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation, or where the need to take action arose subsequent to the posting of the agenda

IV. REPORTS

5. **Executive Director/Staff Report** 10:15 AM – 10:30 AM
A. Commission + Committee Updates
B. COH Annual Meeting | November 12, 2020
6. **Co-Chair's Report** 10:30 AM – 10:40 AM
A. Welcome Justin Valero, Exec At-Large Member
B. Work Plan Review/Updates
C. 2021 Committee Co-Chair Open Nomination + Election Reminder
D. Holiday Meeting Schedule
7. **Membership Management Report** 10:40 AM – 11:15 AM
A. Membership Management
 - New Member Applicant Interviews | Updates
 - New Member Application: Damontae Hack | **MOTION #3**
 - Danielle Campbell, MPH | Seat Change to Board Rep, D2
 - Stephanie Cipres, MPH | Change in MembershipB. Membership Application Redesign Work Group | Updates

V. DISCUSSIONS

8. **Recruitment, Retention and Engagement** 11:15 AM – 11:45 AM
A. Youth/Young Adult-Specific Outreach Strategies + Recommendations | Ongoing
 - Member Participation on CABs and other Orgs | UpdatesB. Outreach & Marketing Materials Review of Social Media Concepts
 - COH Social Media ToolkitC. Outreach Efforts & Strategies Amid a New Virtual Normal
9. **Peer Collaborator/Buddy Program Implementation** 11:45 AM – 11:50 AM
A. Member Pairing + November 19, 2020 Orientation
10. **2020 Virtual Training Series** 11:50 AM – 11:55 AM

VI. NEXT STEPS

11. Task/Assignments Recap
12. Agenda Development for the Next Meeting

VII. ANNOUNCEMENTS

13. Opportunity for members of the public and the committee to make announcements

VIII. ADJOURNMENT

14. Adjournment for the meeting of October 22, 2020

PROPOSED MOTIONS	
MOTION #1:	Approve the Agenda Order, as presented or revised.
MOTION #2:	Approve the Operations Committee minutes, as presented or revised.
MOTION #3:	Approve New Member Applicant, Damontae Hack, and elevate to Executive Committee for approval.



LOS ANGELES COUNTY COMMISSION ON HIV



3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-6748

HIVCOMM@LACHIV.ORG • <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)**



LOS ANGELES COUNTY COMMISSION ON HIV 2020 WORK PLAN (WP) OPERATIONS COMMITTEE

DRAFT FOR 10.22.00 OPS MEETING: UPDATES IN YELLOW HIGHLIGHTS

Committee/Subgroup Name: Operations Committee			Co-Chairs: Juan Preciado & Joe Green	
Committee Adoption Date: 7/21/20			Revision Dates: 2/26/20,6/18/20; 7/21/20; 10/22/20	
Purpose of Work Plan: To focus and prioritize key activities for COH Committees and subgroups for 2020.				
Prioritization Criteria: Select activities that 1) represent the core functions of the COH and Committee; 2) advance the goals of the Comprehensive HIV Plan and Los Angeles County HIV/AIDS Strategy; and 3) align with COH staff and member capacities and time commitment.				
Legend: H=high; M=medium; L=low				
#	TASK/ACTIVITY	DESCRIPTION	TARGET COMPLETION DATE	STATUS/NOTES/OTHER COMMITTEES INVOLVED
H	Black African American Community (BAAC) Task Force Recommendations	Incorporate BAAC Task Force recommendations in Operations Committee planning and activities	Ongoing	Committee selected four (4) recommendations to oversee and work towards incorporating in its planning activities; see BAAC highlights doc. Committee, at its June 2020 meeting, requested that the BAAC TF provide guidelines in how the recommendations should be integrated or addressed from an Operations Committee lens; pending BAAC TF response. BAAC TF is in receipt of the Committee’s request for instructions/guidance and next steps will be forthcoming by the task force.



LOS ANGELES COUNTY COMMISSION ON HIV 2020 WORK PLAN (WP) OPERATIONS COMMITTEE

DRAFT FOR 10.22.00 OPS MEETING: UPDATES IN YELLOW HIGHLIGHTS

H	Consumer-Centered leadership development and training	<p>Specific trainings requested by Consumer Caucus include:</p> <ul style="list-style-type: none"> • Co-chair facilitation vs. leading discussions/conversations • Public speaking training/elevator speeches/presentation skills • Structural change • Purpose of consumer caucus • Reproductive justice (including bodily autonomy, sexual health, pronoun conversation) • Legal/HIV criminalization • Trauma-Informed Care: how to make sure people around the table are safe/not living in terror • Health DATA Training • Quality Improvement Program 	Ongoing	<p>2020 Member Training Schedule released; see schedule</p> <p>See letter from Consumer Caucus re: leadership.</p>
H	Outreach, Engagement and Recruitment Strategies, Specifically Youth and Unaffiliated Consumers	<p>Develop/review outreach materials for community engagement; Determine strategies to engage and recruit community amid new virtual normal</p> <p>Develop strategies to engage youth and unaffiliated consumers.</p>	Ongoing	<p>Committee to review consultant-developed outreach flyers and other resource materials.</p> <p>Invite youth-centered program reps, i.e. C2PLA, to upcoming meeting to help develop strategies.</p> <p>Youth/young adult community members participated in 8.27.20 Ops meeting discuss and provided recommendations on how to best engage their community. The Committee is currently reviewing recommendations and actively incorporating into its planning activities.</p>
H	Review Policies/Procedures	<p>Review and redevelop New Member Application to create a more community-friendly format</p>	July-October 2020	<p>Membership App Redevelopment Workgroup formed at 8.27.20 Ops meeting and is comprised of Carlos Moreno, Alasdair Burton and Miguel Alvarez. Will provide ongoing updates w/ tentative deadline for completion Dec 2020.</p>



LOS ANGELES COUNTY COMMISSION ON HIV 2020 WORK PLAN (WP) OPERATIONS COMMITTEE

DRAFT FOR 10.22.00 OPS MEETING: UPDATES IN YELLOW HIGHLIGHTS

H	Attendance Review	Review Attendance Matrix Quarterly	January, April, September, December	The Committee determined at its September meeting to offer a reprieve to those members with excessive absences until the end of year. Committee members and staff will continue to reach out and offer support to missing members to help re-engage. Will reassess attendance in first quarter of 2021.
H	PIR Data *Availability of PIR survey responses will determine whether PIR up to date	Ensure reflectiveness and representation data is included in monthly meeting packet. Ensure parity among Co-Chairs/Leadership	Monthly	PIR updated by DHSP; now includes 2019 data.
M	Mentorship Program Implementation	Discuss/formalize steps for implementation.	July-August 2020	Membership program title has been changed to "Peer Collaborator/Buddy Program". Pairing has been completed w/ a virtual orientation set for all participants on November 19 at 1pm
M	Assessment of the Administrative Mechanism (AAM)	Review quarterly and request updates from DHSP on status of recommendations	Quarterly	Per request by Committee, requesting ongoing updates by DHSP on status of recommendations.



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

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- ③ 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
- ⑤ Represent the Committee to the Commission, on the Executive Committee, and to other entities
- ⑥ 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



2020 MEMBERSHIP ROSTER | UPDATED 10.2.20

SEAT NO.	MEMBERSHIP SEAT	Commissioners Seated	Committee Assignment	COMMISSIONER	AFFILIATION (IF ANY)	TERM BEGIN	TERM ENDS	ALTERNATE
1	Medi-Cal representative			Vacant		July 1, 2019	June 30, 2021	
2	City of Pasadena representative	1	EXC SBP	Erika Davies	City of Pasadena Department of Public Health	July 1, 2018	June 30, 2022	
3	City of Long Beach representative			Vacant		July 1, 2019	June 30, 2021	
4	City of Los Angeles representative	1	PP	Ricky Rosales	AIDS Coordinator's Office, City of Los Angeles	July 1, 2018	June 30, 2022	
5	City of West Hollywood representative	1	PP&A	Derek Murray	City of West Hollywood	July 1, 2019	June 30, 2021	
6	Director, DHSP	1	EXC PP&A	Mario Pérez, MPH	DHSP, LA County Department of Public Health	July 1, 2018	June 30, 2022	
7	Part B representative	1	PP&A	Karl Halfman, MA	California Department of Public Health	July 1, 2018	June 30, 2022	
8	Part C representative	1	PP	Aaron Fox, MPM	Los Angeles LGBT Center	July 1, 2018	June 30, 2022	
9	Part D representative	1	PP&A	Stephanie Cipres, MPH	LASC+USC Maternal, Child Adolescent Clinic	July 1, 2019	June 30, 2021	
10	Part F representative	1	PP	Jerry D. Gates, PhD	Keck School of Medicine of USC	July 1, 2018	June 30, 2022	
11	Provider representative #1	1	OPS	Carlos Moreno	Children's Hospital Los Angeles	July 1, 2019	June 30, 2021	
12	Provider representative #2	1	SBP	David Lee, MPH, LCSW	Charles Drew University	July 1, 2018	June 30, 2022	
13	Provider representative #3	1	SBP	Harold Glenn San Agustin	JWCH Institute, Inc.	July 1, 2019	June 30, 2021	
14	Provider representative #4	1	PP&A	LaShonda Spencer, MD	Charles Drew University	July 1, 2018	June 30, 2022	
15	Provider representative #5			Vacant		July 1, 2019	June 30, 2021	
16	Provider representative #6	1	PP&A	Anthony Mills, MD	Southern CA Men's Medical Group	July 1, 2018	June 30, 2022	
17	Provider representative #7	1	PP&A	Frankie Darling-Palacios	Los Angeles LGBT Center	July 1, 2019	June 30, 2021	
18	Provider representative #8	1	PP	Martin Sattah, MD	Rand Shrader Clinic, LA County Department of Health Services	July 1, 2018	June 30, 2022	
19	Unaffiliated consumer, SPA 1	1	EXC OPS	Michele Daniels	Unaffiliated Consumer	July 1, 2019	June 30, 2021	
20	Unaffiliated consumer, SPA 2			Vacant		July 1, 2018	June 30, 2022	
21	Unaffiliated consumer, SPA 3			Vacant		July 1, 2019	June 30, 2021	
22	Unaffiliated consumer, SPA 4	1	EXC SBP	Kevin Stalter	Unaffiliated Consumer	July 1, 2018	June 30, 2022	
23	Unaffiliated consumer, SPA 5					July 1, 2019	June 30, 2021	
24	Unaffiliated consumer, SPA 6	1	PP	Pamela Coffey	Unaffiliated Consumer	July 1, 2018	June 30, 2022	Alasdair Burton (PP)
25	Unaffiliated consumer, SPA 7			Vacant		July 1, 2019	June 30, 2021	Thomas Green (SBP)
26	Unaffiliated consumer, SPA 8	1	PP&A	Kevin Donnelly	Unaffiliated Consumer	July 1, 2018	June 30, 2022	
27	Unaffiliated consumer, Supervisorial District 1			Vacant		July 1, 2019	June 30, 2021	
28	Unaffiliated consumer, Supervisorial District 2			Vacant		July 1, 2018	June 30, 2022	Nestor Rogel (PP)
29	Unaffiliated consumer, Supervisorial District 3	1	SBP	Joshua Ray	Unaffiliated Consumer	July 1, 2019	June 30, 2021	Eduardo Martinez (SBP/PP)
30	Unaffiliated consumer, Supervisorial District 4			Vacant		July 1, 2018	June 30, 2022	
31	Unaffiliated consumer, Supervisorial District 5	1	PP&A	Diamante Johnson	Unaffiliated Consumer	July 1, 2019	June 30, 2021	Kayla Walker-Heltzel (PP&A/OPS)
32	Unaffiliated consumer, at-large #1			Vacant		July 1, 2018	June 30, 2022	Tony Spears
33	Unaffiliated consumer, at-large #2	1	OPS PP&A	Joseph Green	Unaffiliated Consumer	July 1, 2019	June 30, 2021	
34	Unaffiliated consumer, at-large #3	1	SBP	Felipe Gonzalez	Unaffiliated Consumer	July 1, 2018	June 30, 2022	
35	Unaffiliated consumer, at-large #4	1	EXC	Bridget Gordon	Unaffiliated Consumer	July 1, 2019	June 30, 2021	
36	Representative, Board Office 1	1	EXC PP&A	Al Ballesteros, MBA	JWCH Institute, Inc.	July 1, 2018	June 30, 2022	
37	Representative, Board Office 2			Vacant		July 1, 2019	June 30, 2021	
38	Representative, Board Office 3	1	EXC PP SBP	Katja Nelson, MPP	APLA	July 1, 2018	June 30, 2022	
39	Representative, Board Office 4	1	SBP	Justin Valero, MA	Unaffiliated Consumer	July 1, 2019	June 30, 2021	
40	Representative, Board Office 5	1	PP&A EXC	Raquel Cataldo	Tarzana Treatment Center	July 1, 2018	June 30, 2022	
41	Representative, HOPWA	1	PP&A	Maribel Ulloa	City of Los Angeles, HOPWA	July 1, 2019	June 30, 2021	
42	Behavioral/social scientist	1	EXC PP	Lee Kochems	Unaffiliated Consumer	July 1, 2018	June 30, 2022	
43	Local health/hospital planning agency representative			Vacant		July 1, 2019	June 30, 2021	
44	HIV stakeholder representative #1	1	EXC	Grissel Granados, MSW	Children's Hospital Los Angeles	July 1, 2018	June 30, 2022	
45	HIV stakeholder representative #2	1	SBP	Paul Nash, CPsychol AFBPsS FHEA	University of Southern California	July 1, 2019	June 30, 2021	
46	HIV stakeholder representative #3	1	EXC OPS	Juan Preciado	Northeast Valley Health Corporation	July 1, 2018	June 30, 2022	
47	HIV stakeholder representative #4			Vacant		July 1, 2019	June 30, 2021	
48	HIV stakeholder representative #5	1	OPS	Danielle Campbell, MPH	UCLA/MLKCH	July 1, 2018	June 30, 2022	
49	HIV stakeholder representative #6	1	SBP	Amiya Wilson	Unaffiliated Consumer	July 1, 2019	June 30, 2021	
50	HIV stakeholder representative #7	1	PP&A	William D. King, MD, JD, AAHIVS	W. King Health Care Group	July 1, 2018	June 30, 2022	
51	HIV stakeholder representative #8			Vacant		July 1, 2018	June 30, 2022	Miguel Alvarez (OPS/SBP)
TOTAL:		36						

LEGEND: EXC=EXECUTIVE COMM | OPS=OPERATIONS COMM | PP&A=PLANNING, PRIORITIES & ALLOCATIONS COMM | PPC=PUBLIC POLICY COMM | SBP=STANDARDS & BEST PRACTICES COMM

LOA: Leave of Absence

	B	C	D	E	F	G	H
1							
2	Planning Council/Planning Body Reflectiveness (Updated 9.27.20)						
3	Race/Ethnicity	Living with HIV/AIDS in EMA/TGA*		Total Members of the PC/PB		Non- Aligned Consumers on PC/PB	
4		Number	Percentage**	Number	Percentage**	Number	Percentage**
5	White, not Hispanic	13,965	27.50%	10	25.00%	3	27.27%
6	Black, not Hispanic	10,155	20.00%	11	27.50%	5	45.45%
7	Hispanic	22,766	44.84%	15	37.50%	2	18.18%
8	Asian/Pacific Islander	1,886	3.71%	3	7.50%	0	0.00%
9	American Indian/Alaska Native	300	0.59%	1	2.50%	0	0.00%
10	Multi-Race	1,705	3.36%	0	0.00%	1	9.09%
11	Other/Not Specified	0	0.00%	0	0.00%	0	0.00%
12	Total	50,777	100%	40	100%	11	100%
13							
14	Gender	Number	Percentage**	Number	Percentage**	Number	Percentage**
15	Male	44,292	87.23%	27	67.50%	8	72.73%
16	Female	5,631	11.09%	13	32.50%	2	18.18%
17	Transgender	854	1.68%	0	0.00%	1	9.09%
18	Unknown	0	0.00%	0	0.00%	0	0.00%
19	Total	50,777	100%	40	100%	11	100%
20							
21	Age	Number	Percentage**	Number	Percentage**	Number	Percentage**
22	13-19 years	122	0.24%	0	0.00%	0	0.00%
23	20-29 years	4,415	8.69%	1	2.50%	1	9.09%
24	30-39 years	9,943	19.58%	17	42.50%	4	36.36%
25	40-49 years	11,723	23.09%	8	20.00%	1	9.09%
26	50-59 years	15,601	30.72%	8	20.00%	4	36.36%
27	60+ years	8,973	17.67%	6	15.00%	1	9.09%
28	Other	0	0.00%	0	0.00%	0	0.00%
29	Total	50,777	99.99%	40	99.99%	11	99.99%
30	* data includes persons diagnosed with an HIV infection through 2018 and living in LAC at year-end 2019, based on the most recent residence						
31	** Percentages may not equal 100% due to rounding						
32	Changes made 9/27/20 CB: removed R. Pena; Per KHWalker changed race from Black to Native						

and it can be mailed, e-mailed or picked up at the office. Similarly, the application and is available online from the Commission's website at <http://hiv.lacounty.gov>. Submit your application by mailing it to or dropping it off at: 3530 Wilshire Blvd, Suite 1140, Los Angeles, CA 90010.

Applications may be emailed to hivcomm@lachiv.org. Staff will verify receipt of all applications via email. After receiving the application, staff will review it for accuracy and completeness, and contact the applicant if there are any possible errors, sections needing clarification, and/or if there are any questions that emerge from the application. Once the application has been deemed to be "complete" (either after revisions have been made, if necessary, or none are needed), staff will contact the applicants to schedule an interview with members of the Operations Committee. If you have questions or need assistance with the application, please contact the Commission office at (213) 738-2816.

PART II: MEMBERSHIP APPLICATION FORM

Section 1: Contact Information

1. Name: _____
(Please print name as you would like it to appear in communications)
 2. Organization: _____
(if applicable)
 3. Job Title: _____
 4. Mailing Address: _____
 5. City: _____ State: _____ Zip Code: _____
 6. Provide address of office and where services are provided (if different from above):
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
-
7. Tel.: _____ Fax: _____
 8. Email: _____
(Most Commission communications are conducted through email)
 9. Mobile Phone #: _____
(optional): _____
-

My signature below indicates that I will make every effort to attend all of the meetings and activities of the Commission, the committee to which I am assigned and related caucuses, task forces and working groups that I have joined voluntarily or that I have been asked to support. I will comply with the Commission's expectations, rules and regulations, conflict of interest guidelines and its code of conduct, consistent with all relevant policies and procedures. As the undersigned, I understand that governing legislation and/or guidance may be altered in the future, necessitating revision, modification, or elimination of specific Commission processes or practices—necessitating change with which I will be expected to comply as well. I further understand that sections of this application will be distributed publicly, as required by the Commission's Open Nominations Process and consistent with California's Ralph M. Brown Act. I affirm that the information herein is accurate to the best of my knowledge.

Signature: _____

Date

Print Name

Section 2: Demographic Information

1. **Can you commit to the Commission's minimum expectations of active participation, regular attendance and sustained involvement?** ☐ Yes ☐ No

2. **In which Supervisorial District and SPA do you work?** Check all that apply.

District 1	<input type="checkbox"/>	SPA 1	<input type="checkbox"/>	SPA 5	<input type="checkbox"/>
District 2	<input type="checkbox"/>	SPA 2	<input type="checkbox"/>	SPA 6	<input type="checkbox"/>
District 3	<input type="checkbox"/>	SPA 3	<input type="checkbox"/>	SPA 7	<input type="checkbox"/>
District 4	<input type="checkbox"/>	SPA 4	<input type="checkbox"/>	SPA 8	<input type="checkbox"/>
District 5	<input type="checkbox"/>				

3. **In which Supervisorial District and SPA do you live?**

District 1	<input type="checkbox"/>	SPA 1	<input type="checkbox"/>	SPA 5	<input type="checkbox"/>
District 2	<input type="checkbox"/>	SPA 2	<input type="checkbox"/>	SPA 6	<input type="checkbox"/>
District 3	<input type="checkbox"/>	SPA 3	<input type="checkbox"/>	SPA 7	<input type="checkbox"/>
District 4	<input type="checkbox"/>	SPA 4	<input type="checkbox"/>	SPA 8	<input type="checkbox"/>
District 5	<input type="checkbox"/>				

4. **In which Supervisorial District and SPA do you receive HIV (care or prevention) services?** Check all that apply.

District 1	<input type="checkbox"/>	SPA 1	<input type="checkbox"/>	SPA 5	<input type="checkbox"/>
District 2	<input type="checkbox"/>	SPA 2	<input type="checkbox"/>	SPA 6	<input type="checkbox"/>
District 3	<input type="checkbox"/>	SPA 3	<input type="checkbox"/>	SPA 7	<input type="checkbox"/>
District 4	<input type="checkbox"/>	SPA 4	<input type="checkbox"/>	SPA 8	<input type="checkbox"/>
District 5	<input type="checkbox"/>				

5. **Demographic Reflectiveness and Representation:**

Federal funders require that the Commission report the following demographic information annually to ensure its conformity with reflection/representation rules.

- 5a. **Gender:** ☐ Male ☐ Female ☐ Trans (Male to Female) ☐ Trans (Female to Male) ☐ Unknown

- 5b. **Race/Ethnicity:** (Check all that apply)
- | | |
|---|---|
| <input type="checkbox"/> African- American/Black,not Hispanic | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Multi-Race |
| <input type="checkbox"/> Anglo/White, not Hispanic | <input type="checkbox"/> Other : _____ |
| <input type="checkbox"/> Asian/ Pacific Islander | <input type="checkbox"/> Decline to State/Not Specified |

- 5c. **Are you a parent/guardian/direct caregiver to a child with HIV under 19?** ☐ Yes ☐ No

6. **FOR APPLICANTS LIVING WITH HIV:**

- 6a. **Are you willing to publicly disclose your HIV status?** ☐ Yes* ☐ No

***DO NOT CHECK YES HERE if you do not want your HIV status known publicly. There is NO requirement that someone with HIV must disclose his/her status to the Commission or publicly.**

- 6b. **Age:**
- | | | |
|--|--|--|
| <input type="checkbox"/> 13 – 19 years old | <input type="checkbox"/> 20 – 29 years old | |
| <input type="checkbox"/> 30 – 39 years old | <input type="checkbox"/> 40 – 49 years old | <input type="checkbox"/> 50-59 years old |
| <input type="checkbox"/> 60+ years old | <input type="checkbox"/> Unknown | |

6c. **Are you a “consumer” (patient/client) of Ryan White Part A services?** ☐ Yes ☐ No

6d. **Are you “affiliated” with a Ryan White Part A-funded agency?** ☐ Yes ☐ No

By indicating “affiliated,” you are a: ☐ board member, ☐ employee, or ☐ consultant at the agency. A volunteer at an agency is considered an unaffiliated consumer.

Section 3: Experience/Knowledge

7. **Recommending Entities/Constituency(ies):** “Recommending Entities” are the individuals/ organizations who may have suggested or asked you to represent them on the Commission.

7a. **What organization/Who, if any/anyone, recommended you to the Commission?**

7b. **If recommended, what seat, if any, did he/she/they recommend you fill?**

8. **Please check all of the boxes that apply to you:**

- 1 ☐ I am willing to publicly disclose that I have Hepatitis B or C.
- 2 ☐ I am an HIV-negative user of HIV prevention services and who is a member of an identified high-risk, special or highly impacted population.
- 3 ☐ I am a member of a federally-recognized American Indian tribe or Native Alaskan village.
- 4 ☐ I am a behavioral or social scientist who is active in research from my respective field.
- 5 ☐ I am involved in HIV-related research in the following capacity(ies) (Check all that apply):
☐ scientist, lead researcher or PI, ☐ staff member, ☐ study participant, or ☐ IRB member.
- 6 ☐ A health or hospital planning agency has recommended that I fill that seat on the Commission.
- 7 ☐ I am an HIV specialty physician or an Infectious Disease (ID) doctor with HIV- positive patients.
- 8 ☐ The agency where I am employed provides mental health services.
- 9 ☐ The agency where I am employed provides substance abuse services.
- 10 ☐ The agency where I am employed is a provider of HIV care/treatment services.
- 11 ☐ The agency where I am employed is a provider of HIV prevention services.
- 12 ☐ The agency where I am employed is provider of ☐ housing and/or ☐ homeless services.
- 13 ☐ The agency where I am employed has HIV programs funded by Federal sources (other than Ryan White).
- 14 ☐ I work for or am otherwise affiliated with a health care provider that is a Federally Qualified Health Center (FQHC) or a Community Health Clinic (CHC).
- 15 ☐ As someone who is employed as an advocate for incarcerated PWLH and/or as a PWLH who has been incarcerated in the past three years, I can represent the interests of incarcerated PWLH.
- 16 ☐ I am able to represent the interests of Ryan White Part C grantees.
- 17 ☐ I am able to represent the interests of Ryan White Part D grantees.
- 18 ☐ I am able to represent the interests of Ryan White Part F grantees given my affiliation with:
☐ one of LA County's AETC grantees/sub-grantees ☐ a HRSA SPNS grantee
☐ Part F dental reimbursement provider ☐ HRSA-contracted TA vendor
- 19 ☐ As an HIV community stakeholder, I have experience and knowledge given my affiliation with:
(Check all that apply)
☐ union or labor interests
☐ provider of employment or training services
☐ faith-based entity providing HIV services
☐ organization providing harm reduction services
☐ an organization engaged in HIV-related research
☐ the business community
☐ local elementary-/secondary-level education agency
☐ youth-serving agency, or as a youth.

9. **Training Requirements:** The Commission requires all members to complete the following trainings, which can be fulfilled if the trainings were provided by other institutions. Applicants will not be penalized for no prior training, but must take it once appointed.

9a. **Have you completed an “Introduction to HIV/STI,” “HIV/STI 101,” or a related basic informational HIV/STI training before? (If so, include Certificate of Completion; if not, the Commission provides the training)** ☐ Yes ☐ No

9b. **Have you completed a Health Insurance Portability and Accountability Act (HIPAA) training before? (If so, please include Certificate of Completion; if not, the Commission will provide the training)** ☐ Yes ☐ No

9c. **Have you completed a “Protection of Human Research Subjects” training before? (If so, please include Certificate of Completion; if not, the Commission will provide the training)** ☐ Yes ☐ No

Section 4: Biographical Information

10. **Personal Statement:** The “personal statement” is a snapshot of your goals of your Commission participation, against which you can measure your effectiveness as a Commission member. This statement may be included on the Commission’s website in the member section. Provide a short (50-word maximum) statement expressing why you want to be a Commission member:

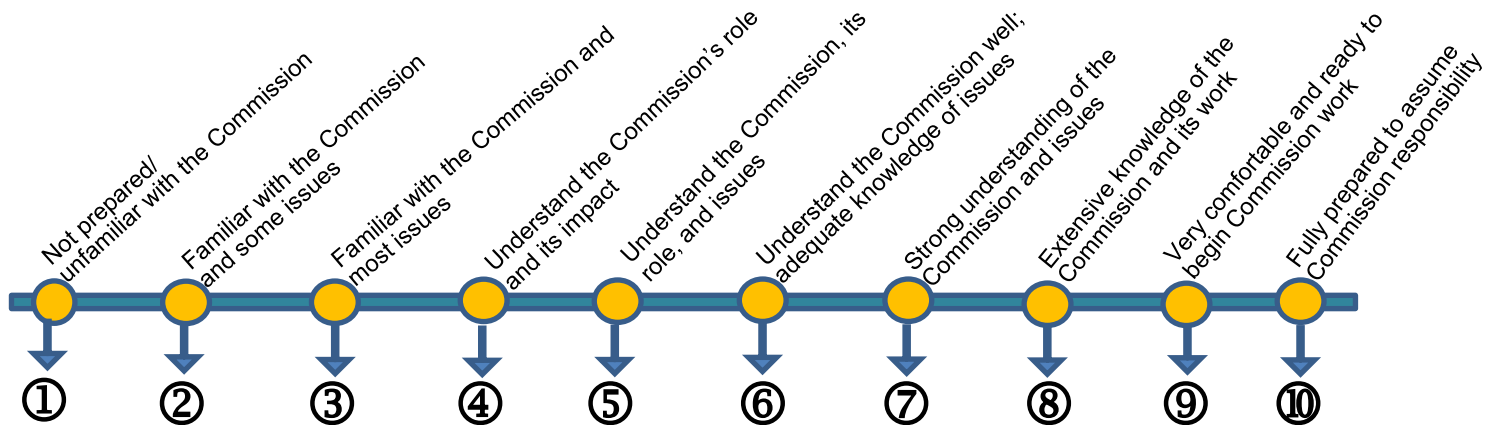
11. **Biography/Resume:** If you would like, you can indicate below that you are updating this section from your original or renewal application, or simply write a new paragraph. You may—but it is not required—attach a new/updated resume. You may continue on an additional page, if necessary. As you feel appropriate, please provide a short biography detailing your background, and how it has prepared you for service on the Commission:

12. **Additional Information:** In this section, please provide any additional information about yourself—or update information from your original or renewal application—that you feel will enhance the application review. If you choose not to include any additional information, indicate it here with “N/A”. Your additional information may continue on an additional page, if necessary:

Section 5: New Member Applicant (Only to be completed by new member applicant)

13. **How prepared do you feel you are to serve as a member of the Commission, if appointed?**

A candidate’s “preparedness” for Commission service is assessed—for this response—according to the 10-point scale located on the next page, which indicates that those who are the “least” prepared (“1” on the scale) are “not familiar” with the Commission and the issues that it reviews. The more prepared a candidate is—as indicated on the scale (moving towards “10” from “1”)—s/he should demonstrate increased familiarity with the Commission and its content, evolving into “understanding” and “comfort” with the role of the Commission and its practices, and “limited” to “extensive” knowledge about the topics it addresses. Mark the circle that represents where you feel you fall on this scale of “preparedness” (“1” is “not prepared” ➔ “10,” “fully prepared”)



14. **Describe any personal/professional experience that you believe has prepared you to perform effectively as a member of the Commission. Continue on an additional page if necessary.**

-
15. **What do you anticipate your greatest hurdles will be acclimating to your new role on the Commission? How do you think you will overcome them? Continue on an additional page if necessary.**

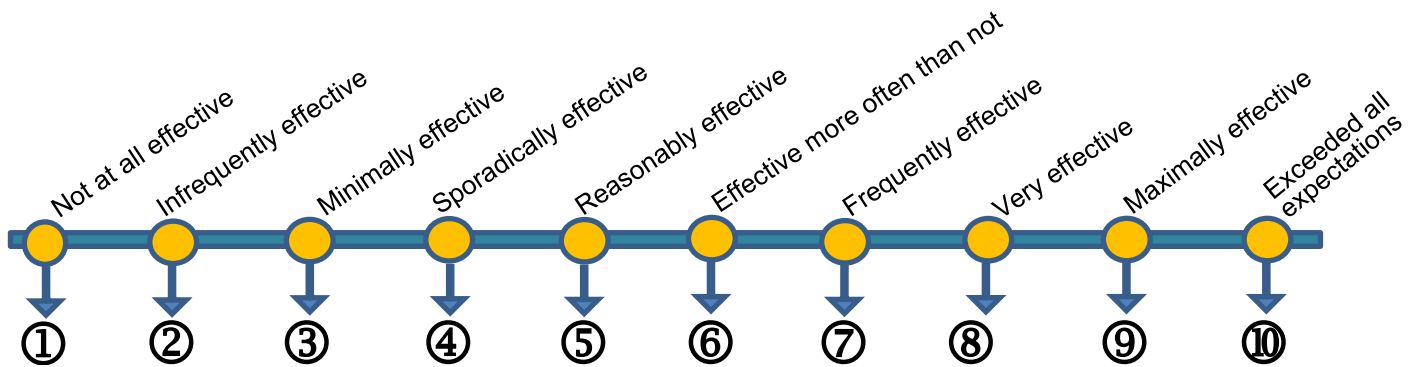
-
16. **How will your Commission membership benefit the lives of LA County residents with HIV/STDs and/or who are at high-risk of HIV-/STD-infection? Continue on an additional page if necessary.**

17. Which of your strengths do you feel will enhance your Commission performance? What skills will you need to develop further for optimal Commission performance? Continue on an additional page if necessary.

18. Candidates are also nominated to fill Alternate seats as well: if you were nominated for an Alternate seat, would you be willing to serve in that capacity? ☐ Yes ☐ No

Section 6: Renewal Applicant (Only to be completed by renewal applicant)

19. How effective do you feel you were during your most recent term on the Commission? Mark the circle that you feel is the best assessment of your Commission participation and engagement in the last term (1 is least effective ➡ 10 is most effective)



20. Explain why you rated yourself the way you did in Question #16. Continue on an additional page, if necessary.

21. **In your last term, what would you have done differently and what would you have improved, if anything (e.g., quality, communication skills, participation)?** Continue on an additional page, if necessary..

22. **In your last term, what, if any, barriers and/or obstacles prevented you from fully carrying out your Commission responsibilities as you would have liked?** Continue on an additional page, if necessary.

23. **What can the Commission do to help improve your effectiveness and/or level of contribution/accomplishment in your next term?** Continue on an additional page, if necessary.

24. **Candidates are also nominated to fill Alternate seats as well: if you were nominated for an Alternate seat, would you be willing to serve in that capacity?**



LOS ANGELES COUNTY COMMISSION ON HIV OPERATIONS COMMITTEE

Youth/Young Adults Recommendation on Outreach, Engagement + Retention
From 8/27/20 Ops Committee Discussion

GENERAL QUESTIONS:

1. Why do you do what you do and what keeps you doing it?
2. What is/are the most successful ways to bring you on board?
3. How do we overcome the challenges that we are facing for you to participate?
4. How do we bring Youth/Young Adults on board and involved in planning activities?
5. How do we make the Commission more rich, engaging, alive, appealing, and accessible to Youth/Young Adults?

RECOMMENDATIONS:

- Incorporate a more inclusive recruitment messaging inviting community members, i.e. testers, support group facilitators, peer advocates, who are not managers and senior level staff to participate in and apply to the Commission.
- Attend and actively participate in Youth/Young Adult consumer advisory boards and other community events to share the important work the Commission is doing; this displays an authentic engagement in the community
- Provide leadership and professional career development as an incentive to better engage and recruit the community
- Create a peer-to-peer mentorship program to engage and recruit the community
- Use “collaborative partner/ship” instead of mentorship
- Initiate a conversation with DHSP on revising provider contracts to allow broader use of social media. Restrictions are a barrier to program recruitment and retention as 80% to 90% of Youth/Young Adults connect through social media.
- Conduct Commission-related meetings at less formal venues to attract community involvement
- Attentiveness to “tone” in how the Commission communicates to and with the community 18-29; treat this community as adults and not kids
- Provide monetary incentives
- Allow youth/young adults lead in outreach and messaging.
- Prioritize youth/young adult new members applications
- Don’t forget middle to high school aged youth. The California Healthy Youth Act requires they receive information so collaboration with the Los Angeles Unified School District (LAUSD) Student Board could link the Commission with already engaged students who might be interested in other types of work. The Department of Public Health (DPH) also has a Youth Advisory Council with representatives from each Service Planning (SPA). These offer opportunities to empower youth and encourage them towards public health careers and leadership.



Virtual Training Schedule for Commissioners and Community Members

These trainings are **highly recommended**. The Ryan White HIV/AIDS Program Part A Manual stipulates the provision of a thorough orientation to new and returning planning council members and ongoing formal training to attain skills necessary to perform their duties.

September 2 @ 2pm to 3:30pm REGISTER HERE: https://tinyurl.com/y4rdbl6u	Commission on HIV (COH) Overview Learn about the purpose of the COH, its ordinance and bylaws, and structure. Learn about integrated HIV prevention and care community planning.
September 14 @ 10am to 11:30am REGISTER HERE: https://tinyurl.com/yxnnleq5	Ryan White CARE Act Legislation Overview Learn about the landmark law that establishes lifesaving care for people living with HIV in the United States.
October 1 @ 10am to 11:30am REGISTER HERE: https://tinyurl.com/yy18gu9r	Membership Structure and Responsibilities Learn about the duties of a Commissioner, the 51 seats on the body, and the functions of the Operations Committee. Learn how different member perspectives help facilitate a sound integrated HIV/STD prevention and care planning process. Understand the concepts of Parity, Inclusion, Reflectiveness, and Representation.
October 29 @ 10am to 11:30am REGISTER HERE: https://tinyurl.com/yyhgv8sb	Priority Setting and Resource Allocation (PSRA) Process Ryan White HIV/AIDS Program resources are limited and need is severe. Learn about the responsibility of planning councils to use sound information and a rational decision-making process when deciding which services and other program categories are priorities (priority setting) and how much to fund them (resource allocation).
November 5 @ 10am to 11:30am REGISTER HERE: https://tinyurl.com/y3c7f632	Service Standards Development Process Learn why the COH develops service standards for HIV services, the functions of the Standards and Best Practices Committee, and how community members help shape standards of care in Los Angeles County.
November 19 @ 10am to 11:30am REGISTER HERE: https://tinyurl.com/yyh64om6	Policy Priorities and Legislative Docket Development Process Learn about the functions of the Public Policy Committee and how the COH's policy priorities and legislative positions are developed. Learn about the Board of Supervisors guidance for Commissions on taking positions on legislative bills.