



LOS ANGELES COUNTY
COMMISSION ON HIV



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OPERATIONS COMMITTEE Virtual Meeting

Thursday, March 25, 2021

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

*Meeting Agenda + Packet will be available on our website at:
<http://hiv.lacounty.gov/Operation-Committee>

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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. For those calling into the meeting via telephone, you will not be able to provide live public comment. However, you may 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, March 25, 10:00 AM – 12:00 PM

To Register + Join by Computer:

<https://tinyurl.com/58xxn8rt>

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

To Join by Phone: +1-213-306-3065

Access code: 145 941 8177

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

AGENDA POSTED: March 19, 2021

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 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 – 10:35 AM
A. Commission and Committee Activities + Updates
 • 2021 COH Work Plan
B. HealthHIV Planning Council Assessment Survey | Reminder
6. **Co-Chair's Report** 10:35 AM – 10:50 AM
A. Welcome New Member
B. "So You Want to Talk About Race?" | Reading Activity
C. 2021 Work Plan | REVIEW
7. **Membership Management Report** 10:50 AM – 11:30 AM
A. Attendance Letters | Updates
 • Eduardo Martinez
 • Tony Spears
B. Change in Membership Seat Assignments | Updates
C. Membership Application Redesign Work Group | Updates
D. New Member Welcome Virtual Orientation – 3.30.21 @ 10am-12pm

V. DISCUSSIONS

8. **Recruitment, Retention and Engagement** 11:30 AM – 11:45 AM
A. Outreach Efforts & Strategies Amid a New Virtual Normal
B. Community Engagement Opportunities

VI. NEXT STEPS

9. Task/Assignments Recap
10. Agenda Development for the Next Meeting

VII. ANNOUNCEMENTS

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

VIII. ADJOURNMENT

12. Adjournment for the meeting of March 25, 2021

PROPOSED MOTIONS	
MOTION #1:	Approve the Agenda Order, as presented or revised.
MOTION #2:	Approve the Operations Committee minutes, as presented or revised.



LOS ANGELES COUNTY COMMISSION ON HIV



3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
HIVCOMM@LACHIV.ORG • <http://hiv.lacounty.gov> ORG • VIRTUAL WEBEX MEETING

Presence at virtual meetings is recorded based on the attendance roll call. Only members of the Commission on HIV are accorded voting privileges and must verbally acknowledge their attendance in order to vote.
Approved meeting minutes are available on the Commission's website; meeting recordings are available upon request.

Draft

OPERATIONS COMMITTEE MEETING MINUTES

February 25, 2021

MEMBERS PRESENT	MEMBERS PRESENT (cont.)	PUBLIC	COMM STAFF/ CONSULTANTS
Carlos Moreno, <i>Co-Chair</i>	Joseph Green	Alasdair Burton	Cheryl Barrit, MPIA
Juan Preciado, <i>Co-Chair</i>	Justin Valero, MA	Justin King	Dawn McClendon
Miguel Alvarez (Alt.)		Mark Mintline, DDS	Jane Nachazel-Ruck
Danielle Campbell, MPH	MEMBERS ABSENT		
Michele Daniels	Kayla Walker-Heltzel, MPH (Alt.)		DHSP STAFF
Bridget Gordon			None

*Some participants may not have been captured electronically. Attendance can be corrected by emailing the Commission.

CONTENTS OF COMMITTEE PACKET

- 1) **Cover Page:** Operations Committee Virtual Meeting, 2/25/2021
- 2) **Agenda:** Operations Committee Meeting Agenda, 2/25/2021
- 3) **Minutes:** Operations Committee Meeting Minutes, 1/28/2021
- 4) **Table:** Conflicts of Interest, *Updated 2/17/2021*
- 5) **Table:** Los Angeles County Commission on HIV (COH) 2021 Master Work Plan, Draft/For Review and Discussion Only, 1/5/2021
- 6) **Table:** HealthHIV IHAP-TAC, Planning Body Assessment Steps/Anticipated Timeline, 2020-2021
- 7) **Table:** Los Angeles County Commission on HIV 2021 Work Plan (WP), Operations Committee, Draft for Operations Meeting, 1/28/2021
- 8) **Policy/Procedure:** #08.3204: Commission and Committee Meeting Absences, *Approved 7/11/2019*
- 9) **Letter:** Eduardo Martinez, 2/3/2021
- 10) **Letter:** Tony Spears, 2/3/2021
- 11) **Letter:** Amiya Wilson, 2/3/2021
- 12) **Letter:** Michele Daniels, 2/3/2021
- 13) **Letter:** Diamante Johnson, 2/4/2021
- 14) **Roster:** 2021 Membership Roster, *For Internal Use Only 2/8/2021*
- 15) **Roster:** 2021 Membership Roster, *Updated 2/8/2021*
- 16) **Table:** Planning Council/Planning Body Reflectiveness, *Updated 1/26/2021*
- 17) **Membership Application:** Draft Membership Application, 2/25/2021

CALL TO ORDER – INTRODUCTIONS – CONFLICTS OF INTEREST: Messrs. Moreno and Preciado called the meeting to order at 10:10 am. Committee Members introduced themselves and identified care and/or prevention conflicts of interest.

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 1/28/2021 Operations Committee Meeting Minutes with the date corrected from 2020 to 2021 (*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 NEW BUSINESS ITEMS

- 4. OPPORTUNITY FOR COMMISSIONERS TO RECOMMEND ITEMS FOR FUTURE AGENDAS, OR ITEMS REQUIRING IMMEDIATE ACTION DUE TO AN EMERGENCY, OR IF NEED FOR ACTION AROSE AFTER POSTING AGENDA:** There were no new items.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

- Ms. Barrit acknowledged the birthdays today of both Sonja Wright and Jane Nachazel-Ruck. This is also part of Ms. Nachazel-Ruck's last month of covering meetings. She will retire at the end of March 2021.

A. Commission and Committee Updates

- Ms. Barrit highlighted the work of the Standards and Best Practices (SBP) Committee as it reviews and revises Standards of Care (SOCs) throughout the year. To date, SOC's identified for review in 2021 were: Home-Based Case Management, Benefits Specialty Services, and Substance Abuse Treatment – Residential.
- There will be ample opportunities for Commissioners to contribute to SOC expert review and/or public comment.
- (i) ***So You Want to Talk About Race? – Book Reading Activity***
 - Ms. Barrit noted approval of a motion at the 2/11/2021 Commission Meeting to read ten or so pages of this book at each full and Committee meeting. The intent is to complement and enhance the conversations and training from the Human Relations Commission, and to maintain the Commission's commitment to address racism.
 - Ms. Gordon will lead a discussion at the afternoon's Executive Committee on implementation.
 - Ms. McClendon has emailed an offer to procure a hard copy or an e-book, if needed.
- (ii) **2021 Commission Work Plan**
 - The Master Plan in the packet combines all the major activities that involve all Commissioners at the table.
 - She noted Item 6: Implement activities aimed at integrated prevention and care planning, Priority Setting and Resource Allocations (PSRA). The Commission is envisioned as integrated and all are called to help realize that.
 - The Planning, Priorities and Allocations (PP&A) Committee launched a Prevention Planning Work Group to foster integration. It is hosting its first community meeting. DHSP will present on its prevention portfolio and an overview of the Los Angeles County (LAC) Ending the HIV Epidemic (EHE) Plan (Item 3). Understanding the Plan will help in Commission development of its operational plan. An EHE Plan Executive Summary was on the DHSP website.
 - Work will also continue on implementing recommendations from both the Aging Task Force and the Black African American Community (BAAC) Task Force (Item 7).
 - ➡ The Prevention Planning community meeting will be 3/22/2021, 5:30 to 7:00 pm. All were urged to attend.

B. HealthHIV Planning Council Assessment Survey – Reminder

- Ms. Barrit noted HealthHIV staff presented at the 2/11/2021 Commission Meeting and reviewed Member participation expectations. She thanked all who submitted the survey, but 100% participation is needed for an accurate assessment.
- HealthHIV staff will also be reaching out to select Commissioners to participate in key informant interviews. Staff offered recommendations to Commission and Operations Co-Chairs. A final list of suggested interviewees representing diverse perspectives was submitted to Eve Kelly. HealthHIV staff will report back on activities throughout the process.
- Mr. Moreno commented that the survey felt heavy to him as though he were expected to solve every issue. He thought it would help to remind everyone that they are not alone and their input adds to the overall response picture.
- ➡ Commissioners who have not completed the HealthHIV survey should do so soon. Staff will send another reminder.
- ➡ Ms. Barrit will ask Ms. Kelly if HealthHIV offers phone assistance in filling out the survey for those who might have difficulty with the SurveyMonkey format. If not, Mr. Preciado offered his assistance.

C. **Ending the HIV Epidemic (EHE) – Updates:** EHE focused strategic planning continues per the Master Work Plan, Item 3.

6. **CO-CHAIR REPORT**

A. **2021 Work Plan**

- The Co-Chairs reviewed the 2021 Operations Work Plan. Cross-throughs indicate progress on: Item 1, with the HealthHIV survey distributed; and, Item 3, with the draft Membership Application submitted to the Consumer Caucus for review and feedback on 2/11/2021, and feedback received as discussed under the agenda item.
- Ms. Barrit noted under Item 5, Consumer Leadership and Training, the Consumer Caucus requested the NMAC Building Leaders Of Color (BLOC) training for Commissioners and the broader community. Ms. Barrit has submitted the request.
- Item 6, the Reflectiveness table in the packet was updated 1/26/2021. It informs Parity, Inclusion, and Representation.
- ➡ Ms. Barrit has not yet heard back from NMAC about the BLOC training so will follow-up.

7. **MEMBERSHIP MANAGEMENT REPORT**

- Motions under this item will next elevate to the Executive Committee for approval. Assuming that, they will elevate to the 3/11/2021 Commission for approval. Finally, assuming that, they will elevate to the Board of Supervisor (Board) for action.
- A. **Attendance Letters:** Letters were sent to the following Members advising them of absences in excess of Policy/Procedure #08.3204 requirements and options for response to maintain their membership. Letters were in the packet for review.

(i) **Eduardo Martinez**

- Mr. Martinez has not responded as yet.
- ➡ The Committee will move to vacate the seat if he does not respond by the next meeting.

(ii) **Tony Spears**

- Mr. Spears responded to Ms. Barrit per the letter's instructions. He expressed interest in remaining on the Commission, but noted challenges in his personal life as well as challenges in accessing the meetings virtually.
- ➡ Staff will provide Mr. Spears with a one-on-one tutorial to assist him in accessing meetings virtually.

(iii) **Amiya Wilson**

- Ms. Wilson also responded to Ms. Barrit with interest in staying on the Commission despite personal challenges. In fact, she asked that her absences be waived, but policy prohibits waiving unexcused absences after the fact.
- ➡ Ms. Barrit offered a move from a full to an Alternate seat, as reflected in Motion #6. That will allow staff to offer Ms. Wilson more support while making the full seat available to someone able to be more active. While Ms. Wilson did not formally respond to the offer, she did attend the last SBP and Commission Meetings so wishes to be active.

B. **Seat Vacate**

(i) **Michele Daniels**

- Ms. Daniels attended this meeting and advocated for remaining on the Commission. She noted she had emailed a response to Ms. Barrit, but was having challenges including with her phone.
- She agreed to move from a full to an Alternate seat in order to remain active until she overcomes her obstacles.
- ➡ As Ms. Daniels will no longer be on a full seat, she will no longer be eligible to fill the Executive At-Large position and that position is therefore vacated.

MOTION #3: Approve Seat Vacate, Michele Daniels, and elevate to Executive Committee for approval (**Amended**).

MOTION #3A: Approve recommendation to change membership seat of Michele Daniels from Unaffiliated Consumer, SPA 1 to Alternate, and elevate to Executive Committee for approval (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

(ii) **Diamante Johnson**

- Ms. McClendon noted Mr. Johnson has had excessive absences. He was previously given a Leave of Absence, but it has since expired. The letter in the packet was the second to him on this matter.
- He was also invited to attend today in order to defend his seat, but has not responded.

MOTION #4: Approve Seat Vacate, Diamante Johnson, and elevate to Executive Committee for approval (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

C. **Change in Membership Seat Assignments**

(i) **Thomas Green to Provider Representative #5**

- Ms. McClendon noted this is one of the motions reflecting the Committee's consideration of full seats for Members who have served actively as Alternates over a period of time.

MOTION #5: Approve recommendation to change membership seat of Thomas Green from Alternate (#15) to Provider Representative #5, as presented (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

(ii) Amiya Wilson to Alternate (#20)

- This Motion reflects the change discussed under Item 7.A.iii. above.

MOTION #6: Approve recommendation to change membership seat of Amiya Wilson from HIV Stakeholder #6 to Alternate (#20), as presented (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

(iii) Alasdair Burton to Alternate (#21)

- Mr. Burton has been very active as an Alternate behind Pamela Coffey who has not attended regularly in the past. Ms. McClendon was pleased to report that Ms. Coffey's attendance has improved, but that reduces Mr. Burton's opportunity to fully participate and vote. By moving him behind a vacant full seat, he will retain full voting and participation privileges while maximizing available seats for new applicants.
- Mr. Burton acknowledged he was willing to shift to another Alternate seat in order to maintain his ability to vote. He would eventually, however, appreciate being placed on a full seat.

MOTION #7: Approve recommendation to change membership seat of Alasdair Burton from Alternate (#24) to Alternate (#21), as presented (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

(iv) Nestor Kamurigi to Unaffiliated Consumer, Supervisorial District 2

- This is another of the motions proposing full seats for Members who have already served actively as Alternates.

MOTION #8: Approve recommendation to change membership seat of Nestor Kamurigi from Alternate (#28) to Unaffiliated Consumer, Supervisorial District 2, as presented (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

(v) Miguel Alvarez to HIV Stakeholder #8

- This is another of the motions proposing full seats for Members who have already served actively as Alternates.
- Mr. Alvarez was in attendance and looked forward to assuming a full seat.

MOTION #9: Approve recommendation to change membership seat of Miguel Alvarez from Alternate (#51) to HIV Stakeholder #8, as presented (**Passed: Yes** – Alvarez, Campbell, Daniels, Green, Valero, Moreno, Preciado; **No** - none; **Abstentions** - none).

D. Membership Application Redesign Work Group – Updates

(i) Consumer Caucus Feedback

- As noted above under Item 6.A. 2021 Work Plan, the Work Group forwarded its final draft to the 2/11/2021 Consumer Caucus Meeting for review and feedback.
- Ms. Barrit reported that, overall, the Caucus felt the revision was going in the right direction. It was suggested that the application make the availability of staff assistance in completing the Application more prominent.
- Mr. Green was uncertain which Caucus had suggested these items, but recalled suggestions: 1. For the Application to be fillable online; and, 2. For the Application to be available in Spanish.
- ➡ The Work Group anticipates finalizing the Application for a motion at the next meeting. It will include emphasis on available staff assistance, planned English and Spanish iterations, and the ability to complete and submit it online

E. Member Picture IDs – Follow-up

- Ms. McClendon checked with Human Resources (HR). COVID-19 interrupted roll-out of its new digital photo system. Appointments were available to take pictures, if desired, but there was no estimate for delivery of new badges.
- Mr. Valero asked if Commissioners were supposed to wear their badges at in-person meetings. Ms. McClendon replied the Commission does not require them at its own meetings, but it is good to wear the badge when representing the Commission at other meetings, especially at the Hall of Administration or other LAC buildings.
- Technically, when appointed, the Board should contact Commissioners directly to schedule a Live Scan and to take a picture for the person's official identification badge. That does not always occur so Commission staff tries to fill gaps.
- ➡ Anyone who wants a picture taken can contact Ms. McClendon. All pictures are taken at the Hall of Administration.
- ➡ Ms. McClendon will follow-up on LAC identification badges for all Commissioners once HR begins issuing them again.

V. DISCUSSIONS

8. RECRUITMENT, RETENTION, AND ENGAGEMENT

A. Outreach Efforts and Strategies Amid a New Virtual Normal

- Mr. Preciado noted several people at the 2/11/2021 Commission Meeting were interested in Commissioners attending their Consumer Advisory Boards (CABs). Materials are available to assist Commissioners with presentations.
- Frankie Darling-Palacios has been working with a youth board that was previously unaware of the Commission. There has also been contact with a women's CAB at the University of California, Los Angeles (UCLA).
- Mr. Moreno noted discussion at the Consumer Caucus about developing a short, electronic outreach form to support Commissioners with information when they are interacting online with people.
- A YouTube video from 2017 was also redistributed and picked up by many people to use for outreach. Several Consumer Caucus Members were in the video, but had not seen it due to prior lack of distribution.
- Ms. Barrit noted the video reflected multiple testimonies taken by Commission staff during the Los Angeles County HIV/AIDS Strategy (LACHAS) Call to Action Meetings. It remains available, but DHSP has moved past LACHAS to EHE.
- Mr. Preciado felt the video can serve as a good starting point to develop media outreach work. He encouraged anyone with media campaign ideas to submit them.
- He asked if the Commission still had a Rainbow Sound and Lights agreement. Ms. McClendon said the Commission has not used its services since meetings went virtual, but it is still approved to work with the Commission, if needed.

9. MENTORSHIP AKA PEER COLLABORATOR/BUDDY PROGRAM

- Mr. Preciado reminded everyone that this program is ongoing. Contact staff if interested in being a mentor or mentee.
- A. Orientation– Updates:** Mr. Green said this second virtual Orientation was held on 2/24/2021. Attendees were: Alasdair Burton; Kevin Donnelly; Alexander Luckie Fuller; Grissel Granados, MSW; and Ernest Walker, MPH. It was well received.

VI. NEXT STEPS

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

11. AGENDA DEVELOPMENT FOR NEXT MEETING

- ➡ The next meeting's agenda will include: motion regarding Mr. Martinez' seat; motion regarding final revised Membership Application; dedicated time to review recommendations targeted to Operations from the BAAC Task Force.

VII. ANNOUNCEMENTS

12. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS: The body thanked Ms. Nachazel-Ruck for her service and wished her a Happy Birthday.

VIII. ADJOURNMENT

13. ADJOURNMENT: The meeting adjourned at 11:37 am.



LOS ANGELES COUNTY COMMISSION ON HIV



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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)**



COMMISSION MEMBER "CONFLICTS-OF-INTEREST"

Updated 3/4/21

The following list identifies "conflicts-of-interest" for Commission members who represent agencies with Part A/B –and/or CDC HIV Prevention-funded service contracts with the County of Los Angeles. According to Ryan White legislation, HRSA guidance and Commission policy, Commission members are required to state their "conflicts-of-interest" prior to priority- and allocation-setting and other fiscal matters concerning the local HIV continuum of care, and to recuse themselves from discussions involving specific service categories for which their organizations have service contracts.

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
ALVAREZ	Miguel	No Affiliation	No Ryan White or prevention contracts
ALVIZO	Everardo	Long Beach Health & Human Services	Ambulatory Outpatient Medical (AOM)
			Benefits Specialty
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			HIV and STD Prevention
			HIV Testing Social & Sexual Networks
BALLESTEROS	AI	JWCH, INC.	HIV Testing Storefront
			HIV Testing & Syphilis Screening, Diagnosis, & inked Referral...(CSV)
			STD Screening, Diagnosis, and Treatment
			Health Education/Risk Reduction (HERR)
			Mental Health
			Oral Healthcare Services
			Transitional Case Management
			Ambulatory Outpatient Medical (AOM)
			Benefits Specialty
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Transportation Services
BURTON	Alasdair	No Affiliation	No Ryan White or prevention contracts
CAMPBELL	Danielle	UCLA/MLKCH	Oral Health Care Services
			Medical Care Coordination (MCC)
			Ambulatory Outpatient Medical (AOM)
			Transportation Services

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
CATALDO	Raquel	Tarzana Treatment Center	Ambulatory Outpatient Medical (AOM)
			Benefits Specialty
			Case Management, Home-Based
			HIV Testing Storefront
			STD Screening, Diagnosis and Treatment
			Health Education/Risk Reduction
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Mental Health
			Substance Abuse, Transitional Housing (meth)
			Transitional Case Management-Jails
			Transportation Services
COFFEY	Pamela	Unaffiliated consumer	No Ryan White or prevention contracts
DANIELS	Michele	Unaffiliated consumer	No Ryan White or prevention contracts
DARLING-PALACIOS	Frankie	Los Angeles LGBT Center	Ambulatory Outpatient Medical (AOM)
			HIV Testing Storefront
			HIV Testing Social & Sexual Networks
			STD Screening, Diagnosis and Treatment
			Health Education/Risk Reduction
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Promoting Healthcare Engagement Among Vulnerable Populations
			Transportation Services
DAVIES	Erika	City of Pasadena	HIV Testing Storefront
			HIV Testing & Sexual Networks
DONNELLY	Kevin	Unaffiliated consumer	No Ryan White or prevention contracts
FINDLEY	Felipe	Watts Healthcare Corporation	Transportation Services
			Ambulatory Outpatient Medical (AOM)
			Medical Care Coordination (MCC)
			Oral Health Care Services
			Biomedical HIV Prevention
			STD Screening, Diagnosis and Treatment

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
FULLER	Luckie	Los Angeles LGBT Center	Ambulatory Outpatient Medical (AOM)
			HIV Testng Storefront
			HIV Testing Social & Sexual Networks
			STD Screening, Diagnosis and Treatment
			Health Education/Risk Reduction
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Promoting Healthcare Engagement Among Vulnerable Populations
			Transportation Services
GARTH	Gerald	AMAAD Institute	No Ryan White or Prevention Contracts
GATES	Jerry	AETC	Part F Grantee
GONZALEZ	Felipe	Unaffiliated consumer	No Ryan White or Prevention Contracts
GORDON	Bridget	Unaffiliated consumer	No Ryan White or prevention contracts
GRANADOS	Grissel	Children's Hospital Los Angeles	Ambulatory Outpatient Medical (AOM)
			HIV Testing Storefront
			STD Screening, Diagnosis and Treatment
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Transitional Case Management-Youth
			Promoting Healthcare Engagement Among Vulnerable Populations
GREEN	Joseph	Unaffiliated consumer	No Ryan White or prevention contracts
GREEN	Thomas	APAIT (aka Special Services for Groups)	HIV Testing Storefront
			Mental Health
			Transportation Services
HACK	Damontae	Unaffiliated consumer	No Ryan White or prevention contracts
HALFMAN	Karl	California Department of Public Health, Office of AIDS	Part B Grantee
JOHNSON	Diamante	Unaffiliated consumer	No Ryan White or prevention contracts
KAMURIGI	Nestor	No Affiliation	No Ryan White or prevention contracts
KOCHEMS	Lee	Unaffiliated consumer	No Ryan White or prevention contracts
KING	William	W. King Health Care Group	No Ryan White or prevention contracts
LEE	David	Charles R. Drew University of Medicine and Science	HIV Testing Storefront
			HIV Testing Social & Sexual Networks

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
MARTINEZ	Eduardo	AIDS Healthcare Foundation	Ambulatory Outpatient Medical (AOM)
			Benefits Specialty
			Medical Care Coordination (MCC)
			Mental Health
			Oral Healthcare Services
			STD Screening, Diagnosis and Treatment
			HIV Testing Storefront
			HIV Testing Social & Sexual Networks
			Sexual Health Express Clinics (SHEX-C)
			Transportation Services
			Medical Subspecialty
			HIV and STD Prevention Services in Long Beach
MILLS	Anthony	Southern CA Men's Medical Group	Biomedical HIV Prevention
			Ambulatory Outpatient Medical (AOM)
			Medical Care Coordination (MCC)
			Promoting Healthcare Engagement Among Vulnerable Populations
			Sexual Health Express Clinics (SHEX-C)
			Transportation Services
MORENO	Carlos	Children's Hospital, Los Angeles	Ambulatory Outpatient Medical (AOM)
			HIV Testing Storefront
			STD Screening, Diagnosis and Treatment
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Transitional Case Management - Youth
			Promoting Healthcare Engagement Among Vulnerable Populations
MURRAY	Derek	City of West Hollywood	No Ryan White or prevention contracts
NASH	Paul	University of Southern California	Biomedical HIV Prevention
			Oral Healthcare Services

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
NELSON	Katja	APLA Health & Wellness	Case Management, Home-Based
			Benefits Specialty
			HIV Testing Storefront
			HIV Testing Social & Sexual Networks
			STD Screening, Diagnosis and Treatment
			Sexual Health Express Clinics (SHEx-C)
			Health Education/Risk Reduction
			Health Education/Risk Reduction, Native American
			Biomedical HIV Prevention
			Oral Healthcare Services
			Ambulatory Outpatient Medical (AOM)
			Medical Care Coordination (MCC)
			HIV and STD Prevention Services in Long Beach
			Transportation Services
			Nutrition Support
PERÉZ	Mario	Los Angeles County, Department of Public Health, Division of HIV and STD Programs	Ryan White/CDC Grantee
PRECIADO	Juan	Northeast Valley Health Corporation	Ambulatory Outpatient Medical (AOM)
			Benefits Specialty
			Medical Care Coordination (MCC)
			Oral Healthcare Services
			Mental Health
			Biomedical HIV Prevention
			STD Screening, Diagnosis and Treatment
			Transportation Services
RAY	Joshua	Unaffiliated consumer	No Ryan White or prevention contracts
RODRIGUEZ	Isabella	No Affiliation	No Ryan White or prevention contracts
ROSALES	Ricky	City of Los Angeles AIDS Coordinator	No Ryan White or prevention contracts
SATTAH	Martin	Rand Schrader Clinic LA County Department of Health Services	Ambulatory Outpatient Medical (AOM)
			Medical Care Coordination (MCC)

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
SAN AGUSTIN	Harold	JWCH, INC.	HIV Testing Storefront
			HIV Testing & Syphilis Screening, Diagnosis, & inked Referral...(CSV)
			STD Screening, Diagnosis and Treatment
			Health Education/Risk Reduction
			Mental Health
			Oral Healthcare Services
			Transitional Case Management
			Ambulatory Outpatient Medical (AOM)
			Benefits Specialty
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Transportation Services
SPENCER	LaShonda	Oasis Clinic (Charles R. Drew University/Drew CARES)	HIV Testing Storefront
			HIV Testing Social & Sexual Networks
SPEARS	Tony	Capitol Drugs	No Ryan White or prevention contracts
STALTER	Kevin	Unaffiliated consumer	No Ryan White or prevention contracts
STEVENS	Reba	No Affiliation	No Ryan White or prevention contracts
ULLOA	Maribel	HOPWA-City of Los Angeles	No Ryan White or prevention contracts
VALERO	Justin	California State University, San Bernardino	No Ryan White or prevention contracts
VELAZQUEZ	Guadalupe	Unaffiliated consumer	No Ryan White or prevention contracts
WALKER	Kayla	No Affiliation	No Ryan White or prevention contracts
WALKER	Ernest	Men's Health Foundation	Biomedical HIV Prevention
			Ambulatory Outpatient Medical (AOM)
			Medical Care Coordination (MCC)
			Promoting Healthcare Engagement Among Vulnerable Populations
			Sexual Health Express Clinics (SHEX-C)
			Transportation Services
WILSON	Amiya	Unique Women's Coalition	No Ryan White or prevention contracts



LOS ANGELES COUNTY COMMISSION ON HIV (COH) 2021 MASTER WORK PLAN

DRAFT/FOR REVIEW and DISCUSSION ONLY (1.5.21)

Co-Chairs: Bridget Gordon & David Lee		
Approval Date:		Revision Dates:
Purpose of Work Plan: To focus and prioritize key activities for COH Committees and subgroups for 2021.		
Prioritization Criteria: Select activities that 1) represent the core functions of the COH; 2) advance the goals of the local Ending the HIV Epidemic (EHE) Plan; and 3) align with COH staff and member capacities and time commitment; 4) ongoing COVID public health emergency response and recovery priorities.		
#	TASK/ACTIVITY	TARGET COMPLETION DATE
1	Collaborate with the Human Relations Commission and other trainers to design and implement trainings and facilitated discussions on managing conflicts, interpersonal relationships, and implicit bias.	Start February/Ongoing
2	Planning Council effectiveness evaluation technical assistance provided by HealthHIV. <ul style="list-style-type: none">Will evaluate the effectiveness of the structure, policies and procedures, membership, and stakeholder/consumer engagement integrated HIV planning groups.	June
3	Conduct EHE focused strategic planning for the Commission. <ul style="list-style-type: none">Strategic planning sessions will lead to the development of an EHE operational plan for the Commission.Conduct an in-depth analysis of EHE plan and operationalize relevant activities for the Commission.Determine how to best support and supplement the work of the DHSP EHE Steering Committee.Operationalize specific roles and goals for the Commission to end the HIV epidemic in LA County in 10 years.Collaborate with Commission Liaison to the DHSP EHE Steering Committee to learn and understand how to best support and supplement each other's work.	May-June
4	Develop an EHE Community Engagement and HIV Service Promotion Speaker's Tool Kit for Commissioners to use in community outreach and presentations. <ul style="list-style-type: none">Toolkit seeks to increase community awareness of EHE and local services. through Commission meetings, Virtual Lunch and Learn events; HIV Connect resource website; social media; virtual and in-person (pending DPH guidance) health and resource fairs (these may be ongoing activities)	March
5	Implement National Minority AIDS Council (NMAC) BLOC training for consumers <ul style="list-style-type: none">Customized training aimed at supporting consumer leadership development.	June
6	Implement activities aimed at integrated prevention and care planning, priority setting and resource allocation.	Start Jan/Ongoing
7	Review BAAC and ATF charge and implement recommendations best aligned with the purpose and capacity of the Commission	Start Jan/Ongoing
Subject to change and does not include ongoing activities for Committees and subgroups.		



LOS ANGELES COUNTY COMMISSION ON HIV 2021 WORK PLAN (WP)

OPERATIONS COMMITTEE

03.25.01 OPERATIONS MEETING

Committee/Subgroup Name: Operations Committee			Co-Chairs: Juan Preciado & Carlos Moreno	
Committee Adoption Date: 1.28.21			Revision Dates: 2.18.21, 3.18.21	
Purpose of Work Plan: To focus and prioritize key activities for COH Committees and subgroups for 2021. Prioritization Criteria: Select activities that 1) represent the core functions of the COH and Committee; 2) advance the goals of the Comprehensive HIV Plan & Ending the HIV Epidemic (EHE) Plan; and 3) align with COH staff and member capacities and time commitment.				
#	TASK/ACTIVITY	DESCRIPTION	TARGET COMPLETION DATE	STATUS/NOTES/OTHER COMMITTEES INVOLVED
1	Planning Council effectiveness evaluation technical assistance provided by HealthHIV	Will evaluate the effectiveness of the structure, policies and procedures, membership, and stakeholder/consumer engagement integrated HIV planning groups	June 2021	Kick off presentation by HealthHIV @ January 28, 2021 Executive Committee meeting. Survey sent out.
2	BAAC and ATF Recommendations	Implement recommendations best aligned with the purpose and capacity of Operations Committee	Ongoing	Awaiting guidance from BAAC Task Force and ATF.
3	Update Membership Application	Update membership application to a more condensed community friendly format	Jan-April 2021	First draft submitted to January 28, 2021 Ops for feedback. Also present to Consumer Caucus for addl feedback. Draft application presented to Consumer Caucus 2.11.21; feedback provided. Draft presented to TC 2.23.21. Staff making updates and will submit to Ops.
4	Consumer Engagement and Retention Strategies	Development Engagement and retention strategies to align with EHE efforts.	Ongoing	
5	Consumer Leadership and Training	Continue development of training and capacity building opportunities to prepare & position consumers for leadership roles	Ongoing	NMAC BLOC series; COH 2021 e-Training Series, etc.
6	Review Membership to Ensure PIR	Review membership to ensure PIR is reflected throughout the membership, to include Alternate seat review, seat changes, attendance	Quarterly	PIR reviewed in February.



LOS ANGELES COUNTY COMMISSION ON HIV 2021 WORK PLAN (WP)
OPERATIONS COMMITTEE
03.25.01 OPERATIONS MEETING

7	Attendance Review	Review Attendance Matrix Quarterly	Quarterly	Attendance reviewed in January; attendance letters issued, motions to vacate placed on agenda.
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2021 MEMBERSHIP ROSTER | UPDATED 03.11.21

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	1	PP&A	Everardo Alvizo	Long Beach Health & Human Services	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, Office of AIDS	July 1, 2018	June 30, 2022	
8	Part C representative	1	PP&A EXC	Frankie Darling Palacios	Los Angeles LGBT Center	July 1, 2018	June 30, 2022	
9	Part D representative			Vacant		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	EXC OPS	Carlos Moreno	Children's Hospital Los Angeles	July 1, 2019	June 30, 2021	
12	Provider representative #2	1	EXC	David Lee, MPH, LCSW	Charles Drew University	July 1, 2018	June 30, 2022	
13	Provider representative #3	1	SBP	Harold Glenn San Agustin, MD	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	1	SBP	Thomas Green	APAIT/Special Services for Groups (SSG)	July 1, 2019	June 30, 2021	
16	Provider representative #6	1	PP&A	Anthony Mills, MD	Men's Health Foundation	July 1, 2018	June 30, 2022	
17	Provider representative #7	1	PP&A	Alexander Luckie Fuller	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			Vacant		July 1, 2019	June 30, 2021	
20	Unaffiliated consumer, SPA 2			Vacant		July 1, 2018	June 30, 2022	Amiya Wilson
21	Unaffiliated consumer, SPA 3			Vacant		July 1, 2019	June 30, 2021	Alasdair Burton (PP)
22	Unaffiliated consumer, SPA 4	1	EXC SBP	Kevin Stalter	Unaffiliated Consumer	July 1, 2018	June 30, 2022	
23	Unaffiliated consumer, SPA 5			Vacant		July 1, 2019	June 30, 2021	Damontae Hack
24	Unaffiliated consumer, SPA 6	1	SBP	Pamela Coffey	Unaffiliated Consumer	July 1, 2018	June 30, 2022	Reba Stevns (SBP)
25	Unaffiliated consumer, SPA 7			Vacant		July 1, 2019	June 30, 2021	
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	Michele Daniels
28	Unaffiliated consumer, Supervisorial District 2	1	PP	Nestor Kamurigi (PP)	No affiliation	July 1, 2018	June 30, 2022	
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	Isabella Rodriguez (PP)
31	Unaffiliated consumer, Supervisorial District 5			Vacant		July 1, 2019	June 30, 2021	Kayla Walker-Heltzel (OPS)
32	Unaffiliated consumer, at-large #1	1	PP&A	Guadalupe Velazquez	Unaffiliated Consumer	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	PP&A	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	PP&A	Al Ballesteros, MBA	JWCH Institute, Inc.	July 1, 2018	June 30, 2022	
37	Representative, Board Office 2	1	OPS	Danielle Campbell, MPH	UCLA/MLKCH	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	EXC OPS SBP	Justin Valero, MA	California State University, San Bernardino	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	SBP	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	1	SBP	Ernest Walker	Men's Health Foundation	July 1, 2019	June 30, 2021	
48	HIV stakeholder representative #5	1	PP	Gerald Garth, MS	AMAAD Institute	July 1, 2018	June 30, 2022	
49	HIV stakeholder representative #6	1	OPS	Felipe Findley	Watts Healthcare Corp	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	1	OPS SBP	Miguel Alvarez	No affiliation	July 1, 2018	June 30, 2022	
TOTAL:		40						

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

Planning Council/Planning Body Reflectiveness (Updated 03.04.21)

(Use HIV/AIDS Prevalence data as reported FY 2020 Application)

Race/Ethnicity	Living with HIV/AIDS in EMA/TGA*		Total Members of the PC/PB		Non- Aligned Consumers on PC/PB	
	Number	Percentage**	Number	Percentage**	Number	Percentage**
White, not Hispanic	13,965	27.50%	11	22.00%	5	41.67%
Black, not Hispanic	10,155	20.00%	15	30.00%	5	41.67%
Hispanic	22,766	44.84%	20	40.00%	2	16.66%
Asian/Pacific Islander	1,886	3.71%	3	6.00%	0	0.00%
American Indian/Alaska Native	300	0.59%	1	2.00%	0	0.00%
Multi-Race	1,705	3.36%	0	0.00%	0	0.00%
Other/Not Specified	0	0.00%	0	0.00%	0	0.00%
Total	50,777	100%	50	100%	12	100%
Gender	Number	Percentage**	Number	Percentage**	Number	Percentage**
Male	44,292	87.23%	33	66.00%	8	66.67%
Female	5,631	11.09%	14	28.00%	4	33.33%
Transgender	854	1.68%	3	6.00%	0	0.00%
Unknown	0	0.00%	0	0.00%	0	0.00%
Total	50,777	100%	50	100%	12	100%
Age	Number	Percentage**	Number	Percentage**	Number	Percentage**
13-19 years	122	0.24%	0	0.00%	0	0.00%
20-29 years	4,415	8.69%	2	4.00%	1	8.33%
30-39 years	9,943	19.58%	20	40.00%	3	25.00%
40-49 years	11,723	23.09%	12	24.00%	1	8.33%
50-59 years	15,601	30.72%	9	18.00%	6	50.00%
60+ years	8,973	17.67%	7	14.00%	1	8.33%
Other	0	0.00%	0	0.00%	0	0.00%
Total	50,777	99.99%	50	100%	12	99.99%

****Percentages may not equal 100% due to rounding.****



Copy of **DRAFT** MEMBERSHIP APPLICATION

Introduction

Thank you for your interest in becoming a member on the Commission on HIV. Please complete the Membership Application (Application) in its entirety and submit where prompted. Commission staff is available to assist you in completing the Application and can be reached at hivcomm@lachiv.org or at 213.738.2816.

Once the Application is submitted, Commission staff will review the Application for completeness and will notify you regarding next steps.

A paper version of this Application can be accessed and printed by clicking here: [INSERT LINK]. You may email or mail the Application to the Commission office at:

Los Angeles County Commission on HIV
3530 Wilshire Blvd., Suite 1140
Los Angeles, CA 90010
Eml: hivcomm@lachiv.org

If you would like assistance in completing the Application or have questions concerning the membership application process, please contact Commission staff at hivcomm@lachiv.org or at 213.738.2816. A brief video tutorial on how to complete the Application can be found here [INSERT]. For more information regarding the Commission, please visit our website at <https://hiv.lacounty.gov>

* 1. Are you applying as a NEW or RETURNING member?

☐

NEW

☐

RETURNING

*** 2. Contact Information**

Name and Pronoun (if applicable; i.e. John Smith, he/him/his)

Do you work for an agency/organization? If so, please state agency/org name and if not, please indicate "N/A".

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Primary Email Address

Primary Phone Number

*** 3. Were you recommended by an individual or organization? If so, please state the name of the recommending entity.**

☐ Yes

☐ No

Recommending individual/organization:



Copy of **DRAFT** MEMBERSHIP APPLICATION

Demographic Information

This information will be used to determine membership eligibility, seat assignment, and to ensure federally mandated reflectiveness and representation requirements are met.

* 4. HIV Status ***There is NO requirement to disclose your status. Responses will be kept confidential. ***

- ☐ Positive
- ☐ Negative
- ☐ Prefer not to specify
- ☐ Unknown

5. Hepatitis B or C status. ***There is NO requirement to disclose your status. Responses will be kept confidential. ***

- ☐ Yes
- ☐ No

* 6. Are you a parent, guardian or direct caregiver of a child with HIV under 19?

- ☐ Yes
- ☐ No

* 7. Do you use or receive Ryan White Part A HIV services in Los Angeles County? ***Click [here](#) to view list of Ryan White Part A services***

- ☐ Yes, I use and/or receive Ryan White Program Part A services in Los Angeles County
- ☐ No, I do not use or receive Ryan White Program Part A services in Los Angeles County
- ☐ I'm not sure; need assistance to determine

* 8. Do you use or receive Center of Disease Control (CDC) HIV prevention services in Los Angeles County?

- ☐ Yes, I use and/or receive CDC HIV Prevention services in Los Angeles County
- ☐ No, I do not use or receive CDC HIV prevention services in Los Angeles County
- ☐ I'm not sure; need assistance to determine

* 9. Are you affiliated with a Ryan White Program-funded agency? ****Affiliated is defined as one who is either a board member, employee, or a consultant of an agency who receives Ryan White Program funding through the Los Angeles County Division of STD and HIV Programs (DHSP). Volunteers are considered unaffiliated. Click [here](#) for a list of Ryan White Program-funded agencies; subject to change****

- ☐ Yes
- ☐ No
- ☐ I'm not sure; need assistance to determine

* 10. Age

- ☐ 13-19 ☐ 40-49
- ☐ 20-29 ☐ 50-59
- ☐ 30-39 ☐ 60+

* 11. Gender Identification

- ☐ Non-Binary/Gender Non-Conforming ☐ Female
- ☐ Transgender: Female to Male ☐ Male
- ☐ Transgender: Male to Female
- ☐ Other (please share how you self-identify):

* 12. Race/Ethnicity ****Please select all that apply****

- ☐ American Indian or Alaska Native ****Specify Nation in Comment Box below**** ☐ Multi-Race
- ☐ Asian ☐ Native Hawaiian or Other Pacific Islander
- ☐ Black or African American ☐ White or Caucasian
- ☐ Hispanic or LatinX
- ☐ Other/Add'l Comments: ****Use this space to share how you self-identify or to specify Nation if representing American Indian or Alaska Native****

* 13. Please indicate which Supervisorial District and Service Provider Area (SPA) you work, live and/or receive HIV prevention, care and/or treatment services. ***Please select all that apply***

To determine your Supervisorial District and SPA, click here: <https://lacounty.gov/government/geography-statistics/maps/>

☐ Supervisorial District 1

☐ Supervisorial District 2

☐ Supervisorial District 3

☐ Supervisorial District 4

☐ Supervisorial District 5

☐ SPA 1

☐ SPA 2

☐ SPA 3

☐ SPA 4

☐ SPA 5

☐ SPA 6

☐ SPA 7

☐ SPA 8

☐ I don't know



Copy of ****DRAFT**** MEMBERSHIP APPLICATION

Representation

The Commission is composed of 51 members appointed by the Board of Supervisors and represent a broad and diverse group of providers, consumers, and stakeholders. *Please select all that apply*****

14. I have been recommended to represent one of the following health and social service institutions, among whom are individuals with epidemiology skills or experience and knowledge of Hepatitis B, C and STDs.

Please select N/A if this does not apply to you

- | | |
|---|---|
| <input type="radio"/> Medi-Cal, State of California | <input type="radio"/> City of Los Angeles |
| <input type="radio"/> City of Pasadena | <input type="radio"/> City of Long Beach |
| <input type="radio"/> City of West Hollywood | <input type="radio"/> N/A |

15. I have been recommended to represent one of the following Ryan White grantees below. ***Please select N/A if this does not apply to you***

- | | |
|--|---|
| <input type="radio"/> Part B (California State Office of AIDS) | <input type="radio"/> Part F (AIDS Education and Training Centers [AETCs], or local providers receiving Part F dental reimbursements) |
| <input type="radio"/> Part C | <input type="radio"/> N/A |
| <input type="radio"/> Part D | |

16. I represent one or more of the following stakeholder groups in Los Angeles County ***Please select all that apply***

- ☐ An HIV specialty physician from an HIV medical provider
- ☐ A Community Health Center/Federally Qualified Health Center ("CHC"/"FQHC") representative
- ☐ A mental health provider
- ☐ A substance abuse treatment provider
- ☐ A housing provider
- ☐ A provider of homeless services
- ☐ An AIDS Services Organization ("ASO") offering federally funded HIV prevention services
- ☐ An ASO offering HIV care and treatment services
- ☐ A provider or administrative representative from the Housing Opportunities for Persons with AIDS (HOPWA) program, recommended by the City of Los Angeles Department of Housing
- ☐ Health or hospital planning agency who is recommended by health plans in Covered California
- ☐ Behavioral or social scientist who is recommended from among the respective professional communities
- ☐ Faith-based entities engaged in HIV prevention and care
- ☐ Local education agencies at the elementary or secondary level
- ☐ The business community
- ☐ Union and/or labor
- ☐ Youth or youth-serving agencies
- ☐ Other federally funded HIV programs
- ☐ Organizations or individuals engaged in HIV-related research
- ☐ Organizations or individuals performing harm-reduction services
- ☐ Employed as an advocate for incarcerated people living with HIV and/or I am a person living with HIV who was incarcerated in the past three years and can represent the interests of incarcerated people living with HIV.

17. I am a member of a a federally-recognized American Indian community or Native Alaskan village.

- ☐ Yes*
- ☐ No
- ☐ *If yes, please specify Nation:



Copy of **DRAFT** MEMBERSHIP APPLICATION

Biographical Information

Please provide detailed information so that we may assess your interest in, knowledge of, and commitment to the Commission.

* 18. For new members, briefly state why you would like to become a member of the Commission. For renewing members, please share why you would like to continue your membership.

* 19. What skills, abilities, and/or experience do you have that can be helpful to the Commission?

20. If you have a resume/CV or other documents that will support your membership application, please upload here.

Choose File

Choose File

No file chosen

21. Please select any of the following trainings already taken. ***These trainings are not required to be considered for membership***

☐ Introduction to HIV/STI, HIV/STI 101, or a relate basic Informational HIV/STI training

☐ Health Insurance Portability and Accountability Act (HIPAA) training

☐ Protection of Human Research Subjects

☐ Other related trainings, please specify:

* 22. How prepared are you to serve on the Commission?

Not prepared; unfamiliar
with the work of the
Commission

Somewhat prepared;
familiar with the work of the
Commission

Fully prepared; well
informed of the
Commission's work



* 23. Would you consider being appointed as an Alternate? ***An Alternate serves in the absence of a unaffiliated consumer member and has voting privileges in that capacity only. However, occupying an Alternate seat is a great way to learn the Commission and build capacity without the pressures of being a full member.***

☐ Yes

☐ No

* 24. How can we support you so that you are able to fully participate and be effective on the Commission? Do you need special accommodations, i.e. translation or interpretation services, etc?

25. Would you be interested in assuming a leadership role on the Commission? ***Members are eligible to serve as co-chairs on the Commission after one year of active service. Additional leadership opportunities are also available.***

☐ Yes

☐ No

26. Each appointed member will be assigned to one of the Commission's four standing Committees: Operations (OPS); Public Policy (PP); Planning, Priorities & Allocations (PP&A); and Standards & Best Practices (SBP). Please click [here](#) to review the roles & responsibilities of each Committee and select below, in order of priority, which Committee(s) you would be interested in participating on. **A second Committee assignment is an option, contingent upon approval.*



Operations (OPS) Committee



Planning, Priorities & Allocations (PP&A) Committee



Public Policy (SBP) Committee



Standards and Best Practices (SBP) Committee



Copy of **DRAFT** MEMBERSHIP APPLICATION

Statement of Qualifications

The Board of Supervisors requires that all Commission member appointees complete a Statement of Qualifications before they can be appointed. Please click here to access the form: [INSERT LINK]. Please sure to complete all questions, note "N/A" if not applicable and sign where indicated.

27. Please upload your completed/signed Statement of Qualifications here.

Choose File

Choose File

No file chosen



Copy of ****DRAFT**** MEMBERSHIP APPLICATION

Application Submission

Upon submitting the Application, I agree to the following:

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 applicant submitting this Application, 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

* 28. Please check the appropriate box before clicking the "Submit" button below.

☐ Yes

☐ No