



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

While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.



**OPERATIONS
COMMITTEE MEETING MINUTES**

January 23, 2020

| MEMBERS PRESENT | MEMBERS ABSENT | PUBLIC | COMM STAFF/ CONSULTANTS |
|-------------------------------------|---|-------------------|----------------------------|
| Traci Bivens-Davis, <i>Co-Chair</i> | Michele Daniels/Craig Scott, MA | Kevin Donnelly | Dawn McClendon |
| Juan Preciado, <i>Co-Chair</i> | Susan Forrest | | Jane Nachazel |
| Miguel Alvarez | Kayla Walker-Heltzel, MPH (<i>Alt.</i>) | DHSP STAFF | Sonja Wright, MS, Lac |
| Danielle Campbell, MPH | Greg Wilson | None | |
| Joseph Green | | | |
| Carlos Moreno | | | |

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 1/23/2020
- 2) **Code:** Code of Conduct, 4/11/2019
- 3) **Table:** Commission Member "Conflicts-of-Interest," Updated 1/8/2020
- 4) **Minutes:** Operations Committee Meeting Minutes, 12/5/2019
- 5) **Table:** Los Angeles County Commission on HIV, 2019 Work Plan (WP) Template, Operations Committee, 10/25/2019
- 6) **Policy/Procedure:** #08.1104: Commission and Committee Co-Chair Elections and Terms, Approved 9/12/2019
- 7) **Policy/Procedure:** #08.2301: (Revised) Voting Procedures, Approved 9/12/2019
- 8) **Letter:** Unaffiliated Consumer (UC) People Living with HIV Leadership in Ending the HIV Epidemic, 12/5/2019
- 9) **Recommendations:** (Revised) Black/African American Community (BAAC) Task Force Recommendations, 10/10/2019
- 10) **Flyer:** Mandatory Annual Training - Make-up Session, 3/5/2020
- 11) **Roster:** 2020 Membership Roster, Updated 1/8/2020
- 12) **Table:** Planning Council Reflectiveness, Updated 1/8/2020
- 13) **Application:** Harold Glenn San Agustin, MD, 9/23/2019
- 14) **Application:** Tony Spears, 11/11/2019
- 15) **Form Letter:** (unexcused absences - suspension of voting privileges), ongoing

CALL TO ORDER-INTRODUCTIONS-CONFLICTS OF INTEREST: Ms. Bivens-Davis called the meeting to order at 10:12 am.

I. ADMINISTRATIVE MATTERS

1. APPROVAL OF AGENDA

MOTION #1: Approve the Agenda Order, as presented (*Passed by Consensus*).

2. APPROVAL OF MEETING MINUTES

MOTION #2: Approve the 12/5/2019 Operations Committee Meeting Minutes, as presented (*Passed by Consensus*).

II. PUBLIC COMMENT

3. **OPPORTUNITY FOR PUBLIC TO ADDRESS COMMISSION ON ITEMS OF INTEREST WITHIN COMMISSION JURISDICTION:** There were no comments.

III. COMMITTEE 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 items.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

- Ms. McClendon reported Cheryl Barrit, MPIA, Executive Director, was meeting with Harold Phillips, MRP, Senior HIV Advisor and Chief Operations Officer of Ending the HIV Epidemic (EtHE), Office of Infectious Disease and HIV/AIDS Policy (OIDP), U.S. Department of Health and Human Services (HHS). She would report back that afternoon at the Executive Committee.
- Ms. McClendon noted the Consumer Caucus letter in the packet on empowering Unaffiliated Consumer (UC) leadership. The letter was submitted to the Executive Committee on 12/5/2019 which, in turn, referred it to Operations for review of potential opportunities for UCs to assume a larger leadership role.
- One recommendation is for at least one Co-Chair of the Commission and of each Committee to be an UC. That would, however, require revising the Bylaws so has been put on hold until such time as it is determined to review all suggested revisions. Other suggestions can be addressed in the meantime.
- In personnel matters, Dina Jauregui accepted a position at the Los Angeles County (LAC) Auditor-Controller. Her last day at the Commission was 1/15/2020. Best options for the position were being discussed with human resources.
- ➡ Agendize discussion of Consumer Caucus letter for the March 2020 Operations Committee meeting. Include consideration of how to address "consumer" issues in an integrated body. Invite Consumer Caucus to attend.

6. CO-CHAIR REPORT

- A. **Team Building Exercise - "Getting to Know You":** This item was postponed.

B. Co-Chair Elections

- Ms. McClendon noted Policies/Procedures for Elections and Terms, and for Voting in the packet for reference.
- No nominations had been submitted prior to the meeting. Messrs. Green and Preciado were nominated and accepted.

MOTION #3: Elect Joseph Green and Juan Preciado as Co-Chairs, 2020 term, for the Operations Committee, as nominated (*Passed by Consensus*).

C. Black/African American Community (BAAC) Task Force - Recommendations

- Ms. McClendon noted the Task Force developed out of the National Black HIV/AIDS Awareness Day (NBHAAD) panel at the 2/14/2019 Commission Meeting to discuss the disproportionate impact of HIV/AIDS on the B/AA community. Task Force recommendations were presented at the 10/10/2019 Commission Meeting and will be part of the Commission's Annual Report to the Board of Supervisors (Board).
- Contracting recommendations pertain to DHSP while each Committee was asked to address those pertaining to its scope of work. She suggested Operations might address recruitment and community engagement recommendations.
- Potential Community Based Organizations (CBOs) partners include the new LGBT Center site in South Los Angeles and, in the 60th/Hoover Street area, St. John's Well Child and Family Center, Black Women for Wellness, In The Meantime.
- Ms. Campbell noted a lack of attention in the recommendations pertaining to incarceration, post-incarceration, and recidivism despite the size of LAC's Prison Industrial Complex (PIC) population who are largely B/AA and Latinx.
- Ms. Bivens-Davis said she and Edd Cockrell Co-Chaired a Community Engagement Subcommittee of Operations which hosted focus groups including for the re-entry and Trans men populations. It was hard to saturate the populations because outreach needed to be wide to ensure a safe space, but feedback from the groups could be helpful.

➡ Suggestions for areas to prioritize were:

- ↳ Page 3, Item 5: Support provision of confidential sexual health care services to young people.
- ↳ Page 3, Item 6: Increase Pre-Exposure Prophylaxis (PrEP) advertising tailored to B/AA subpopulations of youth, women, transgender individuals, and the gender nonconforming. From an Operations perspective, that may mean Commissioners highlight PrEP excellence in a multi-cultural way, e.g., to ensure obstetricians inform their patients.
- ↳ Page 3, Item 10: Engage B/AA community CBOs along with their Community Advisory Boards (CABs) and staff.

↪ Page 4, Item 3, and Page 5, Item 4: Combine items for Trans men, page 4, and Trans women, page 5, on increasing the populations participation in program decision making.

- ↻ Refer lack of recommendations pertaining to PIC issues to BAAC Task Force for consideration.
- ↻ Ms. Bivens-Davis noted it was agreed in November 2019 to develop an interactive activity for the Consumer Caucus to foster understanding of the extensive BAAC recommendations. It was agreed to design the activity after January 2020. Ms. Bivens-Davis will meet with Ms. Barrit and Ms. McClendon on designing the activity.

7. **POLICIES AND PROCEDURES:** The Operations Committee already approved and forwarded to the Executive Committee the Policy/Procedure # 08.3302: Intra-Commission Grievance and Sanctions Procedures. All Policies/Procedures are now updated.

8. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM)**

A. **Supplemental Survey Questionnaire - Update**

- AJ King, MPH, Consultant, has reported that Commissioners completing the survey have increased from 21 to 26. Ms. McClendon will email another reminder to Commissioners including the value of the survey to Commission planning.
- Mr. King has scheduled several provider key informant interviews in the next couple of weeks.
- He will return to Operations to report back once he has completed his findings.

9. **TRAINING AND LEADERSHIP DEVELOPMENT**

A. **Member Training - Make-up Session:** This 3/5/2020, 1:00 to 4:00 pm, training is mandatory for those who were unable to attend the Member Orientation Training in October 2019. Members interested in a refresher as well as anyone interested in the Commission are also welcome. A flyer was in the packet for the training which will be at the Commission office.

10. **MEMBERSHIP MANAGEMENT REPORT**

A. **Membership Applications**

(i) Harold Glenn San Agustin, MD

- Ms. Bivens-Davis noted Dr. San Agustin is the newest clinician at the Vermont site of Wesley Health Centers, JWCH Institute, Inc. He has assumed leadership of the site's PrEP programming and is providing staff training. He has been affected by HIV and previously provided primary care to HIV+ veterans at VA Loma Linda Healthcare System. He began regularly attending Commission meetings before applying for membership.
- Operations has discussed intentionality in hiring clinicians in the past, but there was consensus that Dr. San Agustin submitted a good application. Al Ballesteros, MBA, Commission Co-Chair, has also recommended him.

MOTION #4: Approve membership application of Harold Glenn San Agustin, MD, for the Provider Representative #3 seat, as presented, and forward to Executive Committee for approval (**Passed by Consensus**).

(i) Tony Spears

- Mr. Spears is interested in replacing Russell Ybarra as a contact for Capitol Drugstore. Mr. Ybarra has left the Commission to establish his own business. Mr. Spears is HIV+ and identifies as a Patient Advocate. He is enthusiastic about serving on the Commission and has already attended many Commission meetings.
- Ms. Bivens-Davis felt he would truly benefit from training, additional mentorship, and deeper knowledge of the Consumer Caucus and services. Mr. Ybarra provided some mentorship. Mr. Moreno found him shy, but willing.
- Ms. McClendon noted few consumers, or even providers, are fully ready when they join the Commission. It is Operation's role and responsibility to engage and retain new Commissioners by mentoring them, as needed.
- The body discussed an Alternate seat while Mr. Spears acquired more experience. One Alternate option was as Unaffiliated Consumer, At-Large #1 behind a vacant seat providing a vote and counting him in reflectiveness. Another Alternate option was Unaffiliated Consumer, At-Large #3 seat behind Felipe Gonzalez. In that case, Mr. Spears would not count for reflectiveness and would only have a vote should Mr. Gonzalez not be present.

↻ A mentor will be identified for Mr. Spears.

MOTION #5: Approve membership application of Tony Spears for the Alternate, Unaffiliated Consumer, At-Large #1 seat, to be reviewed at the end of the 6/30/2020 term, as presented, and forward to Executive Committee for approval (**Passed by Consensus**).

B. **Attendance Review**

- Ms. Wright reported emails were sent to all those noted below. Responses were as indicated:
 - ↪ Craig Scott No response to contact efforts to date.
 - ↪ Susan Forrest Currently on Leave of Absence.
 - ↪ Diamante Johnson Leave of Absence started 1/22/2020.
 - ↪ Pamela Coffey Leave of Absence started 1/22/2020.

- ↳ Frankie Darling-Palacios Did not respond directly, but has begun to attend Commission meetings.
- ↳ Kayla Walker-Heltzel Will be able to participate more after March when appointments are expected to decline.
- ↳ Nestor Rogel Will participate more going forward, but also requested a secondary Committee assignment.
- ↳ Eduardo Martinez Will participate more going forward. To date, meeting attendance has been sporadic at: Standards and Best Practices (SBP) Committee, primary; Public Policy Committee, secondary; and Commission.
- Commissioners are contacted for attendance review if they reach a set number of unexcused absences or excused absences become excessive. Regarding Mr. Rogel, he did say his primary Committee was not inconvenient and he has attended the Commission. The body was skeptical about a secondary Committee for Mr. Rogel due to absences.
- Ms. McClendon said staff was reviewing Committee assignments based on factors like elections, Committee secondary or reassignment requests, and attendance. Recommendations go to the Commission Co-Chairs for final approval.
- ➡ A participation letter will be sent to Mr. Scott. Ms. Wright requested any additional known contact information for him.
- ➡ Remaining Commissioners noted will re-appear on the April Operations Committee agenda for reevaluation of status.

11. RECRUITMENT, RETENTION, AND ENGAGEMENT

- Ms. Bivens-Davis identified six key areas from last month's discussion that she felt present opportunities to better define what recruitment looks like versus what retention looks like in order to develop appropriate strategies and timelines for each. These areas are: 1. outreach opportunities, 2. strategic inclusion of most affected communities in all activities, 3. engaging people who are not now doing outreach or are unaffiliated, 4. using providers as gatekeepers, 5. resource access including food and housing security, and, 6. interns and/or volunteers to address this expanded work.
- 1. Outreach Opportunities
 - a. Materials Distribution: Ms. Barrit and Ms. McClendon were working with the HIV Connect consultant to develop marketing materials for the Commission to use in outreach, specifically community engagement per the EtHE goal.
 - b. Identify Events: In particular, identify most significant events for the purpose, e.g., Empowerment Conference is heavy on paper and policy with educational break-out sessions in the afternoon so may not be pertinent.
 - Taste of Soul, 10/17/2020: Commission has reserved a tent.
 - Miles of Pride: Younger, GNC demographic
 - Various Pride events
 - Health fairs including by LA Care Health Plan: Present materials, e.g., on PrEP, in shared booth with materials on other topics to diffuse stigma.
 - Women's Summit, Almansor Court, Alhambra, June 23, 2020; sponsored by Office of Women's Health, Department of Public Health (DPH), LAC under a grant specifically for this project: The Women's Caucus was invited to attend and has already accepted.
 - Commissioner Networking Forum: Invite other LAC Commissions to attend the Commission on HIV meeting and develop partnerships.
- 2. Consider combining: *Strategic inclusion of most affected communities in all activities* and *Engaging people who are not now doing outreach or are unaffiliated* into, e.g., Strategic inclusion of Unaffiliated Consumers (UCs) and/or organizations that do not have a history of community outreach.
- 3. Using Providers as Gatekeepers: For example, providers can train the trainers and provide marketing materials.
- 4. Access to Resources: To include housing and food security.
- 5. Work Force Capacity: Use of interns and/or volunteers to address this expanded work.
- ➡ Bring this topic back to next meeting with outline in packet for consideration of: integration into Work Plan; initiation of short-, medium-, and long-term timelines; and integration with BAAC recommendations.

V. NEXT STEPS

- 12. **TASK/ASSIGNMENTS RECAP:** There were no additional items.
- 13. **AGENDA DEVELOPMENT FOR NEXT MEETING:** There were no additional items.

VI. ANNOUNCEMENTS

- 14. **OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:** All applauded Ms. Bivens-Davis for her service as outgoing Co-Chair of the Committee.

VII. ADJOURNMENT

- 15. **ADJOURNMENT:** The meeting adjourned at 11:54 am.