



LOS ANGELES COUNTY  
**COMMISSION ON HIV**



Visit us online: <http://hiv.lacounty.gov>

Get in touch: [hivcomm@lachiv.org](mailto:hivcomm@lachiv.org)

Subscribe to the Commission's Email List:

<https://tinyurl.com/y83ynuzt>



*Join us in developing a progressive and inclusive agenda to address the disproportionate impact of HIV/STDs in our Transgender Communities.*

## TRANSGENDER CAUCUS VIRTUAL MEETING

Tuesday, January 28, 2025

10:00am- 11:00am (PST)

Agenda and meeting materials will be posted on <http://hiv.lacounty.gov/Meetings> under other Meetings

REGISTRATION NOT REQUIRED + SIMULTANEOUS TRANSLATION IN SPANISH AND OTHER LANGUAGES NOW AVAILABLE VIA CLOSED CAPTION FEATURE WHEN JOINING VIA WEBEX. CLICK [HERE](#) FOR MORE INFO.

### TO JOIN BY COMPUTER:

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/j.php?MTID=m5c204e2d9a5194e19aab0a21bcd3e7b0>

### TO JOIN BY PHONE:

Dial: 1-213-306-3065 Access Code: 2537 203 8250

Meeting Password: TRANSGENDER

*If you experience challenges in logging into the virtual meeting, please refer to the WebEx tutorial [HERE](#) or contact Commission staff at 213.509.9199 or [hivcomm@lachiv.org](mailto:hivcomm@lachiv.org).*

# together.

**WE CAN END HIV IN OUR COMMUNITY ONCE AND FOR ALL**

Apply to become a Commission member at:

<https://www.surveymonkey.com/r/COHMembershipApp>

For application assistance, call (213) 738-2816 or email [hivcomm@lachiv.org](mailto:hivcomm@lachiv.org)



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510 S. Vermont Ave, 14th Floor • Los Angeles, CA 90020 • TEL (213) 738-2816 • FAX (213) 637-4748  
HIVCOMM@LACHIV.ORG • <https://hiv.lacounty.gov>

# TRANSGENDER CAUCUS

## Virtual Meeting Agenda

Tuesday, January 28, 2025 at 10:00 AM – 11:00 AM

### TO JOIN BY WEBEX, CLICK:

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/j.php?MTID=m5c204e2d9a5194e19aab0a21bcd3e7b0>

**Meeting Number:** 2537 203 8250 | **Password:** TRANSGENDER

### JOIN BY PHONE:

**Dial:** +1-213-306-3065 United States Toll (Los Angeles) **Access Code:** 2537 203 8250

- |   |                   |
|---|-------------------|
| 1. <b>WELCOME + INTRODUCTIONS + CHECK-IN</b>  | 10:00 AM—10:05 AM |
| 2. <b>EXECUTIVE DIRECTOR/STAFF REPORT</b>     | 10:05 AM—10:20 AM |
| a. Operational and Programmatic Updates       |                   |
| b. Commission 2025 Workplan                   |                   |
| 3. <b>CO-CHAIR'S REPORT</b>                   | 10:20 AM—10:35 AM |
| a. Purpose of the Transgender Caucus          |                   |
| b. Co-Chair Nominations and Elections         |                   |
| c. Meeting Frequency Review                   |                   |
| 4. <b>DISCUSSION</b>                          | 10:35 AM—10:45 AM |
| a. Brainstorm 2025 Strategic Priorities       |                   |
| 5. <b>MEETING RECAP + NEXT MEETING AGENDA</b> | 10:45 AM—10:50 AM |
| 6. <b>PUBLIC COMMENT + ANNOUNCEMENTS</b>      | 10:55 AM—11:00 AM |
| 7. <b>ADJOURNMENT</b>                         | 11:00 AM          |



**2025 COMMISSION ON HIV WORKPLAN**  
**Ongoing 12-26-24**

#	DUTY/ROLE	LEAD (S)	NOTES/TIMELINE
1	Conduct ongoing needs assessments	PP&A Shared task with DHSP	<ul style="list-style-type: none"> <li>Review, analyze and hold data presentations (Feb-August COH meetings)</li> </ul>
2	Integrated/Comprehensive Planning Comprehensive HIV Plan Development	PP&A Shared task with DHSP	<ul style="list-style-type: none"> <li>Review CDC/HRSA guidance</li> <li>Develop project timeline based on CDC/HRSA guidance</li> <li>CHP Due June 2026</li> <li>Plan dedicated status-neutral and/or prevention-focused planning summit in collaboration with DHSP.</li> </ul>
3	Priority setting	PP&A	<ul style="list-style-type: none"> <li>July-September</li> </ul>
4	Resource allocations/reallocations	PP&A	<ul style="list-style-type: none"> <li>July-September</li> <li>Receive and review expenditure data – quarterly</li> </ul>
5	Directives	PP&A	<ul style="list-style-type: none"> <li>Complete by February 2025; secure COH approval by March 2025</li> </ul>
6	Development of service standards	SBP Shared task with DHSP	<ul style="list-style-type: none"> <li>Housing services</li> <li>Transitional case management</li> </ul>
7	Assessment of the Efficiency of the Administrative Mechanism	Operations	<ul style="list-style-type: none"> <li>PY 33 &amp; PY 34 AEAM recipient and subrecipient surveys will be disseminated in January/February 2025. Reports completed by April 2025</li> </ul>
8	Planning Council Operations and Support	Operations	<ul style="list-style-type: none"> <li>Membership training</li> <li>Membership recruitment and retention</li> <li>Fill vacancies</li> <li>Mentorship program</li> <li>Bylaws and policies update</li> </ul>



9	Complete restructuring framework and key principles and align with bylaws/ordinance updates.	Executive and Operations	<ul style="list-style-type: none"><li>January- April 2025</li></ul>
10	MOU with DHSP	Co-Chairs and Executive Committee	<ul style="list-style-type: none"><li>Complete by March 2025 (awaiting DHSP feedback)</li></ul>
11	Ongoing community engagement and non-member involvement of PLWH	Consumer Caucus and Operations	

***Engage all caucuses, committees and subgroups in all functions.***



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**LOS ANGELES COUNTY COMMISSION ON HIV CAUCUSES  
PRESENT:**



**2025 Consumer Resource Fair**  
**“Love Begins with Me”**  
**Empowering Wellness, Advocacy and Community  
Beyond HIV**

**THURSDAY, FEBRUARY 13, 2025  
12:00PM - 5:00PM**

**THE CALIFORNIA ENDOWMENT  
1000 N. ALAMEDA STREET, LOS ANGELES, CA 90012  
\*\*FREE PARKING ON-SITE\*\* [MAP/DIRECTIONS HERE](#)**

**Explore a variety of resources, including engaging workshops and presentations, interactive activities like Zumba, free food, exciting giveaways, and more! Don't miss this opportunity to connect with services that support holistic health and wellness beyond HIV.**

Are you a vendor or service provider and would like to participate? Register [HERE](#).

For more information, email [hivcomm@lachiv.org](mailto:hivcomm@lachiv.org)



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## Los Angeles County Commission on HIV

# 2025 TRAINING SCHEDULE

*\*SUBJECT TO CHANGE*

- All training topics listed below are mandatory for Commissioners and Alternates.
- All trainings are open to the public.
- Click on the training topic to register.
- Certificates of Completion will be provided.
- All trainings are virtual via Webex.
- For questions or assistance, contact: [hivcomm@lachiv.org](mailto:hivcomm@lachiv.org)

[Commission on HIV Overview](#)

February 26, 2025 @ 12pm to 1:00pm

[Ryan White Care Act Legislative Overview and Membership Structure and Responsibilities](#)

March 26, 2025 @ 12pm to 1:00pm

[Priority Setting and Resource Allocations Process](#)

April 23, 2025 @ 12pm to 1:00pm

[Service Standards Development](#)

May 21, 2025 @ 12pm to 1:00pm

[Policy Priorities and Legislative Docket Development Process](#)

June 25, 2025 @ 12pm to 1:00pm

[Bylaws Review](#)

July 23, 2025 @ 12pm to 1:00pm

# CAUCUSES ROLES & RESPONSIBILITIES

Caucuses are established by the Commission (COH) and provide a forum for COH members of a designated “special population” to discuss their COH-related experiences, strengthen that population’s voice in COH deliberations, and exchange perceptions of issues addressed by the COH among other COH members who are more likely to share/understand those perspectives.

## **Primary responsibilities include:**

- Facilitating a forum for dialogue among the caucus members
- Developing the caucus voice at the COH and in the community
- Providing the caucus perspective on various COH issues
- Cultivating leadership in the caucus membership and population



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## CAUCUS CO-CHAIR GENERAL INFORMATION

### **Caucus Co-Chairs (Nominations will open by December, with elections in January 2025)**

*Caucuses typically have two Co-Chairs serving one-year terms, except the Consumer Caucus, which has three seats, including a prevention representative. All co-chair seats are up for election which will serve the Jan-Dec 2025 term.*

- ✓ One Co-Chair must be a Commissioner to ensure that the Caucus activities are aligned with the COH's scope, goals, and objectives
- ✓ Note: Caucuses are not subject to Brown Act requirements but work with COH consent to set their own leadership structure, guidelines, membership, and activities.

***\*All Co-Chair candidates will be asked to provide a brief statement before the election.***

### **What Are the Co-Chair Roles & Responsibilities?**

- ✓ Lead caucus activities and meetings.
- ✓ Set agendas for meetings in collaboration with staff.
- ✓ Develop work plans with the Executive Director and staff.
- ✓ Facilitate meetings, guiding discussion and ensuring effective workflow.
- ✓ Summarize discussions and assist in developing work products.
- ✓ Act on behalf of the group and communicate with stakeholders.

### **How Should I Prepare?**

- ✓ Honestly assess your accessibility, bandwidth, and time to ensure you can show up fully and prepared. *Co-Chair roles require at least 10-12 commitment hours per month.*
- ✓ Review the [COH Co-Chair training slides](#) to understand the role's expectations
- ✓ Familiarize yourself with the:
  - [Ryan White Program Part A Planning Council Primer](#),
  - [COH bylaws](#),
  - [Required Commissioner trainings](#).





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**DRAFT TRANSGENDER CAUCUS 2025 MEETING CALENDAR (Updated 1/22/25)**

DATE	KEY AGENDA ITEMS/TOPICS (subject to change; for planning purposes)
<b>Jan. 28, 2025</b> 10am to 11am <b>Virtual</b>	Nominate and elect caucus co-chairs. Meeting frequency review Brainstorm 2025 strategic priorities
<b>Feb. 25, 2025</b> 10am to 11:30am <b>Virtual</b>	Review and adopt 2025 strategic priorities
<b>Mar. 25, 2025</b> 10am to 11:30am <b>Virtual</b>	International Transgender Day of Visibility 3/31/25
<b>Apr. 22, 2025</b> 10am to 11:30am <b>Virtual</b>	National Trans HIV Testing Day 4/18/25
<b>May 27, 2025</b>	Consider cancelling due to Memorial Day holiday (5/26/25)
<b>Jun. 24, 2025</b>	Consider cancelling due to Pride events
<b>Jul. 22, 2025</b>	Consider cancelling due to Pride events
<b>Aug. 26, 2025</b> 10am to 11:30am <b>Virtual</b>	
<b>Sep. 23, 2025</b> 10am to 11:30am <b>Virtual</b>	
<b>Oct. 28, 2025</b> 10am to 11:30am <b>Virtual</b>	LGBTQ+ History Month
<b>Nov. 25, 2025</b>	Consider cancelling due to Thanksgiving holiday (11/27/25) Commission on HIV Annual Conference 11/13/2025 Transgender Day of Remembrance 11/20/25
<b>Dec. 23, 2025</b>	Consider cancelling due to Christmas holiday (12/25/25)

## Transgender Caucus 2025 Strategic Priorities

*Draft*

- **PURPOSE OF THIS DOCUMENT:** To identify activities and priorities the Transgender Caucus will lead and advance throughout 2025
- **CRITERIA:** Select activities that 1) represent the core functions of the COH and Caucus, 2) advance the goals of the [2022-2026 Comprehensive HIV Plan \(CHP\)](#), and 3) align with COH staff and member capacities and time commitment.
- **CAUCUS RESPONSIBILITIES:** 1) Facilitate dialogue among caucus members, 2) develop caucus voice at the Commission and in the community, 3) provide the caucus perspective on various Commission issues, and 4) cultivate leadership within the caucus membership and consumer community.

#	ACTIVITY	ACTION STEPS	TIMELINE	STATUS
1	<b>Transgender-focused Needs Assessment</b> - <i>Collaborate with the Planning, Priorities and Allocations Committee to develop needs assessment focusing on the needs of Transgender People Living with HIV.</i>	<ol style="list-style-type: none"> <li>1. Identify locations and target populations.</li> <li>2. Develop needs assessment questionnaire(s).</li> <li>3. Analyze results and share findings and recommendations to address the needs of Transgender people living with HIV in LA County.</li> </ol>	Ongoing	
2	<b>Provide Caucus Perspective</b> - on various Commission/HIV-related issues impacting the Ryan White Program	Provide feedback on relevant Commission on HIV action items and motions including, but not limited to, service standards, priority setting and resource allocation, membership, and recruitment, and needs assessments.	Ongoing	



# Estamos Escuchando

*Comparta sus inquietudes con nosotros.*

**Servicios de VIH + ETS  
Línea de Atención al Cliente**

**(800) 260-8787**

## ¿Por qué debería llamar?

La Línea de Atención al Cliente puede ayudarlo a acceder a los servicios de VIH o ETS y abordar las inquietudes sobre la calidad de los servicios que ha recibido.

## ¿Se me negarán los servicios por informar de un problema?

No. No se le negarán los servicios. Su nombre e información personal pueden mantenerse confidenciales.

## ¿Puedo llamar de forma anónima?

Si.

## ¿Puedo ponerme en contacto con usted a través de otras formas?

Si.

Por correo electrónico:  
[dhspsupport@ph.lacounty.gov](mailto:dhspsupport@ph.lacounty.gov)

En el sitio web:  
<http://publichealth.lacounty.gov/dhsp/QuestionServices.htm>





# We're Listening

*share your concerns with us.*

**HIV + STD Services  
Customer Support Line**

**(800) 260-8787**

## **Why should I call?**

The Customer Support Line can assist you with accessing HIV or STD services and addressing concerns about the quality of services you have received.

## **Will I be denied services for reporting a problem?**

No. You will not be denied services. Your name and personal information can be kept confidential.

## **Can I call anonymously?**

Yes.

## **Can I contact you through other ways?**

Yes.

By Email:

[dhspsupport@ph.lacounty.gov](mailto:dhspsupport@ph.lacounty.gov)

On the web:

<http://publichealth.lacounty.gov/dhsp/QuestionServices.htm>

