



LOS ANGELES COUNTY  
COMMISSION ON HIV



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**OPERATIONS  
COMMITTEE MEETING MINUTES**

August 23, 2018

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Kevin Stalter, <i>Co-Chair</i>	Traci Bivens-Davis, <i>Co-Chair (On Leave)</i>	Jason Brown	Cheryl Barrit, MPIA
Danielle Campbell, MPH	Alexander Fuller		Marc Hauptert
Raquel Cataldo	Juan Preciado	<b>DHSP STAFF</b>	Jane Nachazel
Michele Daniels		None	Julie Tolentino, MPH
Bridget Gordon			Sonja Wright, MS, Lac
Joseph Green			
Carlos Moreno			
Ricky Rosales			

**CONTENTS OF COMMITTEE PACKET**

- 1) **Agenda:** Operations Committee Meeting Agenda, *8/23/2018*
- 2) **Minutes:** Operations Committee Meeting Minutes, *7/26/2018*
- 3) **Schedule:** 2018 Commission on HIV (COH) & Los Angeles County HIV/AIDS Strategy (LACHAS) Meetings - Call to Action Schedule, *Updated 8/6/2018*
- 4) **Schedule:** Los Angeles County Commission on HIV, Executive Committee Special Meetings and Social/Racial Justice Workshops Schedule
- 5) **AAM:** 2018 Assessment of the Administrative Mechanism, Los Angeles County Eligible Metropolitan Area, Ryan White Care Act, Based on County Fiscal Years 2014, 2015 and 2016, (Ryan White Care Act Years 24, 25, 26), *Final Draft, updated 8/20/2018*
- 6) **Application:** Felipe Gonzalez, *August 2018*
- 7) **Table:** 2018 Membership Roster, *Updated 7/31/2018*
- 8) **Project Description:** 2019 Los Angeles County Commission on HIV (COH) Community Service Awards, Version 4, *Draft, Updated 8/21/2018*
- 9) **Letter:** Welcome to the Los Angeles County Commission on HIV (COH), *August 2018*

**CALL TO ORDER:** Mr. Stalter called the meeting to order at 10:05 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 7/26/2018 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 COMMENT

4. **NON-AGENDIZED OR FOLLOW-UP:** Mr. Green reported Mr. Fuller called him that morning to advise that he was unable to attend the meeting. Mr. Green informed Ms. Jauregui by email.

## IV. REPORTS

### 5. EXECUTIVE DIRECTOR/STAFF REPORT:

#### A. LACHAS Call to Action Meeting Updates/Schedule:

- Ms. Barrit noted the schedule in the packet. The next regular Commission meeting will be 9/13/2018 at the usual time of 9:00 am to 1:30 pm, but it will be at the Music Center rather than St. Anne's Conference Center.
- The 2018 Member Orientation will follow the Commission meeting. "New" was purposely dropped from the title to highlight the value to all Commission members in participating, e.g., to learn about updates from the Health Resources and Services Administration (HRSA). Significant work has also gone into making the training more interactive.
- Work will continue on the 2019 Training Calendar. It will include a planning council refresher, and more interactive activities.
- Members of the public interested in learning more about the Commission or are considering joining are welcome to attend the trainings.
- The next LACHAS meeting will be 9/19/2018, 2:00 to 4:00 pm, at the East Los Angeles Library for Service Planning Area (SPA) 7 - East encompassing the Bellflower, East Los Angeles, San Antonio, and Whittier Health Districts. Arrangements are underway with Hilda Sandoval to provide an optional tour of AltaMed after the LACHAS meeting.
- This meeting will conflict with an Integration Advisory Board (IAB) meeting. Some Commission members will attend the IAB, but that should not significantly affect LACHAS attendance which has been good on average.

#### B. Social/Racial Justice Workshops Schedule:

- Ms. Barrit thanked members who have already signed up for a training session. A conflict with the trainers has developed for the 10/17/2018 session. It also had just five or six members signed up. For those reasons, that session was cancelled and staff was phoning those who chose it to see if they could switch to either the 9/20/2018 or 10/10/2018 session. It still should be possible to remain below quorum.
- These training sessions will lead into the Annual Meeting so it is important for all members to attend.
- ➡ Ms. Barrit will advise Ms. Jauregui that both Ms. Campbell and Ms. Gordon will attend on 9/20/2018.

### 6. CO-CHAIR REPORT:

- Mr. Stalter had a long conversation with Ms. Bivens-Davis the prior night. She was doing well and sent greetings, but had not yet determined when she would return from her leave of absence. Meanwhile, he encouraged Operations members to call or email him if they need anything or would like to discuss anything with him.
- ➡ Agendize rescheduling the November meeting in consideration of the Thanksgiving Holiday.
- ➡ Cancel December meeting due to the holidays and cancellation of the December 2018 Commission meeting.
- ➡ In response to questions, Ms. Barrit will also agendize review of the November and December meeting schedule for the Planning, Priorities and Allocations Committee.

## V. DISCUSSIONS

### 7. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM) FINAL DRAFT REPORT:

- Ms. Barrit reported this final draft includes comments, clarifications, and feedback on organization and formatting from the Division of HIV and STD Programs (DHSP). Comments on material already in the appendix was addressed by reference.
- She added a paragraph on next steps (page 50) regarding Operations prioritizing recommendations and crafting an action plan for implementation over the next three years consistent with the interest of HRSA's Project Officer in follow-up.



- The question (page 39) on DHSP provision of feedback or Technical Assistance (TA) to providers garnered only a 47% affirmative response. Mr. Hauptert noted the key to the response was "regularly." While annual audits are normative, providers would welcome more TA and some comments suggested earlier TA could improve audit results. That issue interrelates with DHSP staffing stress because sufficient staff is not readily available to provide additional TA.
- On streamlining audits, Ms. Cataldo noted each contract with a provider is audited annually. DHSP staff may audit some contracts at the same time, e.g., Ambulatory Outpatient Medical and Nutrition, but most are done separately.
- As in the past, extensive concerns were raised about Casewatch (page 49). Mr. Stalter noted Michael Green, PhD, MHSA recently said DHSP is considering instituting a card, much like a health care card, to eliminate duplication of enrollment work across providers. Needing to start from scratch at each provider often discourages consumers from accessing needed services. The technology of uploading data into a program such as Casewatch is simpler than revising the program.
- The procurement process diagram (page 16) delineates the entrenched bureaucratic barriers to a timely HIV epidemic response. Mr. Hauptert noted it was not possible to review all procurement process aspects within the context of the AAM, but the obvious barriers gave rise to the overall recommendation for analysis of the process. Dr. Green has been attempting to tweak the process and Mr. Hauptert hoped the AAM would strengthen his ability to improve the situation.
- Mr. Stalter felt it would be impossible to achieve LACHAS goals without change. He recently spoke with Mario Pérez, MPH about shifting HIV testing to respond to the fact that three bath houses have closed in the last couple of years while at least 15 private sex parties have started. Traditionally, bath houses have the highest positivity rate, but the venue for that activity is changing. Mr. Pérez replied Department of Public Health (DPH) regulations are at issue for contracted agencies.
- Ms. Gordon added the Los Angeles County Center for Health Equity also has an action plan to reduce STIs so, in addition to not meeting LACHAS goals, the Commission will be unable to do its part in meeting those goals without change. She urged developing an addendum or cover letter from Commission members with feedback on the need for change to meet goals.
- Ms. Barrit suggested separating the issues of the AAM itself and what the Commission chooses to address. The latter can include a policy advocacy conversation with the Board of Supervisors (BOS). A cover letter articulating the frustration of Commission members and consumers could capture concerns of how the process impacts services.
- ➡ Revision: Page 4, Methodology, Paragraph 1, Line 1, revise from "previous three grant years" to actual grant year done.
- ➡ Correction: Page 5, Focus Area 2, Bullet 1, change "2021" to "2022."
- ➡ Ms. Barrit will request DHSP identify the last update for the procurement process diagram (page 16). Dr. Green presented to the Commission on it in November 2016, but the diagram predates that. Add the date or indicate it is unavailable.
- ➡ Mr. Stalter will forward a draft cover letter on Commission member concerns with bureaucratic barriers to Ms. Barrit for refinement. The final draft will be distributed to Operations prior to AAM presentation by Mr. Stalter and Ms. Bivens-Davis at the September 2018 Commission meeting. The presentation will stress the need for a creative response to the epidemic.
- ➡ The AAM will return to Operations which will prioritize recommendations and engage in action planning. The Commission Co-Chairs and DHSP will also need to participate especially to address accountability issues with the BOS.

**MOTION #3:** Approve recommendation to adopt the Assessment of the Administrative Mechanism (AAM) Final Draft Report and forward to Executive Committee, as revised (*Passed by Consensus*).

## 8. MEMBERSHIP MANAGEMENT:

### A. Application - Felipe Gonzalez:

- Mr. Stalter and Ms. Bivens-Davis interviewed this candidate who was referred by Al Ballesteros, MBA. Mr. Stalter reported Mr. Gonzalez interviewed well, scoring approximately 80.
- ➡ Staff will advise Ms. Forrest that her seat was re-aligned as part of changes related to Mr. Gonzalez's nomination.

**MOTION #4:** Approve and forward to Executive Committee: move Kevin Stalter from the Unaffiliated Consumer At-Large #3 to the Unaffiliated Consumer SPA 4 seat; nominate Felipe Gonzalez for the Unaffiliated Consumer At-Large #3 seat; move Susan Forrest from the Unaffiliated Consumer SPA 4 Alternate to the Unaffiliated Consumer SPA 7 Alternate seat (*Passed by Consensus*).

### B. Membership Seat Assignment Review:

- Ms. Barrit reported Mr. Moreno was no longer employed by an agency receiving Ryan White funding, but does receive Ryan White services so could now fill an Unaffiliated Consumer seat. Per his application, he receives services in SPA 7 and Supervisorial District 4. The Unaffiliated Consumer seat is filled for SPA 7, but not for Supervisorial Districts 1 or 4.
- Operations is charged with ensuring both reflectiveness and parity to ensure consumers have the support they need. The mentor program is helpful, but Commission Bylaws also identify Operations with helping to plan, execute, and conduct trainings. He felt the Committee could do more to assist Ms. Barrit in that work.



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- Agendize for next meeting: Motion to move Mr. Moreno from an Alternate to a full seat. Ms. Barrit will verify whether his services are located in Supervisorial District 1 or 4.
- Agendize for next meeting: Unaffiliated Consumer recruitment strategies especially for college and high school youth.
- Ms. Wright will contact three candidates who have submitted applications to schedule interviews on 9/14/2018, 11:00 am to 2:00 pm. If one of the candidates cannot come at that time, that person can be scheduled at 9:00 am prior to the next Operations Committee meeting on 9/27/2018. Ms. Campbell, Mr. Green, and Mr. Stalter will interview.

### C. Attendance - Follow-up:

- Ms. Barrit noted Ms. Wright has called Commission members whose attendance has been poor, but found no corrections to the most recent attendance report. Ms. Wright reported members she spoke with were satisfied with their assignments, but had had various personal challenges. She has resent the attendance policy for their information.
- Mr. Stalter reminded all that proper procedure is to call the office directly if possible when one is unable to attend a meeting of a body on which the member sits. That ensures staff are alerted and the absence is properly noted.

### D. Mentorship Pairing - Follow-up:

- Ms. Barrit thanked Operations members who volunteered to take on mentees. Mentors should initiate the first phone call and/or email to help acclimate the new members.
- Mr. Brown suggested advising new members about validated parking at the Commission office. Stipends were also noted, but Ms. Barrit said clarity on stipends is important as they are only open to Unaffiliated Consumers who receive a Ryan White service. Full members and Alternates, who receive half, must also attend designated meetings to qualify.
- Mr. Green volunteered to check with mentors to ensure initial conversations/emails were occurring. He would also forward to Operations for review a welcome email he had drafted with basic information, e.g., a meeting schedule.

## 9. RECRUITMENT AND RETENTION EFFORTS AND OPPORTUNITIES:

### A. Ad Hoc Awards Work Group - Follow-up:

- Ms. Campbell reported the Work Group of Mr. Green, Mr. Stalter, Ms. Biven-Davis and herself has worked diligently to develop a timeline, award categories, and a process. The most recent conference call focused on reviewing and finalizing the Community Service Awards Project Description, Version 4, in the packet.
- Forward the Project Description to the Executive Committee, incorporate feedback from the Operations and Executive Committees, and present at the September 2018 Commission meeting.
- Ms. Barrit will forward a courtesy email with the Project Description to Ms. Bivens-Davis who is on leave.

### B. Unaffiliated Consumer Recruitment Strategies:

- Agendize for next meeting: Mr. Stalter will provide initial ideas and Ms. Tolentino will assist with youth engagement.

## 10. COMMUNITY ENGAGEMENT:

### A. Community Advisory Board (CAB) - Meet & Greet:

- Mr. Green reported the Consumer Caucus will not meet after the September Commission meeting due to the Member Orientation. Instead, it hopes to schedule a meeting at another time in September 2018 to finalize a draft preamble being developed by Co-Chairs Raphael Peña, Yolanda Sumpter, staff, and himself.
- It also hopes to schedule a year-end review in November on, e.g., 2018 attendance at meetings and the five trainings. The meeting's theme will be to foster members' ownership of their Commission commitment. November will be the Commission's Annual Meeting so the Caucus will also need to schedule a meeting at another time. One option might be to schedule such meetings on mornings of the Planning, Priorities and Allocations Committee to increase attendance.
- The Spanish-language Meet and Greet will follow the 10/11/2018 Commission meeting at St. Anne's Conference Center. Grissel Granados, MSW will provide an overview of LACHAS and Ricky Rosales will also present. One of the key note speakers will be either a Gilead representative or former Commission member Octavio Vallejo, MPH, MD with Merck. A third component was expected to be identified by the end of the month.
- Ms. Tolentino, Mr. Green, and Larissa, University of California Los Angeles, were spearheading the Spanish-language Meet and Greet since both Ms. Bivens-Davis and Shellye Jones were on leave. He thanked Ms. Tolentino for her help.
- Mr. Stalter noted one major difference from the prior AAM was the full, amazing staff. The Commission recently added a part-time employee through the County's youth worker program which introduces youth to County careers. His first day was 8/9/2018 when he provided support for the SPA 6 - South LACHAS meeting.

## 11. TRAINING AND LEADERSHIP DEVELOPMENT:

**A. Member Orientation - September 13, 2018:** There was no additional discussion.

**B. Consumer Caucus Collaboration:**

**1. Leadership Development Strategies - Action Plan:**

- Ms. Barrit said Commissioner consumers have noted that Commissioner providers routinely receive additional training opportunities through their agencies. The consumers have requested targeted leadership development in order to achieve parity as discussed earlier to ensure they have the support they need to be effective.
- Dedicated time will be scheduled for this discussion which will be led by the Consumer Caucus.

#### **VI. NEXT STEPS**

**12. TASK/ASSIGNMENTS RECAP:** There was no additional discussion.

**13. AGENDA DEVELOPMENT FOR NEXT MEETING:** There was no additional discussion.

#### **VII. ANNOUNCEMENTS**

**14. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:**

- Ms. Campbell announced the Los Angeles Women's HIV/AIDS Support Group will have its annual awards ceremony on 9/17/2018, 6:00 pm, at the Palm Restaurant. Ms. Barrit will present a LACHAS update. RSVP to Ms. Campbell.
- Ms. Cataldo announced the Tarzana Treatment Center closed its 1,500 square foot site and moved into a new 5,500 square foot site that week. The new site has the space to support more services including: methadone, mental health, substance abuse, HIV primary care, HIV specialist care. She is hiring for multiple openings, with a particular need for mental health and substance abuse counselors. She is especially interested in staff who live in SPA 1. Recommendations are welcome.
- Due to all the set-up, she may be slower to respond to emails. If so, call her cell phone.
- Ms. Barrit reviewed the United States Conference on AIDS agenda and workshops with Ms. Daniels to help her prepare.

#### **VIII. ADJOURNMENT**

**15. ADJOURNMENT:** The meeting adjourned at 11:35 am.