LOS ANGELES COUNTY
COMMISSION ON HIV

Visit us online: http://hiv.lacounty.gov
Get in touch: hivcomm@lachiv.org
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https://tinyurl.com/y83ynuzt

BLACK CAUCUS
Virtual Meeting

Thursday, November 17, 2022
4:00-5:00pm (PST)

Agenda and meeting materials will be posted on
http://hiv.lacounty.gov/Meetings *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=m652ceafd52e25d8283b3373a6e8de1ab

Meeting Password: BLACK

TO JOIN BY PHONE:
1-213-306-3065
Access Code/Event #: 2594 723 7627

For a brief tutorial on how to use WebEx, please check out this video: https://www.youtube.com/watch?v=iQSSJYcrgIk
*For those using iOS devices - iPhone and iPad - a new version of the WebEx app is now available and is optimized for mobile devices. Visit your Apple App store to download.

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Apply to become a Commissioner at
https://www.surveymonkey.com/r/2022CommissiononHIVMemberApplication
For application assistance call (213) 738-2816

BLACK CAUCUS
Virtual Meeting Agenda

Thursday, November 17, 2022 @ 4:00PM-5:00PM

To Join by Computer:
https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/j.php?MTID=m652ceafd52e25d8283b3373a6e8de1ab
Join by phone: 1-213-306-3065
Password: BLACK   Access code: 2594 723 7627

1. WELCOME, INTRODUCTIONS & MEETING GUIDELINES   3:00PM-3:05PM

2. CO-CHAIR REPORT/UPDATES   3:05PM-3:10PM

    - 2023 Co-Chair Open Nominations
    - December 15, 2022 Meeting
    - 2023 Workplan:
        i. Recommendation to host a series of candid community conversations to address the state of HIV in the Black community

3. DISCUSSION   3:10PM-3:50PM

    - Develop Organizational Capacity Needs Assessment Among Black-Led Organizations

4. RECAP AND NEXT STEPS   3:50PM-3:55PM

5. PUBLIC COMMENT & ANNOUNCEMENTS   3:55PM-4:00PM

6. ADJOURNMENT   4:00PM

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 misogyny, 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; 3/3/22)**

BLACK CAUCUS
Thursday, October 20, 2022 | 4:00PM to 5:00PM

VIRTUAL MEETING SUMMARY
Meeting packet is available at: https://hiv.lacounty.gov/meetings/
Contact staff for verification of attendance

1. **Welcome & Introductions**
   Co-Chair Gerald Garth welcomed attendees and led introductions.

2. **Co-Chair Report & Updates**
   November 10th Annual Meeting | REMINDER. G. Garth and staff reminded the group to register for the Annual Meeting. Topics to be addressed are on the Save the Date flyer.

   Holiday Meeting Schedule. The Caucus will meet on November 17th and will decide at its next meeting whether to meet in December.

3. **DISCUSSION**
   PrEP Centers of Excellence Client Demographics (DHSP)
   Mario J. Perez, Director (DHSP) shared that DHSP began making investments in PrEP Centers of Excellence (COEs) six years ago to provide culturally responsive PrEP services. Before the launch of the Los Angeles County HIV/AID Strategy (LACHAS) and the Ending the HIV Epidemic (EHE) initiative, PrEP information and services were made available via websites Get Protected LA and Get PrEP LA and noted that there may be folx who are still not aware of these resources. M. Perez reported that out of 70k County residents who are candidates for PrEP, 50K of those candidates are from Black and Latinx communities.

   Wendy Garland, PhD, presented on the PrEP COEs client demographic data and a provided brief overview of the PrEP COEs dashboard, as requested by the Caucus at its last meeting. The presentations can be found in the meeting packet.

   - Dr. William King pointed out that there is a glaring difference between the performance of agencies. Dr. Garland noted there are varying factors that impact each agency's performance, i.e., function and size of the agency, the number of clients served.
   - Dr. Garland agreed to further look into the reasons for the differences in performance and report back.
   - Dr. King indicated that there is a missed opportunity to convert PEP patients to PrEP.

<u>Develop Survey Questions for Organizational Capacity Needs Assessment Among Black-Led Organizations</u>
Raquel Gilson, MPH (DHSP) presented the proposed framework for the needs assessment; see presentation in meeting packet.

Dr. King requested that a template of a prior assessment a well as sample questions be provided to the Caucus to inform the development of the needs assessment.

Dr. Wilbur Jordan shared that a needs assessment among the Black community was performed many years ago and was surprised that one hasn't been conduct in recent years.

4. **Recap & Next Steps**
   - COH staff, Caucus leadership and DHSP to continue coordinating efforts in developing the needs assessment.
   - Caucus members to provide questions that should be included in needs assessments.
   - DHSP to provide a sample of a prior needs assessment.
   - Dr. Garland to provide information regarding why performance differs among the agencies reflected in the PrEP COEs client demographic data report.

5. **Public Comment & Announcements.** None
6. **Adjournment**

<div align="center">
Black/African American Caucus
Organizational Needs Assessment
Draft Template
</div>

GENERAL INFORMATION

- What types of support (e.g., financial, human resources/staff) is needed for your organization to effectively carry out your mission? To respond to DHSP grant opportunities? To develop programming and meet programming goals, etc.?
- Over the last 12 months, what have been your organization's priorities? What information did the organization utilize to develop or address organizational priorities? How were (or are) the priorities communicated to staff at all levels in the org?

Management

- What resources are needed to support your organization's management practices?
- Over the last 12 months, to what extent has the organization experienced loss of competent staff? Has there a high turnover rate among staff members?
- Can you describe what factors contributed to this loss?
- For the same time period, what examples does the organization have of practices listed below that directly contributed to retention of competent staff? For example:
  - Recruitment
  - Compensation (salary and benefits)
  - Personnel evaluation
  - Promotion (professional advancement)
  - Grievance and conflict resolution policy
  - Staff workload (allocation of tasks and responsibilities)
  - Supervision
- How can supervisory practices best enhance staff capacity to meet the organization's goals?
- Can you talk about how is the scope of personnel activities defined?
- What are there means for effective communication between management and staff?
- What are the established protocols for communication between management and staff?
- Please describe the organization's plan for recruiting and retaining employees? Does the organization have staff retention plans in place?
- Does HR conduct exit interviews with departing staff members?

TRAINING/STAFF DEVELOPMENT/CAPACITY BUILDING

- What resources are needed for staff to have the skills necessary to achieve the organizational mission?
- What is the organizational plan for staff development and capacity building? If there is not an existing plan, how does the organization provide staff development and capacity building?
- How is training and TA provided?
- What opportunities for employee training and advancement exist within your organization?

- Are supervisors and managers adequately trained on leadership roles and building staff morale?
- How often does the organization provide staff training events?
- If there are recent staff training events, what evidence is there that they enhanced staff capacity and performance?
- To what degree did these training events prepare staff to respond to the organization's strategic objectives?
- What are three primary TA needs for ongoing functions (e.g., monitoring and evaluation, proposal writing, resource mobilization) that could support in achieving the organization's mission?
- To what extent is the number of employees carrying out these functions commensurate with work demands?
- What TA is most needed to support your organization's training, staff development, capacity building practices?

DEVELOPMENT AND FUNDING SOURCES

- What are the organization's financial needs? What is the organization's long-term plan for addressing financial needs?
- Does the organization have a well-developed grant-seeking schedule and approach?
- What is the strategy for identifying donors and grant funding opportunities? What is the strategy for establishing linkages with these donors or funding opportunities?
- Is the organization dependent on any single funding source/award for more than two-thirds of its entire budget?
- Is there a development (fundraising) plan in place for long-term sustainability of the organization?
- What concrete measures have the organization taken over the last 12 months to diversify funding (support from more than one donor; meaning that if one of the donors decreased funding, the agency would still function)?
- Does your organization have a strategic plan to address the diversification of funding?
- Are all grants, cooperative agreements, and contracts routinely tracked to assure complete progress reports, final reports, and renewal applications are submitted on time?

FINANCES AND ACCOUNTING

- Who is responsible for oversight of your organization's finances?
- Has the organization had a recent audit by either another government agency or independent public accountant? If yes, what were the outcomes of the audit?
- What is the organization currently working on to meet the recommendations in the audit report?

- Does your organization have written accounting policies and procedures? If yes, how often are the policies and procedures updated? Do all of the board members receive a copy of the policies and procedures?
- Does the organization maintain its accounting records on a monthly basis? If not, how often does the organization maintain accounting records? How does the organization decide how often to review the accounting records?
- Does the organization prepare financial statements at least annually? If not, how often? Is the statement easy to read and understand?

BUDGET DEVELOPMENT AND MANAGEMENT
- Please describe your organization's budget planning process?.
- Does the organization have contingency measures currently in place if projected revenue fails to materialize?
- Do the organization's financial management practices lead to accurate financial projections?

Black/African American Caucus
Organizational Needs Assessment
Draft Template

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- ~~What training or technical assistance (TA) needs for staff have been identified?~~

Black/African American Caucus
Organizational Needs Assessment
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