



LOS ANGELES COUNTY
COMMISSION ON HIV



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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.

Approved
12/5/2019

OPERATIONS
COMMITTEE MEETING MINUTES
October 24, 2019

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

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 10/24/2019
- 2) **Code:** Code of Conduct, 4/11/2019
- 3) **Minutes:** Operations Committee Meeting Minutes, 8/22/2019
- 4) **Minutes:** Operations Committee Meeting Minutes, 9/26/2019
- 5) **Flyer:** Renewed Opportunities & Collaborations in Times of Urgency to End the HIV Epidemic/Oportunidades Renovadas y Colaboración en Tiempos de Urgencia para Poner Fin a la Epidemia del VIH, 10/24/2019
- 6) **Table:** Los Angeles County Commission on HIV, 2019 Work Plan (WP) Template, Operations Committee, 10/24/2019
- 7) **Recommendations:** (Revised) Black/African American Community (BAAC) Task Force Recommendations, 10/10/2019
- 8) **Questions:** Operations Committee Guiding Questions for COH By-Law, Policy, and/or Procedural Changes, 7/24/2018
- 9) **Policy/Procedure:** #08.3302: Intra-Commission Grievance and Sanctions Procedures, *Proposed Draft for 8/22/2019 Review*
- 10) **Policy/Procedure:** Conflict Resolution (San Francisco EMA), *Passed 10/24/2016*
- 11) **Policy/Procedure:** Metro St. Louis HIV Health Services Planning Council (PC), Process to File an Internal Complaint, 3/5/2018
- 12) **Table:** Los Angeles County Commission on HIV (COH), Assessment of the Administrative Mechanism (AAM), Ryan White Program Years 24, 25, 26, (FY 2014, 2015 and 2016), *Updated 3/19/2019*
- 13) **Outline:** Focus Area 1: Commission on HIV (COH) Perspectives/Focus Area 3: Contracted Agency Perspectives
- 14) **Outline:** Assessment of the Administrative Mechanism (AAM), Ryan White Program Year 28 (March 1, 2018-Feb. 28, 2019), Supplemental Assessment Questions for Recommendations #1-2, *Final 10/9/2019*
- 15) **Form:** Los Angeles County Commission on HIV, Supplement to the Assessment of the Administrative Mechanism
- 16) **Form:** Los Angeles County Commission on HIV, Supplement to the Assessment of the Administrative Mechanism: Contractors
- 17) **Guide:** Mentorship Program Guide, Los Angeles County Commission on HIV, 7/31/2019
- 18) **Guide:** Skills for Successful Mentoring, Competencies of Outstanding Mentors and Mentees
- 19) **Roster:** 2019 Membership Roster, *Updated 10/21/2019*
- 20) **Table:** Planning Council Reflectiveness, *Updated 9/27/2019*

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CALL TO ORDER-INTRODUCTIONS-CONFLICTS OF INTEREST: Ms. Bivens-Davis called the meeting to order at 10:03 am.

I. ADMINISTRATIVE MATTERS

1. APPROVAL OF AGENDA

MOTION #1: Approve the Agenda Order with Item 8 moved up prior to Item 6 (*Passed by Consensus*).

2. APPROVAL OF MEETING MINUTES

MOTION #2: Approve the 8/22/2019 and 9/26/2019 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:

- Ms. Walker-Heltzel suggested people check in on clients or others they know in the Antelope Valley to ensure they are alright. The electric company is expected to implement power outages in various areas of the Valley due to the wildfires.
- Mr. Green learned from the Red Cross on 10/23/2019 that Southern California Electric will have roving assistance vehicles in areas affected by power outages. The Red Cross will stock the vehicles with snacks.
- Mr. Moreno requested the packet electronically. Ms. Wright distributes most items electronically prior to the meeting as part of the agenda email. Additional late items can be requested, as needed.

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, and several Commission members including Mario Pérez, MPH, Director, DHSP were in San Diego attending a meeting on a new state grant.

A. Annual Meeting

- The Annual Meeting will be 11/14/2019, 9:00 am to 4:00 pm, at St. Anne's Conference Center. The focus will be the federal Ending the HIV Epidemic (EtHE) initiative - its various opportunities, grants, and collaborative opportunities.
- Confirmed speakers include: Barbara Ferrer, PhD, MPH, MEd, Director, Los Angeles County (LAC) Department of Public Health (DPH); Jeffrey Gunzenhauser, MD, MPH, Disease Control Bureau Director and Chief Medical Officer, LAC, DPH; Louise McCarthy, MPP, President and CEO, Community Clinics Association of Los Angeles County (CCLAC); Marisa Ramos, PhD, Interim Chief, Office of AIDS (OA), California Department of Public Health (CDPH); and CDR Mitchell Sandoval-Rosario, Director, and LCDR Jose Antonio Ortiz, Deputy Director, Prevention through Active Community Engagement (PACE) Program Region 9, Los Angeles. Emily Gantz-McKay will facilitate consumer involvement.
- ➡ Distribution of the Annual Meeting flyer in the packet was encouraged.

B. Special Executive Committee Meeting - October 31, 2019

- Ms. McClendon acknowledged the Executive Committee usually follows Operations. This meeting was moved to accommodate Dr. Ferrer's schedule and deadline for input on the Health Integration Network, now Alliance for Health Integration (AHI). Dr. Ferrer will be the first main item on the agenda which was expected to go out 10/25/2019.
- The meeting will be from 3:30 to 5:00 pm. A room on the 7th Floor was being reserved in order to accommodate more people. Ms. McClendon will distribute the agenda with logistics by the end of the week.

6. CO-CHAIR REPORT

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

B. **Committee Work Plan:** This item was postponed.

C. Holiday Meeting Schedule

- ➡ Ms. Wright will poll for a November-December substitute date as regularly scheduled meetings conflict with holidays.

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

- ➡ Operations Members will review BAAC Recommendations to identify possible action steps to support them for discussion at the next Committee meeting.

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7. POLICIES AND PROCEDURES

A. Policy/Procedure # 08.3302 - Intra-Commission Grievance and Sanctions Procedures (Draft) - Review/Discussion

- ➡ Operations Members will review Policy/Procedure # 08.3302 for discussion at the next Committee meeting.

8. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM)

- Mr. King, Consultant, reported this material is based on AAM recommendations to survey all Commission members and alternates; and to do key informant interviews with agencies contracted by DHSP in 2018. It was agreed to address the first recommendation via Survey Monkey and to do about ten interviews for the latter with agencies not interviewed previously.
- He reviewed the Commissioner survey questions and contractor interview questions with input from the 9/26/2019 meeting. The latter set will include follow-up questions by the interviewer to obtain as much qualitative data as possible.
- He noted several revisions for clarity on the latest iteration included in the packet, e.g.: Commission Question 1 revised to "assessed an appropriate amount and type of data;" revision of 1.a. and 1.b. into 2; and the prior 7. into 3.
- In particular, he revised the last item from recalling reports being provided to the Planning, Priorities and Allocations Committee to help inform the Priority Setting and Resource Allocation (PSRA) process (PP&A) to being utilized by PP&A for the process. The key AAM issue is whether DHSP provided the information needed for the PSRA process.
- In discussion, it was noted that DHSP reports are complex so those who do not regularly attend PP&A may not fully understand the material. Commissioners do need to understand materials sufficiently to vote on PSRA, but the core purpose of this survey is to ascertain whether DHSP is providing all the needed materials rather than Commissioner comprehension. On the other hand, the Commission does hope to use the survey to better understand training gaps.
- Mr. King noted Contractor Question 2 on monitoring was in response to Commission direction, but Ryan White recommendations do not include the topic within the Commission's purview. Ms. Bivens-Davis related that the discussion generating this topic pertained to consistency, e.g., an agency's contract monitor provides Technical Assistance (TA), but is replaced by another contract monitor who provides conflicting TA. She added all contractors should receive a multi-page letter with an appointment date, which contracts will be reviewed, and what quality measures will be used. Contractors normally receive two letters and a phone call. The question is meant to determine if communications are consistent.
- This concern was raised with DHSP at an AAM subcommittee meeting. Consistent messaging is needed to build organization strength to meet goals. DHSP was starting internal training on uniform messaging, but in just one unit at first.
- Ms. Gordon related concerns of small organizations with the expense of living up to grantee requirements. Further, it seems to some organizations that requirements are not imposed equally or they are discouraged from applying at all.
- Ms. McClendon suggested minimizing Contractor Question revisions since they were used for prior contractor interviews.
- Mr. King reported these Contractor Questions reflect what was asked in the AAM and did generate good data previously. They are also consistent with the iteration reviewed at the last meeting. Questions increased from six to eight because sub-questions 2.a. and 2.b. were split off into separate questions 3. and 4.
- Mr. Green asked when the next AAM would be conducted. Ms. McClendon responded that the next new AAM would likely be in 2021. Doing a new AAM each year without follow-up only generates the same information over and over. Instead, several years of follow-up on results are planned in order to effect improvement. This work is part of that follow-up.
- ➡ Commissioners will be notified of their survey by an email with a link to the survey. A raffle for an incentive was planned.
- ➡ Commissioner survey: Add notice that it can be completed at the Commission office, if preferred. Provide laptop at Commission meetings to allow completion there as well.
- ➡ Commissioner survey: Add question at top to identify on which committee(s) the respondent serves and how long the Commissioner has served on the Commission.
- ➡ Commission Question 1: Change response to yes/no and explanation.
- ➡ Commission Question 3: Revise to: "During the 2018 planning cycle, do you recall any of the following DHSP reports being provided as a part of the Priority Setting and Resource Allocation process?"
- ➡ Commission Question 9: Add "N/A" response option; revise question to 9.a., "The Commission on HIV prepared me to make decisions related to standards, allocations, and service category prioritization;" and, 9.b., "Please indicate the degree to which you understand the structure of the Commission, the process related to the Commission, and the role of the Commission."
- ➡ Commission Question 10: Add response option of, "I do not know."
- ➡ Contractor Question 5: Elicit as much service category information as possible to inform Commission work without compromising contractor anonymity.

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- ➡ Mr. King will email an updated iteration of the two sets of questions to the Committee for review.

9. TRAINING AND LEADERSHIP DEVELOPMENT

A. Mentorship Program

- Ms. Bivens-Davis called attention to the Mentorship Program Guide in the packet. This has been out to the Committee for individual review for over a month preparatory to approval. No comments had been received.

- ➡ The Mentorship Program will return to Operations for next steps once it achieves Commission approval.

MOTION #3: Approve the Mentorship Program, as presented, and forward to Executive Committee for approval and presentation to the Commission for presentation and approval (*Passed by Consensus*).

B. Mandatory Member Training - Follow-up

- ➡ Agendize Plus/Delta activity, possibly at the next meeting, on experiential feedback from the new Member Orientation.

10. MEMBERSHIP MANAGEMENT REPORT

- Ms. Bivens-Davis reported two Members have requested changing their Committee assignments to improve their attendance. Diamante Johnson would like to change to Operations or Public Policy. He previously attended Operations with good attendance and participation. Pamela Coffey's mentor requested on her behalf that they both be moved to PP&A.
- ➡ Ms. McClendon reported Committee assignment recommendations are referred to Commission Co-Chairs for discussion and decision. Their decisions will be reported back to Operations.
- ➡ Coordinate with Ms. Walker-Heltzel, as needed, once a determination is reached on Committee membership for her full Member, Mr. Johnson. As his alternate, Ms. Walker-Heltzel could not vote if he moved to and attended Operations.

11. **RECRUITMENT, RETENTION, AND ENGAGEMENT:** This item was postponed.

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

- Rollerween is a free event at World On Wheels, 4645 Venice Boulevard, Los Angeles, for gay, bi, and queer men, ages 18-29, on 10/25/2019, 5:00 to 8:00 pm. Hosted by CHLA Young Men's YCAB with funding from DHSP. Flyers were available.
- The SoCal Club at Broadway and Manchester was hosting "HIV and Incarceration," 10/24/2019, 6:00 to 7:30 pm followed by a questions and answer period. It was also hosting its Mini Ball on 10/26/2019, 8:00 pm to 12:00 midnight.
- Life Group LA was hosting a seminar on "PLWH and Holiday Stressors," 11/9/2019, 10:00 am to 4:00 pm, at the Hollywood United Methodist Church.

VII. ADJOURNMENT

15. **ADJOURNMENT:** The meeting adjourned at 12:07 pm.