



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.



**OPERATIONS
COMMITTEE MEETING MINUTES**

May 23, 2019

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Juan Preciado, <i>Co-Chair</i>	Traci Bivens-Davis, <i>Co-Chair</i>	Jason Brown	Cheryl Barrit, MPIA
Susan Forrest	Danielle Campbell, MPH	Craig Scott, MA	Dawn McClendon
Joseph Green	Bridget Gordon	DHSP STAFF	Sonja Wright, MS, Lac
Carlos Moreno		None	
Greg Wilson			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 5/23/2019
- 2) **Minutes:** Operations Committee Meeting Minutes, 4/25/2019
- 3) **Code:** Code of Conduct, 4/11/2019
- 4) **Power Point:** The Ralph M. Brown Act
- 5) **Handout:** Best Practices for an Effective Mentoring Program for New Planning Council/Body (PC/B) Members*
- 6) **Table:** Los Angeles County Commission on HIV 2019 Work Plan (WP) Template, Operations Committee, 5/21/2019
- 7) **Questions:** Operations Committee Guiding Questions for COH By-Law, Policy, and/or Procedural Changes, 7/24/2018
- 8) **Policy/Procedure:** #08.3204: Excused Absences, 7/24/2017
- 9) **Letter:** Draft Attendance Letter
- 10) **Policy/Procedure:** #09.4205: Page 3, Item 9.d., Item 10.d., 5/10/2018
- 11) **Municode:** Page 7 of 9, Item E., 2/18/2015
- 12) **Policy/Procedure:** #09.1007: Non-Commissioner Committee Appointments, 11/10/2016
- 13) **Roster:** 2019 Membership Roster, 5/21/2019
- 14) **Roster:** 2019 (Proposed) Membership Slate, 4/23/2019
- 15) **Table:** Planning Council Reflectiveness, Updated 5/22/2019
- 16) **Application:** Amiya Wilson, Membership Application, 1/10/2019
- 17) **Table:** 2019 Attendance Record for Commissioners
- 18) **Table:** 2018 Attendance Record for Commissioners

CALL TO ORDER - INTRODUCTIONS - STATEMENT: CONFLICT OF INTEREST: Mr. Juan Preciado called the meeting to order at approximately 10:00 am and attendees introduced themselves.

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 4/25/2019 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:

NO PUBLIC COMMENT.

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:

- A question was asked regarding procedures/protocols when Commissioners are having personal issues. Ms. Cheryl Barrit explained that Commissioners should notify COH staff if they are experiencing hardships and that, as a practice, COH staff sends cards, emails, and words of condolences/encouragement when appropriate. Ms. Barrit also indicated that staff routinely checks in with Commissioners who are experiencing hardships and/or have not been attending meetings on a regular basis.
- A question was asked in reference to the Code of Conduct and whether it could be reformatted into a simpler and more readable format for Commission meetings. Ms. Barrit stated she would address the issue and find a suitable resolution.
- A question was asked regarding an appropriate venue to debrief monthly Consumer Caucus meetings. Ms. Dawn McClendon responded that the Consumer Caucus report is a standard item on the Executive Committee meeting agendas and suggested that concerns be addressed at the Executive Committee meeting.
- ➡ Ms. Barrit will find an alternate way to display the Code of Conduct.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

A. Implicit Bias Training:

- Ms. McClendon reported that emails were sent to all Commissioners inviting their participation to attend the County-mandatory Implicit Bias training offered by the Department of Public Health. Ms. McClendon announced that June 5, 2019 is the last training session available, with morning and afternoon slots.
- A suggestion was made to conduct a follow-up call with those who attended the trainings to provide feedback. Mr. Green suggested keeping a running tally of all the meetings and whenever there are 10 or more attendees, the top 10 takeaways should be provided to other commissioners not in attendance (similar to the Red Cross' practice).
- ➡ Staff will confer with Co-chair Ms. Grissel Granados to solicit her feedback regarding the Implicit Bias training.

B. Brown Act & Parliamentary Procedures

- Ms. Barrit directed the Committee to a copy of a PowerPoint presentation on The Brown Act in the packet and reminded members that County Counsel made a presentation at the February 14, 2019 COH meeting. Ms. Barrit highlighted that the Brown Act and parliamentary procedures are two separate forms of guidance which govern and guide the County's operations

C. Mentorship Program

- Time will be set aside to review the mentorship program (which is already noted in the workplan). To prepare for the upcoming conversation, Ms. Barrit pointed to a handout in the packet that highlights the best practices for an effective mentoring program. Ms. Barrit asked the Committee to review the handout to decide whether the mentorship program will be formal or informal. Ms. Barrit noted that formal comes with greater expectations and accountability for members. She added that the Commission could go either way, but it needs to make note of the differences. Ms. Barrit also tasked the Committee with thinking about how long the program will last (6 months, 12 months, or indefinite), how often would formal interactions happen, clarifying the outcomes and specific targets for a formal mentorship program, as well as 2 or 3 specific objectives for the evaluation.
- The Committee agreed to implement a formal program, resulting in the need for a formal evaluation of the mentor and mentee.

- Once a framework is developed, the Committee will solicit interest and buy-in from other Commissioners (ex: who is willing to participate, time availability, etc.).
- ➡ Ms. Barrit will work with staff on mentorship pairing.

D. Voting and Election Procedures

- Ms. Barrit is with collaborating with Parliamentarian, Jim Stewart, to provide mini-trainings on parliamentary procedures.
- Mr. Jason Brown asked about the proper way to get approval for the agenda. Ms. McClendon confirmed that a motion does not have to be brought to the floor if it is already agendized.
- Ms. Barrit stated that historically Robert's Rules of Order is used as best practice, but there are a variety of other parliamentary procedures used to govern meetings. Ms. Barrit added that in government, one should align with what the elected body is using and in this case, the Board of Supervisors utilizes Robert's Rule of Order.
- ➡ Ms. Barrit will email Commissioners a cheat sheet of parliamentary procedures.
- ➡ Staff will update existing voting and election procedures for Committee review in July.

6. CO-CHAIR REPORT

A. Team Building Exercise - "Getting to Know You":

- Mr. Wilson is a 37-year-old Capricorn. One of his main passions is writing. He utilizes his writing as an outlet because of not having anyone to talk to while growing up.
- Mr. Wilson wrote a book called "Metamorphosis of the Heart". The book is based on his life and growing up from a child to 24 years old and what the realities of his life were at that time: homelessness, suicide, learning about his sexuality and learning to be accepting of it, as well as helping his family to be accepting. His book also discusses finding out that he was HIV+ and what that meant because at the time that he found out he was infected he knew nothing about the disease and there were no resources where he was living at the time (Palmdale/Lancaster).
- Due to the lack of resources, Mr. Wilson thought it was the end of his life, so he started journaling and writing as if it were his last days; this is how Metamorphosis of the Heart emerged.
- Mr. Wilson stated, "it took for him to become HIV+ to learn how to be positive in other people's lives". During a homeless stint in a shelter, he realized there were individuals worse off than him, which made him re-position his mindset, resulting in his counseling and turning around the lives of others who were helpless and suicidal.
- Mr. Wilson enjoys helping individuals navigate and utilize the services available to them and he likes to find innovative and creative ways to personalize his approach to helping others.

B. Committee Work plan

- No updates.

7. POLICIES AND PROCEDURES

A. Policy/Procedure # 08.3204 - Excused Absences:

- Committee agreed to change the title to "Absences" in order to have the policy encompass all absences not just excused.
- Committee agreed to send an attendance letter to Commissioner Jazielle Newsome as a result of excessive and unexcused absences pursuant to the Attendance Policy.
- Ms. Barrit reminded the Committee that whenever a Commissioner is going to be absent or on an extended leave, it is imperative that the Commissioner notifies staff, not another Commissioner. She also stated that it is not an appropriate expectation for another Commissioner to relay information and it does not count as contacting staff. The Commission does not ask for a formal letter, just a simple email or phone call.
- Committee collectively agreed that moving forward, the policy will be adhered to without leniency.
- Committee discussed Yolanda Sumpter's membership status and excessive absences and noted that she is up for renewal in June but has not submitted a renewal application.
- A question was asked if exit interviews are conducted when Commissioners leave for evaluation and feedback. Ms. Barrit stated that she contacts leaving Commissioners, however, should the Committee wish to formalize a process via survey, to indicate so. Ms. Barrit also clarified that by practice, staff does not forward resignation letters from Commissioners to the entire membership unless it is requested by the leaving Commissioner.
- Operations agreed to apply the "2 person per agency" rule (pol #09.1007) broadly to the Commission **and** committees, as right now it only applies to the Commission. It was agreed that if the rule is going to apply to committees as well, it needs to be explicitly stated in the policy.
- ➡ Revise Policy #08.3204 to remove references to "excused" as appropriate and place on July agenda for approval.

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- ➡ Revise Policy #09.1007 to apply "2 person, per agency" rule broadly to include Committees and place on July agenda for approval.
 - ➡ Re-visit Noah Kaplan's Standard and Best Practices (SBP) Committee-only application, once policy is approved by the COH.

8. MEMBERSHIP MANAGEMENT REPORT

A. Membership Applications:

- Amiya Wilson's application was presented to the Operations Committee for a further review, as information came forward that she no longer qualifies for an unaffiliated consumer seat due to her employment status at a funded agency.
- Operations agreed to place Ms. Wilson in seat #49 once she confirms that her employer will allow her to participate on the Commission.
- ➡ Staff to verify with Ms. Wilson that her employer will allow her to participate on the Commission.

B. 2019 Renewal Membership Slate - Update:

- An update was provided on the status of the renewal applications and that approximately there were 5 outstanding interviews remaining. This prompted the question of whether the Committee will move forward with those who were not interviewed prior to their term expiring. Committee agreed to move forward with the slate w/ those members who have completed the renewal process to include an interview, and to hold the other applications as pending until the interviews are completed. This will allow the process to be fair and equitable for everyone.
- Commissioners who have not completed their interview will be informed that they can participate but they will *not* be able to vote until their interview and renewal process is completed.
- ➡ Staff to agendize renewal membership slate for June approval.

C. 2019 Attendance Report

- Attendance discussed under Policy and Procedures.

9. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):

A. AAM Work Group – Update:

- Ms. Traci Bivens-Davis, Dr. Michael Green, and Ms. Barrit reviewed set of AAM recommendations. DHSP is moving forward with their internal procedures. The Commission will move forward with extending the key informant interviews conducted in the original AAM to the full body.
- The Commission is in process of securing a Purchase Order with consultant, AJ King to conduct the interviews.

10. RECRUITMENT, RETENTION, AND ENGAGEMENT:

A. 2019 HIV Service - Update:

- Ms. Bivens-Davis and Ms. Danielle Campbell are working on language to solicit panel members for the selection committee.
- ➡ Ms. McClendon will follow-up with Ms. Bivens-Davis and Ms. Campbell for status.

B. List of Questions for Youth CABs

- The Executive Committee delegated to each subcommittee the task of developing a list of questions for Youth CABs to help engage the youth in our planning process pursuant to the recommendations from the National Youth HIV/AIDS Awareness Day panel discussion.
- Ms. Barrit requested the Committee to send their questions to staff.
- A suggestion was made to simplify the Commission's membership application to be youth-friendly. Ms. McClendon reminded the Committee that simplifying the application has been discussed and it is on the work plan but due to competing priorities, the Committee has not been able review the application for updates. Ms. McClendon stated that in the second part of the year the Committee will be able to proceed with this task.
- ➡ Staff to send email to Committee requesting submission of 2-3 questions regarding Youth CAB engagement.

TRAINING AND LEADERSHIP DEVELOPMENT:

A. 2019 New Member Orientation:

- Staff is working on an informational flyer for the orientation in October.
- Ms. Barrit informed the Consumer Caucus Co-Chairs that the membership orientation will take place immediately following the regular Commission meeting in October and that there will not be a Consumer Caucus meeting.
- Staff will provide 2-hour mini welcome orientations to newly appointed members.
- A mentor training will also be included once Commissioners decide what the training will consist of. Ms. Barrit indicated that once staff hears what the pairing should look like, the Commission will have the mentors attend the training with their mentees.

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:

- Mr. Wilson wanted staff to know that the Commission is doing a great job and expressed his appreciation.
- Mr. Preciado seconded Mr. Wilson's sentiments and added that the support from the Commission has always been there and the efforts the Commission takes to foster support is apparent.
- Mr. Craig Scott announced that on Sunday, May 26th from 9:00 – 10:30am in front of the Minority Aids Project (5149 Jefferson Blvd), a re-naming of the intersection to Carl Bean Square will take place; immediately following the re-naming will be a celebration for his 75th birthday.
- Mr. Green announced he will not be at the next Operations meeting as he will be in Spain.

VII. ADJOURNMENT

15. ADJOURNMENT: The meeting adjourned at approximately 12:00 pm.