



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**  
**5/24/2018**

**OPERATIONS**  
**COMMITTEE MEETING MINUTES**  
April 26, 2018

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Traci Bivens-Davis, <i>Co-Chair</i>	Danielle Campbell, MPH	Jason Brown	Cheryl Barrit, MPIA
Kevin Stalter, <i>Co-Chair</i>	Kevin Donnelly	Nina Oliver	Dawn McClendon
Raquel Cataldo	Juan Preciado		Jane Nachazel
Michele Daniels			Sonja Wright, MS, Lac
Marcos Garcilazo Figueroa			
Bridget Gordon			
Grissel Granados, MSW			<b>DHSP STAFF</b>
Joseph Green			None

**CONTENTS OF COMMITTEE PACKET**

- 1) **Agenda:** Operations Committee Meeting Agenda, 4/26/2018
- 2) **Minutes:** Operations Committee Meeting Minutes, 3/22/2018
- 3) **Evaluation:** Los Angeles County HIV/AIDS Strategy Community Meeting, Continuing the Dialogue in San Fernando Valley, Evaluation Results, 4/12/2018
- 4) **Group Summary:** Los Angeles County HIV/AIDS Strategy Community Meeting, Continuing the Dialogue in San Fernando Valley, Breakout Group Discussion, 4/12/2018
- 5) **Schedule:** Los Angeles County Commission on HIV, 2018 Colloquia and Health District Community Call to Action Schedule, 4/24/2018
- 6) **Table:** Quick Reference for Planning Council Support (PCS) Staff: Legislative Requirements for Planning Councils/Bodies with HRSA/HAB Definitions, Clarifications, and Expectations, 2018
- 7) **Procedural Rules:** County of Los Angeles, Procedural Rules for County Commissions and Committees Based on Robert's Rules of Order (Abridged) and in Compliance with the Brown Act, February 2008
- 8) **Procedural Rules:** Open & Public IV: A Guide to the Ralph M. Brown Act (selections), 2nd Edition, Revised July 2010
- 9) **Application:** Committee Membership Application, 3/14/2018
- 10) **Duty Statement:** Commission Co-Chair, Revisions 3/19/2018
- 11) **Policy/Procedure:** #09.4205: Commission Membership Evaluation and Nomination Process, Revisions approved by Operations Committee on 3/22/2018
- 12) **Roster:** Los Angeles County Commission on HIV Membership Roster, 4/13/2018
- 13) **List:** Commissioners with Terms Ending June 2018, 4/26/2018
- 14) **Scoring Sheet:** Los Angeles County Commission on HIV, New Member Application Evaluation & Scoring Sheet, Final 4/24/2017
- 15) **Table:** Planning Council Reflectiveness, 4/25/2018
- 16) **Flyer:** Los Angeles County Commission on HIV, Join us & make a difference in your community! April 2018

**CALL TO ORDER:** Mr. Stalter called the meeting to order at 10:10 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 3/22/2018 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:** There were no comments.

**IV. REPORTS**

**5. EXECUTIVE DIRECTOR/STAFF REPORT:**

**A. LACHAS Community Meeting (Northeast Valley) - Follow-up:**

- Ms. Barrit said 69 people signed in, not including staff. She reported over 70 attendees to DHSP since not everyone signs in. Mr. Stalter noted he counted 81 people about 40 minutes into the meeting.
- There has been good feedback on logistics and how to improve them, and 19 people returned the meeting evaluation survey. She especially noted responses to Question 3, Section 2: I understand the meaning of Health Districts - strongly agree, 5; agree, 10; neutral, 3; disagree, 1. Results are unsurprising and would likely be similar for a question on Service Planning Areas (SPAs), but highlight a training need. They were shared with DHSP in preparation for the next meeting.
- Ms. Bivens-Davis said LACHAS was discussed during a conference call for the next Consumer Advisory Board (CAB) event. She stressed it was futile to provide a copy of LACHAS until people understand the Health Districts (HDs).
- Posting HD maps to the website was one of the additional suggestions (page 4). Ms. McClendon and Dina Jauregui have been re-organizing the website and will be adding the HD maps shortly.
- Ms. Barrit had wanted to offer facilitator skills training prior to the 4/12/2018 meeting, but lacked time to arrange it. She hoped training could be offered prior to the San Gabriel Valley event so all facilitators are using the same pattern.
- An initial summary of breakout group discussions was also in the packet, but report out formats will be refined over time. For example, summaries for Center for Health Equity community listening sessions could inform some revisions.
- It is also important to allow for agenda and discussion question flexibility. For example, the Cities of Long Beach and Pasadena have their own Health Departments so questions are being tailored to better meet their needs.
- An updated meeting schedule was also in the packet with the 5/10/2018 meeting returning to St. Anne's Conference Center for a Commission business meeting. The 6/14/2018 meeting in the San Gabriel Valley will begin with a community meeting and, after a break with food, continue for a short Commission business meeting.
- Space for community meetings is typically reserved an hour before the meeting to provide staff time to set up and two hours after so that the Consumer Caucus has the option to meet, if desired.
- A second meeting is being scheduled for the months of June, July, and August in response to a request from Mario Pérez, MPH, Director, and Kyle Baker, DHSP, in order to reach all the HDs by the end of 2018.
- Commissioner attendance is counted for all HD meetings. It is acknowledged that some locations are distant so it is most important to prioritize those HD meetings in which Commissioners live or work and will be doing outreach.
- Ms. Bivens-Davis received four calls during the 4/12/2018 event from people who went to St. Anne's Conference Center despite multiple email reminders and signs in the Commission space. Ms. McClendon had asked the contact at St. Anne's to put up a sign, but Ms. Bivens-Davis said her callers were told the meeting was cancelled.

## Operations Committee Meeting Minutes

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- Ms. Bivens-Davis expressed concern that the one person who disagreed on the evaluation with understanding how to increase PrEP enrollment and HIV diagnoses in the person's community was a Commissioner. Ms. Barrit added it may point to others who also need more training, perhaps with technical assistance on specifics from DHSP.
- Ms. Gordon felt lack of understanding on increasing PrEP can be tied to competing needs such as for food, or a person may not see it as a priority or a need unless the value to them is explained. Ms. Bivens-Davis added 78% of the 100 women they reached last year were unaware of DHSP's PrEP Protectors so the campaign leaves an information gap. Mr. Garcilazo suggested a resource to help Commissioners with referrals, e.g., for a person with or without insurance. Ms. Cataldo noted a drug representative she spoke with was unaware of PrEP so not even all in the field are educated.
- Mr. Stalter added education and advertising about Undetectable Equals Untransmittable (U=U) is also lacking though U=U is the fastest way to reduce new HIV infections and diagnosed PLWH have a greater incentive to be compliant.
- Ms. Gordon suggested creating a kind of treasure chest with information, skills, and support people need to be healthy in different kinds of relationships, e.g., information on HIV and STDs, what questions you need to ask yourself and/or ask about your partner, and mental health services. Some agencies do have capacity for such a full spectrum approach.
- ➡ Explore transportation options, including a van pool, for the Antelope Valley LACHAS event.
- ➡ Going forward, provide flyers to St. Anne's Conference Center when meetings are held in the HDs.
- ➡ Ms. Bivens-Davis will coordinate with Charles R. Drew University of Medicine and Science on a space for the 8/9/2018 HD community meeting and perhaps a post-meeting tour of the nearby Oasis, Spectrum, and Augustus Hawkins sites. Two free parking lots, a bus stop, and a blue line station are adjacent. She will confirm arrangements by 5/4/2018.
- ➡ Alonzo Batista, AltaMed, has volunteered to help coordinate the 12/13/2018 HD meeting per Mr. Brown.
- ➡ Staff will look into electronic sign-ins. They can also serve as an email list, e.g., to send an electronic evaluation survey.
- ➡ Explore training opportunities to help people and agencies better understand their roles around LACHAS including review of the Commissioner training schedule to bolster education on increasing PrEP and HIV diagnoses.

### B. By-Laws Discussion:

- Ms. Barrit said the Health Resources and Services Administration (HRSA) has initiated a new program with a learning resource, Technical Assistance (TA), and clarification for Planning Council (PC) staff. Ms. Barrit and Ms. McClendon are on different panels and Ricky Rosales, Commission Co-Chair, has reviewed creation of the integrated prevention and care Comprehensive HIV Plan (CHP). The intent is to compile a national list of best practices.
- Included in the packet was the most recent summary of legislation, the Ryan White HIV/AIDS Treatment Extension Act of 2009, along with HRSA's definitions, clarifications, and expectations on topics raised at various meetings. The full compendium is 500 pages and includes documents, e.g., the Commission's training calendar. It should be noted, while PLWH may have Medi-Cal primary care, they may still receive another of the 26 Ryan White Program (RWP) services.
- Los Angeles County (LAC) is so large that HRSA and County Counsel has vetted and approved, as detailed in the Bylaws, some variations to standard practice. For example, representatives of providers with RWP contracts in most jurisdictions must leave the room during pertinent votes while Commissioner statements of conflict address that issue.
- She noted some confusion about grievances during the HRSA site visit so called attention to two types of grievances required by HRSA (summary page 6/page 134). DHSP, as the grantee, must provide a mechanism to collect and resolve grievances against contracted providers. The Commission, as the PC, must have a separate process for grievances against its planning process, i.e., that the priority- and allocation-setting process was not carried out appropriately.
- Ms. Barrit had been asked to clarify legislation regarding requirements for Unaffiliated Consumers (UCs) of RWP services as chairs. PCs must comprise a minimum 33% of UCs (page 3/109), but the only requirement for chair selection (pages 7-8/100) is that a grantee (DHSP) representative is barred from serving as the sole chair though such a representative may be a co-chair. Beyond that, PC Bylaws determine if there is one or more chairs, whether they are appointed by the Chief Executive Officer (CEO) and/or elected by the PC, or whether any are PLWH.
- Ms. Bivens-Davis noted there is an ongoing list of suggested Bylaws revisions. Personally, she felt the Commission could not effectively combat a 2020 disease with a 1985 structure so supported continued conversations to develop capacity.
- Ms. Gordon felt the Commission should be better able to reduce barriers to identifying and accessing needed services, e.g., repeatedly confirming HIV diagnosis. Ms. Bivens-Davis noted the initiative to move to electronic records would address some of those concerns by making tests performed at one service site available elsewhere. Mr. Brown noted the Integration Advisory Board (IAB) sought to coordinate records among the Departments of Health Services (DHS), Mental Health (DMH), and Public Health (DPH). On hiatus, there is discussion on re-initiating the IAB later in the year.

**6. CO-CHAIR REPORT:**

**A. Public Comment - Follow-Up:**

- Ms. Barrit noted a summary of the Brown Act used by the Board of Supervisors (BOS) in the packet. The Commission is an extension of the BOS. The usual order of business (page 2) lists Public Comment just prior to Adjournment. More details on Public Comment under the Brown Act are provided in the League of California Cities excerpt.
- ➡ Ms. Bivens-Davis, Mr. Green, and Mr. Stalter were unable to hold a Public Comment Work Group meeting, but will hold a conference call in about two weeks and report back at the next Operations meeting.

**7. POLICIES AND PROCEDURES:**

**A. Non-Commissioner Committee Member Application:** Ms. McClendon noted there were no substantive changes to this application. It was updated to align formatting with the standard membership application.

**B. Revised Duty Statement - Commissioner Co-Chair:**

- Ms. McClendon noted a request to specify in the Duty Statement that one Commission Co-Chair must be HIV+.
- Mr. Green would prefer the PLWH also be a Ryan White consumer, but was concerned about limiting candidates.
- The body returned to a prior discussion of leadership term limits. It was noted it is already hard to recruit candidates and that may be exacerbated as more PLWH migrate to care provided through other funding sources.
- One suggestion was to distinguish between terms for the two-year Commission Co-Chair and one-year Committee Co-Chair seats. Long-term Commission Co-Chairs may also accumulate power in a way that is more likely to be detrimental while long-term Committee Co-Chairs may develop valuable expertise in their respective areas. Co-Chairs can be voted out aside from term limits, but personal relationships may tend to extend leadership past its best value.
- Ms. Barrit has the Policies and Procedures for the Chicago Area HIV Integrated Services Council (CAHISC) which addresses HIV care, prevention, and housing. CAHISC terms are three years with a 12-month break before re-applying.
- ➡ Staff will review Bylaws to determine if term limits are included, but have been waived, and report back.
- ➡ Staff will provide CAHISC Policies and Procedures and return this item to the next Operations meeting for review.

**C. Revised Policy #09.4205: Commission Membership Evaluation and Nomination Process:**

- Ms. McClendon noted Operations passed two prior revisions over the past year: self-recusal from an interview panel in case of a personal working relationship with a candidate; and, confirmation of a limit of two members per agency.
- This revision eliminates Section 26, Performance Evaluation, which has proven to be cumbersome. All candidates are now interviewed, which was not the case when Section 26 was developed, so the information is also redundant.

**MOTION #3:** Approve revised Policy #09.4205: Commission Membership Evaluation and Nomination Process, as presented (*Passed by Consensus*).

**8. MEMBERSHIP MANAGEMENT REPORT:**

- Ms. Barrit said José Muñoz took a bus from Tijuana to submit his resignation in person. He is caring for his father and took a bus back an hour later. He understood his seat being vacated and was surprised it was not vacated after three months.

**A. Review Options for Alternate David Cunningham:**

- Ms. Barrit reached Mr. Cunningham via his social media account. He responded from South Carolina where he is working on a campaign through June. She reiterated the responsibilities of a Commissioner during the phone call, asked if he remained committed and, if so, to email confirmation. His response was only, "Hi Cheryl, I would like to remain as an Alternate on the Commission." She replied the Commission could not hold the seat unless he confirmed understanding and accepting the responsibilities. He has not responded and has attended no meetings in 2018.
- Mr. Cunningham has not had to represent his seat as he is Alternate to the rarely absent Kevin Donnelly. On the other hand, he was notified by letter, is in violation of Commission rules, would need to be present to maximize participation and take advantage of opportunities for a larger role, and it is the time of year to review the next membership slate.
- ➡ Agreed to vacate the seat and advise Mr. Cunningham that he has the option to re-apply.

**B. 2018 Proposed Membership Slate Preparation:**

**(1) Interview Schedule:**

- Ms. Wright provided a list of Commissioners whose terms end June 2018 reflecting applications received. It was updated to include Ms. Cataldo's application and remove Mr. Cunningham. Six applications remained outstanding, but Juan Preciado had advised Ms. Wright he would submit his soon as would Messrs. Donnelly and Stalter.

- Interviews are scheduled for 45 minutes with 30 for the interview itself. Some 30 hours will be needed overall. In 2017, there were morning and afternoon sessions in the conference room and Ms. Barrit's office over three days. It was agreed to schedule most interviews this year before or after Committee meetings to facilitate renewal interviews for Committee members and opportunities for other Commissioners to participate as panelists.
- ➡ Agreed not to interview Commissioners with institutional seats, but to interview those with BOS seats.
- ➡ Operations members will remind Commissioners to submit renewal applications, as noted: Mr. Stalter will remind Aaron Fox, MPM; Mr. Green will remind Anthony Mills, MD; and Ms. Bivens-Davis will remind Martin Sattah, MD.
- ➡ Ms. Wright will add Commissioners' Committee assignments to the list of those whose terms are ending in 2018.
- ➡ Staff will create a schedule for interviews before or after Committee meetings as well as one day of sessions not tied to Committee meetings and send a doodle poll to Operations members and Committee Co-Chairs to volunteer as panelists. Panels will include at least two Operations members and hopefully one other Commissioner. If possible, a consumer will sit on interview panels for consumers and a provider on interview panels for providers.

(2) **Panelists Selection:** There was no additional discussion.

(3) **Review Interview Questions:**

- ➡ Review this item first at the next Operations meeting. Possibly add question on HDs for renewing Commissioners.

**B. Recruitment and Retention Plan:**

- Ms. Barrit noted data on the Planning Council Reflectiveness table is based on how people self-identify on the confidential Commissioner Parity, Inclusiveness, and Reflectiveness (PIR) survey. Ms. Granados was concerned those identifying as Multi-Race/Not Specified could be unduly impacting Race/Ethnicity percentages. Ms. Barrit replied that the legislation summary (summary page 3/page 111) notes, "Reflectiveness does not mean that membership must identically mirror local HIV/AIDS demographics" with the understanding there will be opportunities and challenges.
- Reports normatively include action plans to address vacancies based on HIV prevalence data. She has provided feedback to the HRSA Project Officer on the need to incorporate HIV incidence to better reflect the local epidemic.
- Mr. Stalter said removing the Multi-Race/Not Specified category to encourage specific identification was discussed, e.g., people may self-identify that way when others may characterize them as mostly Hispanic. It was considered inadvisable, however, to require people to identify in such a way simply because it works for Commission purposes.
- Ms. Granados agreed the Commission should not determine how people self-identify, but felt the spirit and intent of the Commission's reflectiveness should be taken into consideration in a more complex fashion.
- Commissioners may also be Unaffiliated Consumers (UCs), but not in one of the 17 assigned UC seats. For example, Lee Kochems, MA is seated as a social scientist even though he is an UC. That is reflected in the report to HRSA.
- Ms. Barrit noted with addition of Erika Davies, City of Pasadena Representative, UC seats have declined to 31.5%. Two recently interviewed candidates have not done a PIR, but identify on their applications as Black and Transgender.
- Applications no longer ask for a birthday, but staff do have birthdays from past records for all but one Commissioner, e.g., for birthday cards. County Counsel advised replacing birthdays on applications with age ranges due to privacy.
- Ms. Bivens-Davis called attention to Membership Roster vacancies and reminded people to be aware of them when in the community, in particular UC seats for SPAs 4, 6, and 8; and Supervisorial Districts 1, 2, 3, and 5.
- That is a high number of UC vacancies especially with an active Consumer Caucus. She said CAB event planning conversations with Mr. Green and Shellye Jones indicated to her that agencies need capacity development to work with their consumers, but will not ask for help because it is a quality measure evaluated under their contracts. When consumers are not involved in their own programs, it becomes harder to step up to this larger commitment.
- Mr. Green agreed. He suggested expanding the CAB event focus from consumers to include agency representatives.
- Ms. Granados felt Commissioners who work at agencies should commit to identify and mentor a consumer from their agencies, even if just to talk to them about the Commission. Mr. Stalter noted most UCs used to be recommended by other Commissioners, as he was. He would like to know why that work seems to have been lost in order to revitalize it.
- PLWH may serve on the Commission without disclosing their HIV status, but not in one of the 17 designated UC seats. There was discussion on whether and to what degree people are open about their status today. Some populations are comfortable being out but, e.g., Ms. Gordon knows several employed single parents who could not risk their jobs.
- Ms. Bivens-Davis said the Commission needs to take into consideration consumer experience, but also barriers and the commitment required to fully participate in any process. Strategic conversations with the community can address with humility how to best engage and with what tools. Ms. Gordon said relationships need to go beyond the gay community

and provide support, e.g., if a woman is fired from her job. Even sitting on the Commission can raise questions, though Ms. Barrit noted "Unaffiliated Consumer" is a government term intended to mask that someone is HIV+.

- (1) **5/10/2018 Commission Meeting Photo Shoot Reminder:** Ms. McClendon noted requests to personalize recruitment materials rather than use stock photos. Photos will also be taken at other meetings if people are agreeable.
- (2) **Recruitment Materials:** Ms. Bivens-Davis thanked Ms. Wright for the new flyer in the packet. She did a broad email distribution with the flyer and application which can also be completed online.
- (3) **Ad Hoc Awards Work Group - Follow-up:** The next meeting will be 5/17/2018 at 10:00 am. People may join by phone.

9. **COMMUNITY ENGAGEMENT REPORT:** This item was postponed.

**V. NEXT STEPS**

10. **TASK/ASSIGNMENTS RECAP:** There were no additional items.

11. **AGENDA DEVELOPMENT FOR NEXT MEETING:** There were no additional items.

**VI. ANNOUNCEMENTS**

12. **OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:** There were no announcements.

**VII. ADJOURNMENT**

13. **ADJOURNMENT:** The meeting adjourned at 12:10 pm.