



LOS ANGELES COUNTY
COMMISSION ON HIV



3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
HIVCOMM@LACHIV.ORG • <http://hiv.lacounty.gov>

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
March 28, 2019

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Traci Bivens-Davis, <i>Co-Chair</i>	Michele Daniels	None	Cheryl Barrit, MPIA
Juan Preciado, <i>Co-Chair</i>	Alexander Fuller		Dawn McClendon
Danielle Campbell, MPH	Bridget Gordon	DHSP STAFF	Jane Nachazel
Raquel Cataldo	Joseph Green	None	
Susan Forrest			
Carlos Moreno			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 3/28/2019
- 2) **Minutes:** Operations Committee Meeting Minutes, 2/28/2019
- 3) **Table:** Los Angeles County Commission on HIV 2019 Work Plan (WP) Template, Operations Committee, 3/26/2019
- 4) **Table:** 2019 Co-Chairs' Priorities, *Draft 12/21/2018*
- 5) **Duty Statement:** At-Large Member, Executive Committee, *Approved 3/28/2017*
- 6) **Questions:** Operations Committee Guiding Questions for COH By-Law, Policy, and/or Procedural Changes, 7/24/2018
- 7) **Guidelines:** [Final Draft] Guidelines For Conduct, *Revised 3/5/2019*
- 8) **Guidelines:** [Draft] Guidelines For Conduct, *Tracked changes 3/5/2019*
- 9) **Roster:** 2019 Membership Roster, *Updated 3/26/2019*
- 10) **Table:** Planning Council Reflectiveness, *Updated 3/26/2019*
- 11) **Application:** Susan Alvarado, MPH Membership Application, 2/28/2019
- 12) **Application:** Maribel Ulloa Membership Application, 2/04/2019
- 13) **Application:** Justin Valero, MA Membership Application, 3/20/2019
- 14) **Application:** Pamela Coffey Membership Application, 9/13/2018
- 15) **Application:** Kayla Walker-Heltzel, MPH Membership Application, 7/31/2018
- 16) **Application:** Craig Scott, MA Membership Application, 8/07/2018
- 17) **Application:** Thomas Green Membership Application, 7/25/2018
- 18) **Application:** Amiya Wilson Membership Application, 1/10/2019
- 19) **Application:** Nestor Rogel Membership Application, 1/10/2019
- 20) **Application:** Miguel Alvarez Membership Application, 1/10/2019
- 21) **Application:** Joshua Ray, RN Membership Application, 9/18/2018
- 22) **Notes:** Assessment of the Administrative Mechanism (AAM) Work Group, Meeting Notes, 3/07/2019
- 23) **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), Recommendations Matrix-Discussion Worksheet for Operations Committee, *Updated 3/19/2019*
- 24) **Table:** Los Angeles County Commission on HIV, 2019 Training Schedule, *Updated 2/25/2019*

CALL TO ORDER - INTRODUCTIONS - STATEMENT: CONFLICT OF INTEREST: Ms. Bivens-Davis called the meeting to order at 10:15 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 2/28/2019 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: There were no comments.

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:

➡ Agreed to review application and scoring sheet prior to seating the next slate.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT:

A. Los Angeles County HIV/AIDS Strategy (LACHAS):

- Ms. Barrit acknowledged Operations feedback on the Commission's role in community engagement. The Executive Committee seeks to integrate such work into Commission meetings, if feasible, rather than hosting standalone meetings, e.g., the National Black HIV/AIDS Awareness Day panel was approached from a LACHAS perspective.
- Other distinct efforts announced at the 2018 LACHAS update include the 2019 Data Summit to update LACHAS metrics, likely in September, and a forum on methamphetamine and HIV tentatively scheduled for 5/22/2019. DHSP, the Commission, and the UCLA Center for HIV Identification, Prevention and Treatment Services (CHIPTS) was coordinating the latter effort. Supervisorial District 5 may offer a van for Antelope Valley constituents to attend these events.
- Ms. Forrest will be providing a series of trainings for UCLA programs funded by Substance Abuse Prevention and Control (SAPC). She was working to incorporate LACHAS into benchmarks for case management service providers.
- ➡ Ms. Barrit will coordinate with Ms. Forrest regarding the UCLA trainings and Ms. Cataldo regarding event vans.

B. Committee Work Plan: The Work Plan was in the packet for routine review.

C. Co-Chair Priorities:

- Ms. Barrit noted this document memorializes Commission Co-Chair Ballesteros and Granados priorities that intersect with work for the various committees, as indicated. Seven of the 17 priorities pertain to the Operations Committee in whole or in part covering such topics as training and Standards and Best Practices (SBP) Committee membership.
- In particular, she highlighted Item 11. Review and monitor demographic composition, and recruit to reflect local HIV epidemic. The updated Planning Council Reflectiveness includes both prevalence and incidence to facilitate that work.
- Item 12. Create recruit plan and community engagement will be addressed in manageable pieces based on initial plan.
- Updates are also needed for the attendance policy (Item 14) and Bylaws (Item 15). The latter should revisit language on the limit of two representatives per agency to clarify applicability solely to the Commission or to Commission and/or Committees. It does not now address Committees so needs a recommendation and discussion on representation implications. A Committee-only application to SBP for Noah Kaplan, LCSW, MSW was on hold pending determination.
- ➡ Staff will report back on the two-person per agency policy at the April meeting.
- ➡ Agendize discussion of Attendance Policy for April meeting and distribute current Policy in advance for review.

D. Board of Supervisors (BOS), Executive Office Mandates for Membership:

- Ms. Barrit reminded Commissioners they will receive multiple notifications directly from the BOS Executive Office by email. These include mandatory Live Scans at appointment and renewal; and a Conflict of Interest Form 700 on appointment, annually, and on leaving. There are also various trainings. Staff, too, must address trainings, et cetera.
- It is important not to ignore these notifications. Sonja Wright, MS, Lac will follow-up with reminders.

6. CO-CHAIR REPORT:

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

- Ms. Campbell has worked in HIV for five years. Her passion for social justice ignited after an undergraduate public health practicum at the largest AIDS Service Organization (ASO) in Orange County working with indigent PLWH. She married her passion for social justice, HIV, and the global risk and disparities for women.
- She became involved in various community advisory boards and found her niche in science. She married her love of the human condition with understanding of HIV risk on the cellular level and debating molecular surveillance.
- She was recently appointed chair of the US Women and PrEP Work Group, and the American Public Health Association (APHA) HIV and AIDS Section. She hopes to foster science-based discussions to help those working in the field become better advocates and stewards of our knowledge and power while recognizing when to use it and when to step back.
- Ms. Forrest left her family house at 12 and began political work with Take Back the Night. At 16, she joined Women's Encampment for a Future of Peace and Justice in upstate New York protesting deployment of Cruise and Pershing II missiles to Europe. Hitchhiking to the West Coast, she was in Long Beach when the HIV test launched. Everyone she knew there tested HIV+ and all had died within a year. She first engaged with Act Up in San Francisco and then Act Up and Queer Nation in Los Angeles. After working some time at APLA, she burned out.
- Shifting to prevention with Behavioral Health Services, she assessed and provided case management for high risk HIV-individuals for 20 years. Now, she works for a program she created for LGBT people who are homeless and in substance abuse treatment. She was involved with the Prevention Planning Committee and the Commission for some 25 years, and became a member when they integrated. She adopted two children in 2012 who have kept her busy ever since.
- ➡ Continue "Getting to Know You" exercise at the April meeting with February volunteers Diamante Johnson and Jazielle Newsome or other volunteers depending on availability.

B. Executive At-Large Member Nominations - Election 4/11/2019: Current nominees for the three seats are: Ms. Cataldo, Ms. Daniels, Ms. Gordon, and Greg Wilson. Nominations will remain open until the election. Commissioners may self-nominate. Successful candidates will serve on both the Executive and Operations Committees.

7. POLICIES AND PROCEDURES:

A. Revised Code of Conduct:

- Ms. Bivens-Davis noted this had been reviewed and revised over the past two months.
- ➡ Revise: Sentence 1, add comma after "guests"; Sentence 2, revise "We created..." to "We create..."

MOTION #3: Approve revisions to the Code of Conduct, as revised, and forward to the Executive Committee for approval (*Passed by Consensus*).

8. MEMBERSHIP MANAGEMENT REPORT:

A. Membership Applications: Eleven applications were in the packet for review for quality of the candidates and pertinent seats. Two candidates were for institutional seats and one was recommended by BOS. Most had been interviewed.

(a) Susan Alvarado, MPH - City of Long Beach Representative:

- Ms. Alvarado is the HIV Prevention Coordinator, Department of Health and Human Services, City of Long Beach. She previously served as the Women's PrEP Research Coordinator for APLA Health.
- Operations meets with candidates forwarded by institutions, but meetings are less formal and more informational than standard candidate interviews. The Co-Chairs have attempted to schedule a meeting, but a date was not yet identified. The application was being brought forward since it is an institutional seat. Ms. Bivens-Davis also knows and was comfortable with her. The body agreed Ms. Bivens-Davis and Mr. Preciado could meet with her later.

MOTION #4: Approve membership application for Susan Alvarado, MPH, for the City of Long Beach representative seat, as presented, and forward to 3/28/2019 Executive Committee for recommendation (*Passed by Consensus*)

(b) Maribel Ulloa - Housing Opportunities for Persons With AIDS (HOPWA) Representative:

- Also an institutional candidate, Ms. Ulloa was already attending meetings.

MOTION #5: Approve membership application for Maribel Ulloa for the Housing Opportunities for Persons With AIDS (HOPWA) representative seat, as presented, and forward to 3/28/2019 Executive Committee for recommendation *(Passed by Consensus)*

(c) Justin Valero, MA - Representative, Board Office 4:

- Mr. Valero was recommended by the BOS for Supervisor Janice Hahn's District 4 Office seat. In 2018, he ran as a candidate for the California State Assembly; was currently adjunct faculty at California State, San Bernardino, College of Social and Behavioral Sciences; and is trained in National Security and Terrorism analysis.
- He is living with HIV and is an advocate on PrEP, stigma, relationships, HIV/STD testing, treatment, and prevention.

MOTION #6: Approve membership application for Justin Valero, MA, for the Representative, Board Office 4 seat, as presented, and forward to 3/28/2019 Executive Committee for recommendation *(Passed by Consensus)*

B. Pending Membership Applications - Review:

- Ms. Coffey was interviewed by Ms. Bivens-Davis and Jason Brown. She is a patient of LaShonda Spencer, MD; was being mentored by Dr. Spencer to participate in a Consumer Advisory Board (CAB); and provided ten certifications for a variety of skills, social justice, and HIV/AIDS/STD education trainings. Dr. Spencer referred the 40+ year-old African American woman. She lives in SPA 6 and wants to be of service. Overall score: 83.
- Ms. Walker-Heltzel is a multi-race woman in her 30s who identifies as a stakeholder. Her husband is active duty Army. Originally from Oklahoma, she founded and was Executive Director of an organization serving women and girls with teenage pregnancy prevention, and community HIV/AIDS-Hepatitis mobilization including HIV testing, counseling, education prevention, and outreach including to Native Americans. She also served on the Planning Council in her former jurisdiction. She is now settled in Southern California and pursuing an MPA. Overall score: 88.5.
- Mr. Scott is a 50+ year-old Anglo man and consumer of Ryan White services. Stakeholder seat experience includes: union/labor interest, organizations offering harm reduction services, youth-serving agencies, Democratic Clubs. He is a paralegal. He was recommended by two Culver City Council Members and has attended the Commission's Public Policy Committee. He had some medical challenges, but hoped to contribute to improvements for PLWH. Overall score: 71.5.
- Mr. Green is a Program Specialist at APAIT and was recommended by Gabriel Leon, Associate Director. The Anglo, 60+ year-old, HIV+ man lives in SPA 6, works in SPAs 6 and 4, receives Ryan White services in SPA 4, and has been attending the Commission. He was previously a member of the Zanzibar Labor Advisory Board and elected Chairman, Zanzibar Employers Association. He has a unique perspective having also worked in Italy, Sri Lanka, and Kenya. Overall score: 83.
- Ms. Wilson is a volunteer Health Educator with Unique Women's Coalition, an all-volunteer Black trans- and nonbinary-focused organization led by Chela Demuir. She has attended several Commission meetings and the CAB Conference, has worked for several ASOs, and has three certifications. She was recommended by Joseph Green. Overall score: 77.5.
- Mr. Rogel is an HIV Prevention Specialist at AltaMed and previously was an HIV Outreach Specialist at Charles R. Drew University of Medicine and Science. In his 20s, Mr. Rogel is a cisgendered Latinx who was born HIV+. He is applying as a stakeholder who lives and receives services in SPA 6, and works in SPAs 4 and 6. He advocates for the 90-90-90 goals and speaks nationally about living with HIV as a youth and generational issues. He co-starred in the 2013 *We're Still Here* and the 2017 Centers For Disease Control and Prevention (CDC) *Let's Stop HIV Together* documentaries, and has received several awards. He was interviewed by Ms. Forrest and Joseph Green. Overall score: 85.5.
- Mr. Alvarez is a Youth CAB Co-Chair at Children's Hospital Los Angeles (CHLA) and mentored by Grissel Granados, MSW. In his 20s, the Latinx man identifies as an HIV- consumer of HIV prevention services. He participated at the CAB Conference and offered public comment at Commission meetings. He speaks Spanish and French. Overall score: 71.5.
- Mr. Ray receives HIV services in SPA 4 and lives in SPA 3. The Anglo man in his 30s was referred by Ms. Forrest. Originally from Birmingham AL, he has extensive experience as an RN both in Birmingham and later in Southern California. He hopes to translate his clinical knowledge into the Commission's work. Overall score: 73.
- Ms. McClendon clarified seats have staggered two-year terms with half ending each June. Candidates appointed mid-term still must complete renewal paperwork for the BOS Executive Office, but the overall process is abbreviated.
- Staff will soon email Commissioners with expiring terms to assess their intentions to renew and provide information.
- ➔ Seat candidates, as follows, with verification of willingness of candidates identified as alternates to serve in those positions, and confirmation that Jazielle Newsome (51) may have an alternate; and place on April agenda as motion(s):
 - ↳ 3. City of Long Beach Representative: Susan Alvarado, MPH
 - ↳ 19. Unaffiliated Consumer, SPA 1: Alternate, Craig Scott, MA
 - ↳ 24. Unaffiliated Consumer, SPA 6: Pamela Coffey
 - ↳ 25. Unaffiliated Consumer, SPA 7: Alternate, Thomas Green
 - ↳ 28. Unaffiliated Consumer, Supervisorial District 2: Alternate, Nestor Rogel

- ↺ 29. Unaffiliated Consumer, Supervisorial District 3: Joshua Ray, RN
- ↺ 30. Unaffiliated Consumer, Supervisorial District 4: Amiya Wilson
- ↺ 31. Unaffiliated Consumer, Supervisorial District 5: Alternate, Kayla Walker-Heltzel, MPH
- ↺ 39. Representative, Board Office 4: Justin Valero, MA
- ↺ 41. Representative, HOPWA: Maribel Ulloa
- ↺ 51. Stakeholder Representative #8: Alternate, Miguel Alvarez

9. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):

A. AAM Work Group - Update:

- Ms. Barrit noted updates to the Recommendations Matrix were in red including significant internal DHSP work. Ms. Bivens-Davis was impressed during the call by DHSP's intentionality in creating, revising, and updating systems as well as recognizing that they should be more intentional about integration.
- Ms. Barrit thanked Operations for leading AAM work and impressing upon DHSP the need for clarity and consistency with providers on contracting issues. More training is planned for DHSP and the Department of Public Health (DPH).
- Ms. Bivens-Davis added, instead of a bidders' conference, the next Request For Proposals (RFP) release will offer a training on improving agency response. It is hoped that will facilitate integration of more nontraditional providers.
- The Commission will also be expanding the survey this year to all Commissioners as well as additional providers. That work needs to be done by a neutral person so the Commission has secured a small Purchase Order with AJ King, MPH.
- ➡ Agendize optimization of AAM Work Group efforts. Only Ms. Barrit and Ms. Bivens-Davis attended the last meeting.

10. RECRUITMENT, RETENTION, AND ENGAGEMENT:

A. Consumer Advisory Board (CAB) Summit - 3/27/2019:

- Ms. Bivens-Davis reported approximately 40 consumers and 40 providers attended with some 100 people visiting during the course of the day. Due to high provider response, they were shifted to a separate area so that consumers had a conversational space to offer input on LACHAS and learn about Undetectable Equals Untransmittable (U=U). She submitted a report on feedback that morning including feedback from the 10 to 15 Spanish speakers.
- A Health Resources and Services Administration (HRSA) facilitator from The Center for Quality Improvement and Innovation (CQII) presented on quality as well as the consumers' active role in it and in holding their agencies accountable for quality data. The CQII presenter discussed the consumers' right to request and review data, and how to request technical support individualized to their CABs on reading and understanding data.
- Providers heard conversations on policy, e.g., how to talk to immigrant populations on the public charge rule and its impact on immigrants living with HIV. They had their own discussion on quality to create safety in the consumer space.
- Researchers also provided a fast researcher roundtable of two-minute study presentations followed by the opportunity for table visits. Both consumers and researchers enjoyed the opportunity. Many people signed up for studies.
- Overall, the event was successful and is likely to become annual. Consumers are being invited to offer their own presentations next year, perhaps with panels. She anticipated a report at the Consumer Caucus.
- Ms. Barrit thanked Ms. Bivens-Davis for championing the conference. Ms. Bivens-Davis thanked the entire team.

B. 2019 HIV Service Awards:

- ➡ Ms. Bivens-Davis will draft language and forward to Mr. Preciado and Ms. Campbell for input prior to the April meeting.

11. TRAINING AND LEADERSHIP DEVELOPMENT:

A. 2019 Training Schedule:

- Ms. Barrit noted an addition to the Consumer Caucus April meeting of a training from the UCLA Data to Action Group by Peggy Toy on how to translate data into action. That was an ask by the Caucus supported by Operations. The training will be customized for consumers, but all were welcome to attend.
- Ms. Barrit had a call scheduled with Tim Vincent, MS the next week to discuss additional full body stigma trainings. Excellent information was obtained from the last meeting so he has suggested only an April summary may be needed for the full body with recommendations to the Comprehensive HIV Plan (CHP) Goals and Objectives Work group on developing the stigma plan. Mr. Vincent will be available, if needed, for additional full body trainings.

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. Moreno was in the *Start Talking, Stop HIV* video campaign last year. It has launched and was on his Instagram page.
- Ms. Cataldo announced the Grand Opening of the Tarzana Treatment Center Palmdale site on 4/10/2019.
- ➡ Ms. Campbell will tag the *Start Talking, Stop HIV* campaign on her social media.

VII. ADJOURNMENT

15. **ADJOURNMENT:** The meeting adjourned at 11:54 am.