



LOS ANGELES COUNTY
COMMISSION ON HIV



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**OPERATIONS
COMMITTEE MEETING MINUTES**

July 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>	Alexander Luckie Fuller	Felipe Gonzalez	Dawn McClendon
Raquel Cataldo	Carlos Moreno		Jane Nachazel
Michelle Daniels			Marc Hauptert
Grissel Granados, MSW		DHSP STAFF	Sonja Wright, MS, Lac
Joseph Green		None	Julie Tolentino, MPH
Bridget Gordon			
Juan Preciado			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 8/23/2018
- 2) **Minutes:** Operations Committee Meeting Minutes, 7/26/2018
- 3) **Flyer:** Los Angeles County HIV/AIDS Strategy for 2020 and Beyond, Continuing the Community Dialogue in South Los Angeles, 8/09/2018
- 4) **Duty Statement:** Executive-At-Large, Executive Committee, Approved 3/28/2017
- 5) **Matrix:** Los Angeles County Commission on HIV, Assessment of Administrative Mechanism, RWCA Fiscal Years 24,25,26, Recommendation Matrix-Discussion Worksheet For Operations Committee (7/26/18)
- 6) **Chart:** Planning Council Reflectiveness, Update 7/24/18
- 7) **Table:** 2018 (Proposed) Membership Slate, Revised 6/26/2018
- 8) **Questions:** Operations Committee Guiding Questions for COH By-Law, Policy and/or Procedural Changes, 7/26/2018
- 9) **Manual:** Membership Orientation Manual 2018
- 10) **Graph:** Los Angeles County Commission on HIV, Comprehensive HIV Continuum Framework (Final Approved 12/8/16)
- 11) **Draft Report:** Assessment of the Administrative Mechanism, Los Angeles County Eligible Metropolitan Area, Ryan White CARE Act, June 2018

CALL TO ORDER: Traci Bivens-Davis called the meeting to order at 10:00 am.

I. ADMINISTRATIVE MATTERS

1. APPROVAL OF AGENDA:

MOTION #1: Approve the Agenda Order, as presented (*Passed by Consensus*).

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2. APPROVAL OF MEETING MINUTES:

MOTION #2: Approve the 7/26/2018 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:

- Cheryl Barrit, Executive Director, referred the Committee to the LACHAS Call to Action community meeting handouts in the packet, specifically the flyer for the August 9, 2018 meeting. She stated that the August 9, 2018 LACHAS meeting will focus on the South Los Angeles area and will be followed by a short COH business meeting. Dr. Jan King, the West Los Angeles area Health Officer has been confirmed to attend. Ms. Barrit noted the start time was changed to 9:30 a.m., and announced that Spanish language interpretation will be available, with food provided.
- Ms. Barrit encouraged attendees to participate in the optional tour of the Martin Luther King and Charles Drew campuses following the LACHAS meeting and described how they are a hub of multiple services, not limited to HIV services. Some of the services mentioned were primary care, dental, maternal and child health, and other public health services.
- Ms. Barrit also discussed the upcoming August 16, 2018 West Los Angeles LACHAS community meeting and noted that the meeting will be held from 2:00-3:30pm; the meeting will end 30 minutes earlier due to traffic conditions in the West Los Angeles area. Although the COH is unable to predict how many attendees will show up, staff will prepare for a large turnout.
- Kevin Stalter indicated that the meeting room at the Westside Pavilion is hard to find and suggested signage be provided. Ms. Barrit indicated parking validations would be provided should the meeting extend past the three-hour complimentary parking period.
- Ms. Barrit flagged a change in the COH's routine in that traditionally the Music Center is used for the Annual Meeting however, the September 13, 2018 meeting will be held at the Music Center while the November 19, 2018 Annual Meeting will be at St. Anne's.
- ➡ COH staff will prepare signage for the West L.A. community meeting at the Westside Pavilion.

6. CO-CHAIR REPORT:

A. Open Exec-At-Large seat

- Ms. Bivens-Davis announced the Member-At-Large Executive Committee vacancy and referred the Committee to the Duty Statement provided in the packet.
- Ms. Barrit stated that it is the Executive Committee's decision to open nominations or explore the option of waiting until the cycle ends the following year to align with Committee Co-Chair elections.
- Grissel Granados inquired as to benefits of waiting; Ms. Bivens-Davis indicated there is no benefit either way.
- Raquel Cataldo expressed concerns of reaching quorum by not opting to fill the Exec-At-Large vacancy. Mr. Stalter reminded the Committee that in order to qualify for the Exec-At-Large seat, a

minimum of one year active service is required and therefore delaying nominations may open up possibilities for someone at a later time (i.e., possibly new commissioners). Mr. Stalter indicated that there have not been any problems reaching quorum. As a reminder, although there is one less member, it does not affect quorum because quorum is 50% plus one.

- The Committee reached consensus and recommended that the Executive Committee delay filling the vacant Exec-at-Large seat until February.

V. DISCUSSIONS

ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):

- Ms. Barrit reported that feedback was received from DHSP and is outlined in the margins of the draft report. Ms. Barrit noted that any recommendations made in today's Committee meeting that might be useful will be tracked.
- Ms. Barrit reminded the Committee that they are the lead for the AAM. She referred to the matrix and stated that in the next month, the Committee will review the matrix and decide which key points to focus on for the next three years, create a timeline, solicit other Committee's participation, and target associated milestones.
- Consultant Marc Hauptert stated that the final draft report of the AAM will be on the September 13, 2018 COH meeting agenda for adoption.
- The following represent comments, responses to clarifying questions and/or recommendations made by the Committee in review of draft AAM report:
 - Page 7: Condense HRSA language or place in an appendix. Mr. Hauptert indicated that the language establishes a grounding for why the Commission is undertaking the AAM and recommended it remains at the beginning.
 - Page 8: The text in quotations is taken directly from HRSA; no modification needed.
 - Page 10: Add a line that lists DHSP as the recipient.
 - Page 19: The term "passionate" is an accurate reflection and should remain.
 - Page 21: Provide context.
 - Page 23: Include examples of roles of those involved in the contract process; include a senior, long-term employee that has been around for a couple of years and a new employee (approximately 1 year); this will provide different perspectives, different lenses.
 - Page 25: Auditing every 2-3 years would allow for better contract monitoring.
 - Page 27: Use generic titles versus the repetition of someone's name. Additionally, utilize one person's response versus multiple DHSP responses regarding RFPs; tease out an individual response compared to the majority of responses.
 - In response to whether DHSP disclosed their vacancy rate, Mr. Hauptert stated that DHSP made general comments regarding understaffing and that they felt the hiring process is exhaustive. The further indicated that have a lot of vacancies fill where the process has been delayed. DHSP staff felt that this (the vacancies and the hiring process) has an impact on efficiency.
 - Mr. Hauptert suggested that the County's HR process should be assessed.
 - Mr. Stalter suggested that instead of changing the hiring process perhaps a waiver can be issued concerning the audit process in order to have the staff already there more available, hereby working more efficiently. Mr. Stalter expressed that constant audits slows down the staff from doing their job.
 - Page 29: Need clarification on who said that grants were not allowed.

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- In response to whether the overall negative comments were author-biased, Mr. Hauptert explained that he is the “carrier” of the information. It was recommended that a statement be added that this is an opportunity for people to provide confidential information.
 - Page 40: Need more positive commentary.
 - Page 43: One provider mentioned potential conflict of interest with DHSP directly providing services.
 - Page 46: Recommendation to update Casewatch.
 - It was recommended to review list of abbreviations for accuracy.
 - Feedback on the AAM to be provided within the next two weeks.
 - Ms. Barrit will find out the vacancy rate for DHSP.
- **MEMBERSHIP MANAGEMENT:**
- A. **2018 Proposed Membership Slate:**
- Ms. Bivens-Davis reported that the membership slate was updated to reflect newly-appointed members. Ms. Barrit indicated that the majority of renewals were on the Board of Supervisors (BOS) agenda this past Tuesday.
 - Ms. Bivens-Davis announced that Commission member Marcos Garcilazo resigned since the slate was approved by the COH. She also brought attention to the vacancies for Unaffiliated Consumer (UA) seats in Supervisorial Districts 1-4, Unaffiliated consumer (UA) seats representing SPAs 8, 6, and 4.
 - Newly-appointed members Alternates Carlos Moreno and Alasdair Burton, and Commission Members Jazielle Newsome, Alexander Luckie Fuller and Diamante Johnson were acknowledged.
 - Ms. Bivens-Davis and Joseph Green welcomed suggestions for strategies involving recruitment for the vacant seats.
 - The Committee discussed and finalized mentor assignments for newly-appointed members.
 - Ms. Bivens-Davis introduced Felipe Gonzalez as the COH’s most recent applicant.
 - Ms. Bivens-Davis disclosed she is taking a 60-day leave of absence beginning August 1, 2018.
- **2018 Mid-Year Attendance Report**
- Ms. Barrit reported that the Parity, Inclusion, and Reflectiveness (PIR) table contains the most recent information, barring a few missing pieces of data.
 - Ms. Bivens-Davis reported that there are no obvious attendance issues for the COH meetings, however, there are a few members that are reflected to have missed an extensive amount of assigned Committee meetings. She requested that these individuals be contacted to assess their ability to fully participate and if necessary, offer assignment to another Committee if it best meets their needs.
 - Ms. Cataldo inquired whether members can have multiple excused absences for any reason and still be considered an active member. Ms. Barrit responded that was correct pursuant to the COH Attendance policy. Ms. Barrit added that it is the purview of the Committee to review this policy should it become necessary. Ms. Barrit also noted that staff will contact Commission members with three or more unexcused absences.
 - COH staff will contact Commission members with three or more unexcused absences and inquire if their current Committee assignment is feasible.

9. POLICIES AND PROCEDURES:

A. Guiding Principles for By-Law & Procedural Changes

MOTION 3: the Guiding Principles for By-Law and Procedural Changes, as presented, and forward to Executive Committee for approval (**Passed by Consensus**)

10. RECRUITMENT AND RETENTION EFFORTS AND OPPORTUNITIES

A. Ad Hoc Awards Work Group

- Ms. Bivens-Davis stated the work group is ahead of their timeline. The formal presentation of the strategic framework will be presented at the September meeting to solicit feedback.
- The next Ad Hoc Awards Work Group meeting is August 1, 2018 from 10 a.m. to 12 p.m. and will be conducted via a conference call.

B. Unaffiliated Consumer Recruitment Strategies

- Ms. Bivens-Davis stated that this is an opportunity to engage our consumers to encourage outreach and recruitment efforts to fill UA vacant seats. She emphasized the need for mentorship in order to prepare consumers to be Commission members. Ms. Bivens-Davis welcomed suggestions on how to keep both members and non-members engaged.

11. COMMUNITY ENGAGEMENT:

A. Community Advisory Board (CAB) – Meet & Greet

- Ms. Bivens-Davis reported that the CAB Meet & Greet events are educational opportunities for consumers to not only build self-efficacy around their participation in the CAB but strengthen organizational capacity to support them as well. She also stated that CABs are vehicles used to outreach and engage people who can potentially fill UA seats .
- The next Meet & Greet is scheduled for October 11, 2018, immediately following the COH meeting and in lieu of the Consumer Caucus meeting.
- Ms. Bivens-Davis and Mr. Green reported that a special Consumer Caucus meeting will be scheduled between now and October 11, 2018.

12. TRAINING AND LEADERSHIP DEVELOPMENT

A. Member Orientation | September 13, 2018

- Ms. Bivens-Davis reported that the member orientation is scheduled for September 13, 2018 and will immediately follow the COH meeting. Ms. Barrit referred to the materials in the packet and also noted that it is on the website.
- ➡ Ms. Barrit requested suggestions for icebreakers.

B. Consumer Caucus Collaboration

1) Leadership Development Strategies

- There was a robust discussion surrounding events that happened around the last Consumer Caucus (Caucus) meeting, which left some attendees to feel unwelcomed.
- Mr. Stalter expressed that the COH is missing the consumer voice driving the conversation, advocating, pushing public policy.
- Jason Brown recommended an apology letter be drafted for one of the Caucus' long-time members who felt excluded as a result of their HIV- status. He also suggested that a coordinated statement be made at the start of every meeting to encourage inclusiveness.

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- Ms. Barrit recommended that the Caucus dedicate time to create a preamble that is read before the meetings. The Caucus is charged with drafting said document and Ms. Barrit will lend her support as needed. Ms. Barrit also suggested that during the nomination process for Co-Chairs, to consider those who are actually ready for success.

V. NEXT STEPS

13. TASK/ASSIGNMENTS RECAP:

- COH staff to prepare signage for the West L.A. community meeting.
- Ms. Barrit requested feedback for the AAM be given within the next two weeks.
- Ms. Barrit to follow-up with DHSP with any additional comments plus the comments discussed at today's meeting regarding the AAM.
- Ms. Barrit will find out the vacancy rate for DHSP.
- COH staff to call all Commission members with three or more unexcused absences and inquire if their Committee assignment is still feasible.
- Ms. Barrit will send emails regarding mentorship pairing.
- Suggestions for the Member Orientation Ice-Breakers to be provided to Ms. Barrit.
- Ms. Barrit, Mr. Green, Ms. Granados, and members of the Consumer Caucus will develop a leadership and training plan.
- Consumer Caucus to develop preamble.

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

VI. ANNOUNCEMENTS

14. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS: There were no comments.

VII. ADJOURNMENT

15. ADJOURNMENT: The meeting adjourned at 12:05 pm.