



LOS ANGELES COUNTY
COMMISSION ON HIV



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**OPERATIONS
COMMITTEE MEETING MINUTES**

June 27, 2019

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

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 6/27/2019
- 2) **Code:** Code of Conduct, 4/11/2019
- 3) **Minutes:** Operations Committee Meeting Minutes, 5/23/2019
- 4) **Table:** Los Angeles County Commission on HIV, 2019 Work Plan (WP) Template, Operations Committee, 6/26/2019
- 5) **Questions:** Operations Committee Guiding Questions for COH By-Law, Policy, and/or Procedural Changes, 7/24/2018
- 6) **Policy/Procedure:** #08.3204: Commission and Committee Absences, *Proposed Revisions for 6/27/2019*
- 7) **Policy/Procedure:** #09.1007: Non-Commissioner Committee Appointments, *Proposed Revisions for 6/27/2019*
- 8) **Roster:** 2019 Membership Roster, *Updated 6/26/2019*
- 9) **Table:** Planning Council Reflectiveness, *Updated 6/26/2019*
- 10) **Guidelines:** Los Angeles County Commission on HIV, Mentor Program Guidelines, (Draft for Operations Committee Review and Discussion Only), 6/23/2019
- 11) **Flyer:** Los Angeles County Commission on HIV, Mandatory Annual Training, 6/27/2019

CALL TO ORDER-INTRODUCTIONS-CONFLICTS OF INTEREST: Ms. Bivens-Davis called the meeting to order at 10:05 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 5/23/2019 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:** There were no comments.

IV. REPORTS

5. **EXECUTIVE DIRECTOR/STAFF REPORT:** Ms. Barrit reported she and Ms. Wright have been providing introductory orientations as new people are appointed to the Commission. They attempt to offer sessions before new members attend their first Committee meeting. So far, seven people have attended three sessions.
6. **CO-CHAIR REPORT**
- A. **Team Building Exercise - "Getting to Know You":**
- Ms. Bivens-Davis is the Training and Events Manager, Community Clinic Association of Los Angeles County (CCALAC). It was formed by a consortium of Community Health Centers (CHCs) to advocate for policies, systemic change, and capacity development. CCALAC's over 65 members and affiliates serve over two million patients. In her role, she networks statewide coordinating a variety of events as well as the CCALAC's annual conference. Last year's conference drew 400 people to a health care symposium with 40 speakers in 12 sessions addressing four topics.
 - Before CCALAC, she was frontline staff or a consultant with other organizations, many represented on the Commission. She started work in HIV when she was pregnant with her first child at 21. Experience includes working for direct service providers and public health investigators. She is excited to address structural change now, e.g., teaching CHC staff about implicit bias and its impact on health outcomes. She anticipates the birth of her third grandchild in July 2019.
 - ➡ Mr. Scott volunteered for the July 2019 meeting.
- B. **Committee Work Plan:**
- Ms. Bivens-Davis noted the Work Plan in the packet was updated to reflect completed items.
 - Ms. Barrit called attention to customized trainings identified for the Consumer Caucus. The Caucus has prioritized four key topics: two on Quality Improvement by DHSP; Community Engagement with a focus on preparation for the 7/23/2019 Priority Setting and Resource Allocation (PSRA) by Julie Tolentino, MPH; and Understanding Structural Change. Grissel Granados, MSW has suggested some trainers for the latter, but Ms. Bivens-Davis might have others.
 - Not all trainings identified for the year can fit into regular meetings after the Commission so some special meetings focused on specific trainings may be scheduled. Brief public speaking trainings will be incorporated in regular meetings.
7. **POLICIES AND PROCEDURES**
- A. **Policy/Procedure # 08.3204 - Commission and Committee Absences (formerly Excused Absences):**
- Ms. McClendon noted the iteration in the packet reflected revisions from the last two meetings. The main change from the last meeting was the Policy name, as noted.
 - ➡ Make following additional revisions: Add bullet for additional absence reason of "unforeseen work schedule conflicts;" and, Change "(s)he" in the last line of the Policy section to "they."
- MOTION #3:** Approve revisions to the Commission and Committee Absences (formerly Excused Absences) Policy, as further revised, and forward to Executive Committee for approval (**Passed by Consensus**).
- B. **Policy/Procedure # 09.1007 - Non-Commissioner Committee Appointments:**
- Ms. McClendon clarified that previously the Commission limited agency membership to two Commission Members per agency, but the status of Non-Commissioner Committee Members was not determined. A recent request for appointment of a Non-Commissioner Committee Member highlighted the need to clarify the Policy.
 - Highlighted changes on pages 3 and 4 clarify that each Committee may have no more than two Members per agency.
 - ➡ Make following additional revisions: Page 3, bullet 1, sentence 3, Add period after "...each Committee. (strike remainder of sentence);" and, Page 4, 4., revise "three criteria" to "four criteria."
- MOTION #4:** Approve revisions to the Non-Commissioner Committee Appointments Policy, as revised, and forward to Executive Committee for approval (**Passed by Consensus**).
8. **MEMBERSHIP MANAGEMENT REPORT**
- A. **2019 Renewal Membership Slate:**
- Four renewing members (Ms. Alvarado, Ms. Ulloa, Mr. Valero, Ms. Wilson) being brought forward for Commission approval were recently appointed, but were seated against expiring terms so need to be approved again for new terms.
 - Applications were not in the packet, but were available on the table for review.

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- Mr. Bivens-Davis noted some attendees, including herself, were on this renewal slate. The vote is for the slate as a whole, but members may choose to recuse themselves or abstain if they prefer.
- Ms. Barrit has reached out to two Commissioners whose seats were due for renewal. Joseph Cadden, MD submitted an application, but responded to attempts to schedule an interview with a voicemail regarding health issues. She replied with a voicemail supporting his self-care and noting he would not be on the slate at this time. Yolanda Sumpter did not submit an application despite multiple staff requests. Ms. Barrit spoke with her 6/26/2019. She was in a better place, but had been unaware of the need for a renewal application. Ms. Barrit encouraged her to evaluate her own needs at this point in her life. When she is ready, she can submit a new application for consideration in the usual manner.

MOTION #5: Approve the 2019 Renewing Membership Slate Applications, as presented, and forward to the July 11, 2019 Commission meeting for recommendation to Board of Supervisors, as follows: Susan Alvarado; Derek Murray; LaShonda Spencer, MD; Miguel Martinez, MSW, MPH; Michele Daniels; Jason Brown; Raphael Peña; Carlos Moreno; Joshua Ray, RN; Eduardo Martinez (Alternate); Diamante Johnson; Joseph Green; Bridget Gordon; Traci Bivens-Davis; Justin Valero; Maribel Ulloa; Greg Wilson; Eric Paul Leue; and Amiya Wilson (*Passed by Consensus*)

- Susan Alvarado - City of Long Beach Representative (Seat #3)
- Derek Murray - City of West Hollywood Representative (Seat #5)
- LaShonda Spencer, MD - Part D Representative (Seat #9)
- Miguel Martinez, MSW, MPH - Provider Representative #3 (Seat #13)
- Michele Daniels - Unaffiliated Consumer, SPA 1 (Seat #19)
- Jason Brown - Unaffiliated Consumer, SPA 3 (Seat #21)
- Raphael Peña - Unaffiliated Consumer, SPA 7 (Seat #25)
- Carlos Moreno - Unaffiliated Consumer, Supervisorial District 1 (Seat #27)
- Joshua Ray, RN - Unaffiliated Consumer, Supervisorial District 3 (Seat #29)
- Eduardo Martinez - Alternate - Unaffiliated Consumer, Supervisorial District 3 (Seat #29)
- Diamante Johnson - Unaffiliated Consumer, Supervisorial District 5 (Seat #31)
- Joseph Green - Unaffiliated Consumer, At-Large #2 (Seat #33)
- Bridget Gordon - Unaffiliated Consumer, At-Large #4 (Seat #35)
- Traci Bivens-Davis - Representative, Board Office 2 (Seat #37)
- Justin Valero - Representative, Board Office 4 (Seat #39)
- Maribel Ulloa - Representative, HOPWA (Seat #41)
- Greg Wilson - HIV Stakeholder Representative #2 (Seat #45)
- Eric Paul Leue - HIV Stakeholder Representative #4 (Seat #47)
- Amiya Wilson - HIV Stakeholder Representative #6 (Seat #49)

B. Felipe Gonzalez - Review Seat Assignment:

- Ms. Bivens-Davis noted Mr. Gonzalez was on the Membership Slate, Unaffiliated Consumer (UC), At-Large #3, seat 34, term ending 6/30/2020. He has since taken a temporary City of Pasadena position, making him ineligible for the UC seat at this time. Ms. Barrit met with him and his supervisor. They value continued Commission participation.
- ➡ Move Felipe Gonzalez from full to Alternate, UC, At-Large #3, seat 34, for duration of temporary City of Pasadena job.

C. Mentorship Program:

- Ms. McClendon noted this concept has been discussed for years. SBP agreed to move forward with a more formal program at its last meeting and staff has provided the Mentor Program draft in the packet for discussion.
- Ms. Gordon felt it important for new members to understand the Commission's history, how to function successfully on it, and our unity beyond silos - a transfer of knowledge. Ms. Forrest added that also values historical knowledge of long-time Commissioners on the epidemic, Commission, and its evolution, not just how to read epidemiological data. This offers an opportunity to see and honor these older Commissioners who have recently felt somewhat left behind.
- ➡ Staff will provide the Orientation Self-Assessment Tool and the Application knowledge self-assessment scales to guide mentor-mentee relationships in determining what information the mentee needs.
- ➡ Page 1, Top set of bullets, Bullet 1: Revise "cultivate leadership..." to "cultivate mentorship..."
- ➡ Page 1, Top set of bullets: Add new bullet, "transfer of knowledge."
- ➡ Page 2, Paragraph 1, and Item 5.: Add reference to document that defines Ryan White Parts to materials packet.
- ➡ Ms. McClendon will email Mentor Program Guidelines in Word format for SBP review. Return comments by 7/18/2019.
- ➡ Ms. McClendon will email the Commission history for SBP review and agendaize its discussion at the July 2019 meeting. Doris Reed wrote this using AIDS epidemic documents, Commission records, and past Commission Co-Chair interviews.

9. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):

- Ms. Barrit noted the AAM is the only time that the Planning Council (PC/Commission) led by the Operations Committee is able to examine contractual and procurement aspects of the process. Normally a DHSP function, within the PC's AAM role is seeking to identify how quickly Ryan White HIV/AIDS Program (RWHAP) funds are distributed to services.
- The Commission's most recent AAM was done last year and is on the website. Most recommendations target DHSP.
- One directed to the Commission would expand interviews beyond current Executive Committee; Planning, Priorities and Allocations Committee; and other select persons to include all Commissioners and more contracted agency representatives. Questions address evaluation of staff and Commission operations, Commissioner preparation for planning functions, Commissioner understanding of LAC systems of care; and, on Requests For Proposals (RFPs), barriers to providing services.
- The Purchase Order to expand interviews has now been approved. Ms. Barrit and Ms. McClendon will schedule an initial phone call or meeting with AJ King, MPH to solidify understanding of the Scope Of Work (SOW). He will also need to attend the Operations Committee. Mr. King is a former Commissioner, known and respected in the community.
- Ms. Forrest suggested also interviewing select consultants such as Claire Husted who write grants for multiple agencies. Ms. Barrit said that can be considered in light of the intent of the inquiry and what is allowed under the AAM.
- ➔ The AAM Work Group to date was Ms. Bivens-Davis, Ms. Barrit, and Michael Green, PhD, MHSA. Ms. Campbell volunteered to join the Work Group. A conference call will be scheduled for the next meeting. All other Operations Committee members will be given the opportunity to participate with the understanding that call attendance will be capped below quorum.

10. RECRUITMENT, RETENTION, AND ENGAGEMENT:

A. 2019 HIV Service Awards - Update:

- ➔ Ms. Campbell has volunteered for the Selection Panel. Ms. McClendon will re-distribute a request for more volunteers.

B. List of Questions for Youth Consumer Advisory Boards (YCABs):

- Several noted social media is an important outreach tool, but felt it needed to be more current. Mr. Moreno suggested Commissioners might help. Ms. Barrit, however, clarified it took nearly a year to write and have approved a detailed social media policy/procedure. That allows the Twitter and Facebook accounts, but restricts posting to staff so greater efforts would mean decreasing other work. One attendee suggested exploring the possibility of a social media intern.
- Ms. Bivens-Davis agreed a social media presence helps, but people who are apathetic, uneducated, or do not know they should care are unlikely to look or engage. She urged more strategically responsible and culturally competent recommendations to engage a vital population. Ms. Forrest noted LAC restricts what can be posted and Commissioners agree not to represent themselves as speaking for the Commission publicly so engaging material is effectively banned. Ms. McClendon agreed the Commission is limited as a government entity, but Commissioners can do more privately.
- Mr. Scott asked about access to local schools, colleges, and universities. Ms. Bivens-Davis noted multiple community planning efforts, e.g., in District 2 and via the Connect2Protect Coalition represented at the Commission by Grissel Granados, MSW and Miguel Martinez, MSW, MPH who helped found it. Commissioners can participate as individuals at these other tables and may recommend collaboration on specific projects. Separate efforts would be duplicative.
- The age range for "youth" is 12 to 24. After 12, youth may seek services without parental consent. Ms. Gordon sought to educate parents so that those 12 to 18 feel safe in their homes and are less likely to engage in high risk behaviors.
- Regarding Alasdair Burton's recommendations, Ms. Barrit reported she met with him for four hours. Some of his asks were not realistic or appropriate, but recommendations within the Commission's purview were being worked on.
- Thomas Davis, Catharsis Project, and Moderator for the 4/11/2019 National Youth HIV/AIDS Awareness Day Panel summarized asks. He said not to expect youth to participate at this table but, rather, elevate that voice in other ways.
- Surveying existing YCABs for Vulnerable Populations contracts was suggested by the Executive Committee. Each Committee was asked to identify up to three questions to be combined and offered to YCAB facilitators on how the Commission can better engage with youth in order to elevate their feedback on PSRA and service delivery.
- Mr. Alvarez noted youth are visual and validation is key, e.g., by distributing a photo of a more welcoming clinic.
- ➔ Suggested question: What is the best way for the Commission to reach youth?
- ➔ Suggested question: Provide monthly summary of youth-focused Commission activities and be open to feedback.
- ➔ Ensure all communications use youth-friendly language and are realistic about experiences, e.g., many young women still think that they can remain a virgin while engaging in anal sex.
- ➔ Recommend a Commissioner present questions to YCABs rather than handing them off to a facilitator.
- ➔ Agendize continued discussion at the July 2019 meeting.
- ➔ Mr. Scott will provide Ms. Barrit with his Excel spreadsheet of other PCs' use of social media.
- ➔ Staff will collect prior Commission youth focus group and Connect2Protect secret shopper information for review.

11. TRAINING AND LEADERSHIP DEVELOPMENT:

- A. 2019 Mandatory Member Orientation:** Orientation will follow the 10/10/2019 Commission meeting. It is mandatory for all Commissioners, providing an introduction to new members and refresher for more experienced ones. The public is welcome, especially agency staff with an interest in the work or public who might wish to apply. The flyer was in the packet.

V. NEXT STEPS

- 12. TASK/ASSIGNMENTS RECAP:** There were no additional items.
- 13. AGENDA DEVELOPMENT FOR NEXT MEETING:** Policies/Procedures for July 2019 meeting review were noted in the Work Plan.

VI. ANNOUNCEMENTS

14. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:

- Mr. Alvarez noted today was National HIV Testing Day. APLA Health will host a Latinx Pride event on 6/28/2019 and will collaborate to host Yoga at the Park and Art Therapy at Vista Hermosa Natural Park on 6/29/2019.
- Whole Child will open over 70 transitional beds with wrap-around services in August at the Gateways Hospital cottages in Echo Park. The program serves homeless parents with children aged 24 or younger. Direct referrals are accepted.

VII. ADJOURNMENT

- 15. ADJOURNMENT:** The meeting adjourned at 12:00 noon.