



# LOS ANGELES COUNTY COMMISSION ON HIV

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## OPERATIONS COMMITTEE MEETING MINUTES

February 22, 2018

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

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 2/22/2018
- 2) **Minutes:** Operations Committee Meeting Minutes, 1/25/2018
- 3) **Application:** Erika Davies, City of Pasadena Representative, 2/22/2018
- 4) **Table:** Commission on HIV Membership Slate, 2/15/2018
- 5) **Table:** For Operations Committee (OC) Use, February 22, 2018 Agenda Item #7C, 2/22/2018
- 6) **Strategies:** Los Angeles County Commission on HIV, Member Recruitment and Retention Strategies, Updated 1/19/2018
- 7) **Flyer:** Opportunity to Serve..., Los Angeles County Commission on HIV, 2018

**CALL TO ORDER:** Mr. Stalter called the meeting to order at 10:03 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 1/25/2018 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

## Operations Committee Meeting Minutes

February 22, 2018

Page 2 of 4

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### 5. EXECUTIVE DIRECTOR/STAFF REPORT:

- A. Assessment of Administrative Mechanism (AAM) - Update:** Ms. McClendon reported Marc Hauptert, Consultant, is now conducting key informant interviews with DHSP and the Department of Public Health (DPH). He inadvertently reported at the 2/8/2018 Commission that he had done key informant interviews with select Operations Committee members. In fact, those interviews were with select Executive Committee members some of whom were also Operations members.
- B. State Medi-Cal and Health Plan Vacancy Outreach:**
- Despite historical difficulty in filling the State Medi-Cal seat, Cheryl Barrit, MPIA, Executive Director, has identified a potential candidate, Rose Pankratz, Medi-Cal Eligibility Division, California Department of Health Care Services (DHCS).
  - Ms. Pankratz has reviewed the seat's Duty Statement, is excited to apply, and is waiting for her supervisor's approval. Staff has informed her that she can be accommodated by calling in to meetings, like the Office of AIDS (OA) representative Majel Arnold, MA-HSA does, unless her presence is particularly required.
  - Ms. Barrit is still working on filling the Local Health/Hospital Planning Agency Representative seat. She has reached out to multiple people at Kaiser Permanente, but has not yet identified a candidate. Mr. Stalter asked the head of the HIV Infectious Disease Department at the Sunset Boulevard Kaiser site, but he was too busy. Mr. Stalter does know a younger Internal medicine/HIV physician who might be interested and could help improve communication.
  - ➡ Mr. Stalter will contact the referenced Kaiser Permanente physician for the Local Health seat and report to Ms. Barrit.

### 6. CO-CHAIRS' REPORT:

- A. Awards Ad Hoc Committee Update:**
- Mr. Stalter reported Ms. Campbell, Mr. Green, Ms. Bivens-Davis, himself, and Ms. Barrit met. They agreed the purpose was to highlight and acknowledge exemplary community-based service; and build recognition to support recruitment and retention. It was agreed to extend recognition to, e.g., case workers, not just Commissioners.
  - The Committee envisioned a ceremony at the Annual Meeting with recognition plaques for service and, on leaving the Commission, for years of service. Award categories and nomination criteria will tie into essential elements of the Los Angeles County HIV/AIDS Strategy (LACHAS). To date, awards identified are: Emerging Leaders (perhaps defined with an age range to highlight youth); Community Trailblazer (consumers); Unsung Heroes (agencies nominating staff); and Pioneers (lifetime achievement, which may be awarded posthumously).
  - Continuing work includes: development of transparent nomination and evaluation tools; criteria for a selection committee; and initial nomination criteria with a tangible effort to erase silos and highlight innovative people, explicit listing of educational and other requirements, service activities, work history, mentorship, advocacy and policy work, and candidates awarded for their bold and dramatic efforts to do the work.
  - The next meeting will flesh out nomination categories and develop a draft for 3/22/2018 Operations review. The goal is to present a final product to the April Operations and Executive Committees and announce the program at the 2018 Annual Meeting. Awards will start with the 2019 Annual Meeting so people have time to engage with LACHAS first.

### 7. MEMBERSHIP MANAGEMENT REPORT:

- A. Membership Application for Erika Davies, City of Pasadena Representative:**
- As an institutional seat, Ms. Davies' acceptance is rote, but she was recommended by Angélica Palmeros, MSW, former Commissioner and City of Pasadena Representative, and was interviewed by Ms. Bivens-Davis and Ms. Barrit.
  - Ms. Davies has begun to engage by attending the 2/8/2018 Commission meeting.

**MOTION #3:** Approve Membership Application for Erika Davies, City of Pasadena Representative (*Passed by Consensus*).

**B. Seat Vacancies Review:**

- Mr. Stalter noted Unaffiliated Consumer (UC) vacancies in: SPAs 4, 6, and 8; and Supervisorial Districts 2 and 3. The Health Resources and Services Administration (HRSA) site visit paid particular attention to the UC vacancies.
- Ms. McClendon reported back on a question from the prior meeting that none of the current Alternates have disclosed that they are HIV+ so they are not eligible to be moved into any UC seat, except for Eduardo Martinez who is sitting against a vacant seat. No UC applications have been received.
- Mr. Stalter noted most UC candidates are referred by Commissioners so he encouraged reminding members to recruit. HRSA especially urged recruiting the underrepresented youth, but admitted all Planning Councils have difficulty with that demographic. Although the technical definition is 18-24, anyone under 30 would be helpful.
- Mr. Stalter will be engaging in outreach at other activities and meetings. Mr. Green is also developing another Consumer Advisory Board (CAB) Meet and Greet. He thanked all who help greet people attending the Commission.

## Operations Committee Meeting Minutes

February 22, 2018

Page 3 of 4

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- He noted Public Comment was previously near the start of the meeting, but comments often threw the meeting off course, people commented on items prior to pertinent reports, or comments were used for demonstration purposes. Consequently, Public Comment was moved to the end of the meeting. That redressed earlier problems, but he felt it discouraged engagement. He recommended moving Public Comment to after questions on the Colloquia.
- Mr. Stalter will follow-up with the Supervisor Mark Ridley-Thomas, District 2, Office regarding the two candidates.
- Recommend to the Executive Committee to move Commission Public Comment to after the Colloquia questions.
- Updates to Public Comment dissemination:
  - ▶ Provide Comment form in English and Spanish with definitions of both Public Comment and Item Comment.
  - ▶ Operations members will arrive 30 minutes before the start of the meeting if at all possible to personally greet arrivals and pass out materials including the Comment forms. Members volunteering for the 3/8/2018 meeting were: Ms. Cataldo, and Messrs. Donnelly, Preciado, and Stalter. Mr. Green is also likely to assist.

### C. Review Options for J. Muñoz, R. Peña, and Y. Sumpster:

- Ms. McClendon noted the summary of actions in the packet. Ms. Barrit sent letters to the three members notifying them of the number of absences incurred, that their voting privileges are suspended, and that responses are due by 2/24/2018 to regain good standing.
- Mr. Muñoz has not responded to the Commission's numerous attempts to contact him. Unless he does so by 2/24/2018, due diligence has been met and a recommendation will be made at the next Operations and Executive Committee meetings to vacate Mr. Munoz seat.
- Ms. Barrit has spoken with both Mr. Peña and Ms. Sumpster who reaffirmed their intent to participate. Both attended the 2/8/2018 Commission and Consumer Caucus meetings. Both are assigned to the Planning, Priorities and Allocations (PP&A) Committee. Mr. Peña attended the 2/20/2018 PP&A meeting; Ms. Sumpster did not attend nor call to notify staff to say she would be absent. Both were asked in their letters to attend three consecutive Commission and Committee meetings, or provide a notice of absence, by 6/30/2018. Reassessment of their participation will be performed at that time and a final recommendation will be made.

### D. Recruitment and Retention Plan: Identify Strategies to Recruit Unaffiliated Consumers:

- Half of Commission member terms expire each year on June 30th. Ms. Wright will reach out to current members starting in March 2018 to identify who wishes to renew their membership.
- Mr. Stalter suggested staff help identify community meetings/events for Operations members to attend for recruitment, especially for HIV+ consumers, transgender individuals, and youth. He would like to not only fill full UC seats, but also Alternate seats with UCs eligible to move into full seats. Participating on the Commission as an Alternate offers a learning opportunity.
- Ms. McClendon noted another topic brought up during the HRSA site visit was representation for monolingual Spanish-speaking consumers. The Commission does offer interpreter and translation services, and Dina Jauregui provides limited bilingual assistance, but more would be needed to effectively support monolingual Spanish-speaking member(s).
- Possible contacts to assist in recruiting targeted populations mentioned above include Dr. Sung-Jae Lee, Adolescent Child Network, University of California, Los Angeles (UCLA); and Dr. Raphael Landovitz, CARE Center.
- Messrs. Garcilazo, Preciado, Stalter, and Ms. Wright will discuss updating the recruitment flyer and other potential digital and print media, including postcards, and bring ideas, including targeted messages, to the 3/22/2018 meeting.
- All are encouraged to recruit at their CABs. Mr. Donnelly committed to raise the topic at his CAB.
- Mr. Stalter will contact Al Ballesteros, MBA, Commissioner and Chief Executive Officer, JWCH Institute, Inc. about advertising in JWCH's magazine and on its app. He will also check on Scruff's pop-up advertising policy, including whether the Commission would be considered a nonprofit and eligible to participate for free.
- Ms. Gordon will contact the Positive Women's Network for a recruitment blast after Commission media is updated.
- Staff will identify the budget available for consumer engagement and recruitment, e.g., Facebook ad filters.
- Mr. Garcilazo will request a meeting schedule from Delta Lambda Phi, the gay fraternity chapters at California State University, Long Beach (CSULB) and UCLA. He and Mr. Stalter will engage in outreach at a CSULB meeting. Commission service can be promoted to this age group as a means to bolster resumes with policy and community service work.
- Mr. Garcilazo will also contact the Lavender Health Alliance, a group that works with the LGBT community.
- Further discussion will be conducted at the 3/22/2018 meeting on providing written Commission material, i.e. agenda, recruitment flyer, etc., in Spanish to help strengthen outreach to the monolingual Spanish-speaking population.

## Operations Committee Meeting Minutes

February 22, 2018

Page 4 of 4

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### 8. COMMUNITY ENGAGEMENT REPORT:

- In an update forwarded from Mr. Green, Mr. Stalter reported Gilead has generously agreed to underwrite the luncheon for the next CAB Meet and Greet tentatively scheduled for April 2018. The date and venue should be final by end of February.
- The Meet and Greet is being planned for 40 to 50 people. Schedule permitting, Hussain Turk, JD, Los Angeles HIV Law and Policy Project, will educate consumers on HIV criminalization. There will also be an LACHAS overview and most likely a branded presentation from Gilead on their new medication. Contact Mr. Green regarding questions.
- ➡ Add to Los Angeles County Commission on HIV, Member Recruitment and Retention Strategies:
  - ▶ Expend resources on advertising and engagement through social media and other platforms.
  - ▶ Clarify that Operations will review member attendance quarterly to catch any issues early. Staff will also send an annual letter to Commissioners updating them on their attendance.
  - ▶ Provide Spanish version of written materials.
  - ▶ Operations members will expand engagement with public at Commission meetings by greeting them at the door and distributing materials including the Comment card at the door.

### V. NEXT STEPS

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

### 10. AGENDA DEVELOPMENT FOR NEXT MEETING:

- ➡ Topics for the 3/22/2018 Operations Committee meeting;
  - ▶ AAM update;
  - ▶ Recommendations from the Awards Ad Hoc Committee;
  - ▶ Recommendations on new media;
  - ▶ Ms. Wright's update on Commissioners interested in renewing;
  - ▶ Vacate Mr. Muñoz's seat pending a response by 2/24/2018.
- ➡ Ms. McClendon will follow-up with Ms. Barrit on scheduling the next Awards Ad Hoc Committee meeting.

### VI. ANNOUNCEMENTS

11. **OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:** The Los Angeles Women's HIV/AIDS Task Force will host a National Women and Girls HIV/AIDS Awareness Day event on 3/10/2018. Ms. Campbell will forward the flyer.

### VII. ADJOURNMENT

12. **ADJOURNMENT:** The meeting adjourned at 11:20 am.