



LOS ANGELES COUNTY
COMMISSION ON HIV



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BLACK CAUCUS

Virtual Meeting

Thursday, January 19, 2023
4:00-5:00pm (PST)

Agenda and meeting materials will be posted on
<http://hiv.lacounty.gov/Meetings> *Other Meetings

REGISTRATION NOT REQUIRED + SIMULTANEOUS TRANSLATION IN SPANISH AND OTHER
LANGUAGES NOW AVAILABLE VIA CLOSED CAPTION FEATURE WHEN JOINING VIA WEBEX. CLICK
[HERE](#) FOR MORE INFO.

TO JOIN BY COMPUTER:

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/j.php?MTID=mc440493c3238624f209fb213e790c74c>

Meeting Password: BLACK

TO JOIN BY PHONE:

1-213-306-3065 Access Code/Event #: 2592 383 2090

For a brief tutorial on how to use WebEx, please check out this video: <https://www.youtube.com/watch?v=iQSSJYcrglk>

**For those using iOS devices - iPhone and iPad - a new version of the WebEx app is now available and is optimized for mobile devices. Visit your Apple App store to download.*

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COMMISSION ON HIV



510 S. Vermont Ave., 14th Floor • Los Angeles, CA 90020 • TEL (213) 738-2816
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BLACK CAUCUS

Virtual Meeting Agenda

Thursday, January 19, 2023 @ 4:00PM-5:00PM

To Join by Computer:

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/j.php?MTID=mc440493c3238624f209fb213e790c74c>

Join by phone: 1-213-306-3065

Password: BLACK Access code: 2592 383 2090

1. WELCOME, INTRODUCTIONS & MEETING GUIDELINES 4:00PM-4:05PM
2. COH STAFF REPORT/UPDATES 4:05PM-4:10PM
3. CO-CHAIR REPORT/UPDATES 4:10PM-4:20PM
 - 2023 Co-Chair Open Nominations & Elections
 - 2023 Proposed Workplan
 - 2023 Meeting Schedule
4. DISCUSSION 4:20PM-4:45PM
 - (Draft) Organizational Capacity Needs Assessment |REVIEW & FINALIZE
 - Planning for NBHAAD
 - February 9, 2023 COH Meeting
5. RECAP AND NEXT STEPS 4:45PM-4:50PM
6. 2022 REFLECTIONS: 4:50PM-4:55PM

A moment of shared gratitude and celebration of our progress, commitment and excitement as we begin 2023 strong, unified and with purpose.
7. PUBLIC COMMENT & ANNOUNCEMENTS 4:55PM-5:00PM
8. ADJOURNMENT 5:00PM



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CODE OF CONDUCT

We welcome commissioners, guests, and the public into a space where people of all opinions and backgrounds are able to contribute. We create a safe environment that celebrates differences while striving for consensus and is characterized by consistent, professional, and respectful behavior. Our common enemies are HIV and STDs. We strive to be introspective and understand and clarify our assumptions, while appreciating the complex intersectionality of the lives we live. We challenge ourselves to be self-reflective and committed to an ongoing understanding. As a result, the Commission has adopted and is consistently committed to implementing the following guidelines for Commission, committee, and associated meetings.

All participants and stakeholders should adhere to the following:

- 1) We strive for consensus and compassion in all our interactions.**
- 2) We respect others' time by starting and ending meetings on time, being punctual, and staying present.**
- 3) We listen, don't repeat what has already been stated, avoid interrupting others, and allow others to be heard.**
- 4) We encourage all to bring forth ideas for discussion, community planning, and consensus.**
- 5) We focus on the issue, not the person raising the issue.**
- 6) We give and accept respectful and constructive feedback.**
- 7) We keep all issues on the table (no "hidden agendas"), avoid monopolizing discussions and minimize side conversations.**
- 8) We have no place in our deliberations for homophobic, racist, sexist, and other discriminatory statements and "-isms" (including misogyny, transphobia, ableism, and ageism).**
- 9) We give ourselves permission to learn from our mistakes.**

Approved (11/12/1998); Revised (2/10/2005; 9/6/2005); **Revised (4/11/19; 3/3/22)**



BLACK CAUCUS

Thursday, November 17, 2022 | 4:00PM to 5:00PM

VIRTUAL MEETING SUMMARY

Meeting packet is available at: <https://hiv.lacounty.gov/meetings/>

**Contact staff for verification of attendance*

1. Welcome & Introductions

Co-Chairs Danielle Campbell and Gerald Garth welcomed attendees and led introductions.

2. Co-Chair Report & Updates

- 2023 Co-Chair Open Nominations. Danielle Campbell and Gerald Garth were nominated for 2023 Co-Chairs. Nominations will remain open until elections at the December 15 Caucus meeting. Those who would like to self-nominate or nominate someone may contact COH staff Dawn Mc Clendon at dmccclendon@lachiv.org.
- December 15, 2022 Meeting. The Caucus agreed to convene its December meeting ahead of the Christmas break.
- 2023 Workplan Development. The Caucus recommended the following items to be included in its 2023 Workplan:
 - Determine next steps and future of Black/AA Community Task Force Recommendations
 - Plan for National Black/AA HIV/AIDS Awareness Day
 - Hold community listening sessions to discuss the state of HIV in the Black community (at the recommendation of Dr. Wilbur Jordan)

3. DISCUSSION

Develop Organizational Capacity Needs Assessment Among Black-Led Organizations

Julie Tolentino and Dr. Michael Haymer (DHSP) presented the Caucus with a draft of the needs assessment; see draft in meeting packet. Julie noted that the Co-Chairs reviewed the first draft and provided edits which are also provided in the meeting packet. Dr. Haymer indicated that the assessment was developed by using a mixed method approach to include key informant interviews (KII) and that it is organized by areas of support and funding-related opportunities.

Raniyah Copeland shared that the assessment should be reframed and organized into broad-based themes to provide healthy components of what makes a successful agency; assess the strengths of the agency and what elements of the agency can be invested in. Also, Raniyah noted that the time it takes to complete the assessment should be considered. Additionally, Raniyah offered the following for consideration:

- What is the intent of the questions?
- Who should respond to the survey versus KII? Leadership=KII and Staff=survey? What makes the most sense given capacity?
- The assessment is intensive; are incentives being offered? How do we incentivize responses? Why should they take the time to complete the survey?

- Consider how much of the assessment is dedicated to agencies sharing what they need from DHSP versus how much of it is just a checklist to determine whether it is a healthy organization.
- There is a missed opportunity not to ask what agencies need from DHSP. Ask why they haven't applied for RFPs from DHSP previously. What are their barriers
- Tweak the methodology to incorporate a mixed-method approach
- Will this be a confidential process?

Danielle cautioned that the assessment is three pages of open-ended questions and questioned whether Executive Directors and/or senior managers would have the time to complete it. Danielle also inquired whether the assessment is to determine an agency's "fitness" and if so, a standard must be identified for comparison. Danielle expressed that the assessment must be a mixed-method survey with qualitative and quantitative questions.

The Caucus agreed to pilot the final draft of the needs assessment through Dr. William King before it is widely administered to the nine Black-led organizations previously selected by the Caucus. As a result, to maintain the integrity and neutrality of the assessment, it was determined that Dr. King would be excluded from participating in the review of the draft needs assessment.

Julie and Dr. Haymer indicated they will revise the draft assessment to incorporate the recommendations provided from today's discussion.

4. Recap & Next Steps

- DHSP will revise the draft needs assessment based on the Caucus' discussions and recommendations and send to staff during the week of 11/28/22.
- Staff to coordinate a small workgroup during the week of 11/28/22 to review the revised draft; after that, send it to Caucus for advance review ahead of the December 15 Caucus meeting

5. Public Comment & Announcements.

Danielle announced that the LA Women's HIV Task Force Annual Summit will be held at the California Endowment on November 30, 2022; Danielle will be a guest speaker.

Additionally, as part of her dissertation, Danielle is recruiting Black women and transwomen living with HIV to participate in a research study, LinkPositively, to learn ways to help women access and manage their care. Contact Danielle danielle.m.campbell1@gmail.com for more information.

6. Adjournment



(Proposed) Black Caucus Workplan 2023

PURPOSE OF THIS DOCUMENT: To identify activities and priorities the Black Caucus will lead and advance throughout 2023.

CRITERIA: Select activities that 1) represent the core functions of the COH and Caucus, 2) advance the goals of the 2022-2026 Comprehensive HIV Plan (CHP), 3) identify strategies to address the Black/AA Community Task Force Recommendations, and 4) align with COH staff and member capacities and time commitment.

CAUCUS RESPONSIBILITIES: 1) Facilitate dialogue among caucus members, 2) develop caucus voice at the Commission and in the community, 3) provide the caucus perspective on various Commission issues, and 4) cultivate leadership within the caucus membership and consumer community.

#	GOAL/ACTIVITY	ACTION STEPS/TASKS	TIMELINE/ DUE DATE	STATUS/COMMENTS/SUGGESTIONS
1	Organizational Capacity Needs Assessment for Black-led Organizations	Administer a qualitative and quantitative needs assessment to the nine selected Black-led organizations to help inform and implement a TA program so that Black-led organizations can better compete for County contracts.	February 2023	Draft needs assessment to be finalized December 2022; Dr. King to pilot and provide feedback by January 2023; update and administer final assessment to Black-led orgs by February 2023.
2	National Black/AA HIV/AIDS Awareness Day (NBHAAD)	Plan activity(ies) promoting health/wellness, lifting the Black community, and addressing stigma and the disproportionate impact of HIV within the Black community	February 2023	SUGGESTION: Convene a Part 2 of Candid Conversations (or "Black" Table Talk) on how BLACK MEN & WOMEN living with/impacted by HIV can better support one another; refer to the 2022 NBHAAD activity led by Danielle & Gerald at the 2/10/22 Commission meeting. Also, tie in announcement of needs assessment.
3	Next steps & future of the Black/AA Community Task Force Recommendations	Review recommendations for revisions/updates and determine next steps.	2023	Prior discussions included adding a demographic section for those who are incarcerated, ultimately addressing the industrial prison complex.

#	GOAL/ACTIVITY	ACTION STEPS/TASKS	TIMELINE/ DUE DATE	STATUS/COMMENTS/SUGGESTIONS
4	Community listening sessions to address the state of HIV in the Black community	Hold candid community conversations by Black folx, for Black folx, addressing stigma and its relation to the faith-based community	2023	Recommended by Dr. Wilbur Jordan who agreed to host the sessions @ CDU.
5	Community Engagement and Communications	<p>Efforts around active recruitment, social media engagement, amplifying other Black HIV-centered communications (ex. A Black women's focus during NGWHAAD, Black men's focus during National Gay Men's Awareness Day (NGMHAAD, etc.)</p> <p>Communications to serve recruitment and retention. Ex. What does recruitment look like? Do we want at least one representative from Black-led, Black-serving orgs? What are the members' responsibilities?</p>		<p>COMMENT: A lot of folks don't even know the Caucus exists and many don't know how much great work is happening. We have an opportunity to better amplify the Caucus's work through strategic communications.</p> <p>This would also look at effective delegation and engagement, getting more folks active in the room</p>

**IN COMMEMORATION OF NATIONAL
BLACK HIV/AIDS AWARENESS DAY
#NBHAAD**

BLACK WOMEN & HIV AND THE BLACK MEN WHO SUPPORT THEM

A data presentation on BLACK WOMEN & HIV followed by a CANDID CONVERSATION on how BLACK MEN & WOMEN living with/impacted by HIV can better SUPPORT ONE ANOTHER through the principles of UJIMA



DANIELLE M. CAMPBELL, MPH

Faculty, Charles R. Drew
University of Medicine and
Science, Clinical Research
Manager, David Geffen School of
Medicine at UCLA.



GERALD GARTH

Director of Diversity, Equity,
and Inclusion, LA LGBT
Center

**THURSDAY, FEBRUARY 10, 2022
9:30AM-10:30AM* (PST)**

***THIS PRESENTATION WILL BE
PART OF THE FULL
COMMISSION MEETING**

REGISTER HERE:

[HTTPS://TINYURL.COM/MR284A37](https://tinyurl.com/mr284a37)



**Los Angeles County Commission on HIV
Black Caucus Organizational Needs Assessment**

DRAFT 12.2.22

-UPDATED TO INCORPORATE 12.2.22 WORKGROUP TRACKED CHANGES & RECOMMENDATIONS-

INTRODUCTION

Based upon recommendations from the Black Caucus (BC) (formerly Black/African American Community (BAAC) Task Force) of the Los Angeles Commission on HIV (COH), the Los Angeles County Division of HIV and STD Programs (DHSP) is looking to understand how to increase the number of Black-led agencies funded by DHSP to advance efforts to end HIV in LA County. In LA County, Black people represent XX of new HIV diagnoses despite comprising XX% of the total population. Both the BC and LA DHSP acknowledge the unique abilities of Black-led organizations to effectively serve their communities. Therefore, LA DHSP would like to engage your organization in a discussion captured by a survey and an interview to identify opportunities to provide tailored capacity building to strengthen Black-led agencies in LA County and identify ways LA DHSP can revamp its procurement process to advance equity among its grantees.

Identifying information from surveys and interviews will be blinded to ensure confidentiality. Interviews and corresponding recommendations will be developed by Equity & Impact Solutions, a Black and woman-owned consulting firm based in Los Angeles. Information collected from surveys and interviews will be aggregated and compiled into themes and reported to LA DHSP and the Black Caucus.

GENERAL INFORMATION

▪ Informant Interview Questions

- What are three of the most needed types of support (e.g., financial, human resources/staff) for your organization to effectively carry out your mission?
- Over the last 12 months, what have been your organization's priorities? What information did the organization utilize to develop or address organizational priorities?
- What has been your experience with applying for HIV-related funding from DHSP? In what ways has LA DHSP's grant processes been a hindrance and what do you think has been useful?

MANAGEMENT

▪ Informant Interview Questions

- Discuss the top trainings, technical assistance, tools, etc that have been the most transformational in supporting your organization's management practices
- What have been the biggest challenges in recruiting and retaining the best talent for your organization?

**Los Angeles County Commission on HIV
Black Caucus Organizational Needs Assessment**

DRAFT 12.2.22

-UPDATED TO INCORPORATE 12.2.22 WORKGROUP TRACKED CHANGES & RECOMMENDATIONS-

- What kind of technical assistance and training programs would best support organizational management for your organization? What topics would you want covered? How do you want the service delivered? What does your ideal capacity building for organizational management look like?

▪ **Survey Questions**

- List the top 5 resources are needed to support your organization's management practices
- On a scale of 1-10, how worried are you about staff recruitment and retention?
- On a scale of 1-10, rank the following organizational practices and procedures you currently employ:
 - Recruitment
 - Compensation (salary and benefits)
 - Personnel evaluation
 - Promotion (professional advancement)
 - Grievance and conflict resolution policy
 - Staff workload (allocation of tasks and responsibilities)
 - Supervision
 - Staff retention
 - Exit Interviews & Employee Close Outs
 - Established protocols for communication between management and staff?
 - Opportunities for staff to provide input on organizational or leadership practices and/or program directives, strategic plans, etc.?

TRAINING/STAFF DEVELOPMENT/CAPACITY BUILDING

▪ **Informant Interview Questions**

- List and discuss the top three TA needs that are most needed to support your organization's training, staff development, capacity building practices
- What technical assistance and training has your staff been through? What worked and didn't work with that TA?
- What training and staff resources are needed for the organization or staff to achieve the organizational mission?
- How ready do you believe your staff is to respond to your organization's strategic objectives?
- What needed skillsets are currently missing from your staff's portfolio?

▪ **Survey Questions**

**Los Angeles County Commission on HIV
Black Caucus Organizational Needs Assessment**

DRAFT 12.2.22

-UPDATED TO INCORPORATE 12.2.22 WORKGROUP TRACKED CHANGES & RECOMMENDATIONS-

- On a scale of 1-10, rank the quality of staff development and capacity building your organization undertakes
- On a scale of 1-10, rank opportunities for employee advancement that exists within your organization

BOARD & BOARD MANAGEMENT

- **Informant Interview Questions**
 - Describe the ways your board contributes to furthering your organization's mission
 - What support does your organization need to ensure a thriving board?
- **Survey Questions**
 - On a scale of 1-10, how clear is your board on its responsibilities, takes them seriously, and executes those responsibilities effectively
 - On a scale of 1-10, how diverse is your boards skills and its reflection of the community it serves
 - On a scale of 1-10, rank the quality of your board's protocols and processes, including recruitment of new board members, by-laws, etc

DEVELOPMENT AND FUNDING SOURCES

- **Informant Interview Questions**
 - Has your organization applied for DHSP funding in the past? Please list current and previous contracts (if any).
 - What types of support (e.g., financial, human resources/staff) is needed for your organization to apply for DHSP funding?
 - What type of funding does your organization typically apply for? Why?
 - What are the organization's financial needs (ex: ? What is the organization's long-term plan for addressing financial needs?
 - What are your organization's major funding sources? What would you like your organization's major funding sources to be and why
 - How are grants, cooperative agreements, and contracts routinely tracked to assure complete progress reports, final reports, and renewal applications are submitted on time
- **Survey Questions**
 - On a scale of 1-10, rank your organizations financial stability
 - On a scale of 1-10, rank the diversity of your organizations funding sources
 - On a scale of 1-10, rank your organization's current grant-seeking schedule and approach/practice

Los Angeles County Department of Public Health
Division of HIV and STD Programs

**Los Angeles County Commission on HIV
Black Caucus Organizational Needs Assessment**

DRAFT 12.2.22

-UPDATED TO INCORPORATE 12.2.22 WORKGROUP TRACKED CHANGES & RECOMMENDATIONS-

- On a scale of 1-10, rank your organization's development (fundraising) plan and its focus on long-term sustainability of the organization

FINANCES AND ACCOUNTING

- Who is responsible for oversight of your organization's finances?
- Does your organization have written accounting policies and procedures? If yes, how often are the policies and procedures updated? Do all the board members receive a copy of the policies and procedures?

GRANTS/CONTRACTS MANAGEMENT

- How does the organization ensure that grants/contracts comply and meet deliverables? What internal auditing controls are in place? Whose responsibility is it to ensure compliance with grants/contracts?
- Has the organization been asked to return money by a funder due to underperformance or other reasons?
- Others?