



LOS ANGELES COUNTY
COMMISSION ON HIV



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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**

November 15, 2018

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Traci Bivens-Davis, <i>Co-Chair</i>	Raquel Cataldo	Jason Brown	Dawn McClendon
Kevin Stalter, <i>Co-Chair</i>	Michele Daniels	Yolanda Sumpter	Jane Nachazel
Danielle Campbell, MPH	Alexander Fuller		Sonja Wright, MS, Lac
Grissel Granados, MSW	Bridget Gordon	DHSP STAFF	
Joseph Green	Juan Preciado	None	
Carlos Moreno			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, *11/15/2018*
- 2) **Minutes:** Operations Committee Meeting Minutes, *10/25/2018*
- 3) **Table:** Los Angeles County Commission on HIV 2019 Work Plan (WP) Template, Draft/For Review - Operations Committee Example, *10/15/2018*
- 4) **Table:** Los Angeles County HIV/AIDS Strategy (LACHAS) Feedback Summary, *11/15/2018*
- 5) **Table:** Los Angeles County Commission on HIV, Assessment of the Administrative Mechanism, RWCA Fiscal Years 24, 25, 26, Recommendations Matrix-Discussion Worksheet for Operations Committee, *7/26/2018*
- 6) **List:** Recommendations for Code of Conduct Review, Rules of Respectful Engagement, *10/25/2018*
- 7) **Guidelines:** Guidelines for Conduct, *9/6/2005*
- 8) **Application:** Commission Membership Application, *4/26/2017*
- 9) **Roster:** 2018 Membership Roster, *Updated 10/17/2018*
- 10) **Table:** Planning Council Reflectiveness, *Updated 10/16/2018*
- 11) **Report:** 2018 Assessment of the Administrative Mechanism, Los Angeles County Eligible Metropolitan Area, Ryan White CARE Act, Based on County Fiscal Years 2014, 2015 and 2016, (Ryan White CARE Act Years 24, 25, 26), *Final Approved 9/13/2018*

CALL TO ORDER: Mr. Stalter called the meeting to order at 10:13 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 10/25/2018 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

5. **EXECUTIVE DIRECTOR/STAFF REPORT:**

A. **Committee Work Plan:** Ms. McClendon noted the Work Plan was in the packet, as usual, to help keep the Committee on track. There were no changes since the last meeting. Revisions can be offered during the meeting or can be emailed to her.

B. **Los Angeles County HIV/AIDS Strategy (LACHAS) - Summary:**

- The LACHAS meeting feedback summary was requested by the Committee at its last meeting. Recurring themes of partnership, collaboration, media, and youth are color-coded to help meet LACHAS goals.
- ➡ Add to Work Plan starting with the January 2019 meeting.

6. **CO-CHAIR REPORT:**

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

- Ms. Wright is an avid animal lover, especially dogs. Samoya is her Doberman-Shepherd. She cheers on the 49ers in football and the Kings in hockey. She enjoys holidays and could celebrate Halloween and Christmas year-round.
- She and her cousins are first generation Californians from Fresno, but her mother's family tree runs back generations in Marksville and Pineville, Louisiana. When visiting, they are always reminded anyone might be a relative.
- Mr. Green raised millions for AIDS research before becoming HIV+ 20 years ago. He continued fundraising, but shifted to heart disease and Easter Seals. He learned it is just a job if you do not love what you do and did not last at jobs he hated. He is very passionate about HIV and gay-related causes so considers this community planning very important.
- He will celebrate one year with his partner in 26 days. From Wisconsin, he follows the Green Bay Packers and the Milwaukee Brewers. His friend's boss recruited him when he was here on vacation so he moved in two weeks.
- ➡ Speakers for January 2019 Committee meeting: Carlos Moreno and Jane Nachazel.

B. **Holiday Meeting Schedule:**

- The Standards and Best Practices Committee will meet as usual 12/6/2018, 10:00 am to 12:00 noon.
- The Planning, Priorities and Allocations (PP&A) Committee will meet 11/27/2018, 1:00 to 4:00 pm. It will decide at that meeting whether to meet in December, either on its regular 12/18/2018 date or another.
- The Consumer Caucus will meet prior to PP&A on 11/27/2018, 10:00 am to 12:00 noon.
- ➡ December 2018 meetings cancelled are: Commission, Consumer Caucus, Public Policy, Operations, Executive.

V. DISCUSSIONS

7. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** ➡ Staff will update the Recommendations Matrix for review.

8. **POLICIES AND PROCEDURES:**

- Ms. McClendon noted Policies and Procedures was postponed except for the Code of Conduct discussion. Major discussions for items such as policy do not need to be resolved in one meeting, but the discussion should be opened.
- She suggested reducing the number of items per agenda. For example, last month's agenda included some 10 to 15 items. It is not possible to have a thoughtful process with that many topics.
- Ms. Granados asked about County Counsel's response to the request from Cheryl Barrit, MPIO regarding clarification on whether the Commission was governed by Los Angeles County (LAC) Policies and Procedures, in particular, on Equity. Ms. McClendon said County Counsel has not yet responded.
- Ms. Granados recommended initiating review of the Bylaws as it has been five years since integration. The long process should be addressed methodically. Mr. Stalter noted Ms. Barrit has kept a list of suggestions.
- ➡ Ms. McClendon will consult with Ms. Barrit on adding Bylaws revision to the Work Plan for mid-2019.

A. Code of Conduct Review:

- Ms. McClendon noted Commission Guidelines and, for comparison, the Orange County Code of Conduct in the packet.
- She added Lilliana Campos and Emily Issa, County Counsel, will present on the Brown Act at the Executive Committee that afternoon, 1:00 to 3:00 pm. Some presentation aspects may help inform Code of Conduct review.
- Ms. Bivens-Davis suggested streamlining Commission Guidelines. The 19 items can be redundant and people should be expected to be adult professionals. She liked some of the preamble, especially pertaining to a "safe" environment.
- Mr. Stalter also supported simplifying Commission Guidelines while adding community engagement to the preamble in some way. He liked Orange County Code consistency, i.e., each item starts with "we" followed by an action word.
- Ms. Bivens Davis noted this is a voluntary space so guidelines also should be flexible in recognizing other commitments.
- Ms. Granados especially liked Orange County Code 7. We focus on the issue, not the person raising the issue. She would like to add something pertaining to being self-reflective and a commitment to ongoing learning but, overall, prefers the Orange County Code for moving past common sense items to issues that help focus the work.
- Mr. Moreno also liked the Orange County Code, but felt its first item on the common enemy of HIV was more similar to, and might inform, a mission statement. Many of its items might be incorporated in the preamble.
- Reference Commission Guidelines during Commission Meeting Management and return to displaying on the screen.
- Suggested incorporation of Orange County Code 2 with revision to end as "...bring ideas to the table for discussion, community planning, and consensus."
- Combine Commission Guidelines: 1. Be on time; 2. Stay; and 14. Begin and end on time.
- Combine Commission Guidelines: 10. Respect Others' Opinions; 11. Keep an open mind; 13. Respect Others' Time.
- Combine Commission Guidelines: 4. Listen; 5. Don't interrupt; 12. Allow others to speak.
- Commission Guidelines: 19. Delete reference to beepers.
- Ms. McClendon will send both documents in Word to Mr. Stalter and Ms. Bivens-Davis to incorporate suggestions into a combined and revised iteration. They will return that iteration to Ms. McClendon for distribution to the Committee prior to the January meeting for review. The Committee will discuss the draft at the January and February meetings with motions on the February Operations and Executive Committees agendas and the March Commission agenda.

9. MEMBERSHIP MANAGEMENT:

A. Revised Membership Application:

- Ms. McClendon noted, as agreed, preamble language from the list of interview questions was incorporated into the application. She condensed it a bit as it was wordy. It remains somewhat intimidating so might be reviewed next year.
- Ms. Granados found information important, but lengthy. Some might be provided as part of an in-person conversation about what people are applying for while requirement specifics can be part of the actual application process.
- Mr. Stalter noted Operations recently revised "MEMBERSHIP EXPECTATIONS" so some other areas might be reduced. Ms. McClendon added several other jurisdictions have much shorter and more consumer friendly applications.
- Move "APPLICATION FORM Part II" and "COMPLETING THE APPLICATION" to the top of the application form; and "ATTACHMENTS" and "TRANSPARENCY and PUBLIC DOCUMENTS" to the last page.
- Change all "Hispanic" application references to "Latinx."
- Ms. McClendon will provide applications from four other jurisdictions, including Atlanta which has a wait list, for comparison at the January 2019 meeting.

B. Parity, Inclusion and Reflectiveness (PIR) Table:

- Mr. Stalter noted the Roster in the packet with nine vacancies. The Office of AIDS was working to fill the Part B seat.
- Mr. Brown noted Deborah Owens Collins, PA-C, MSHCA, MSPAS, AAHIVS announced her retirement from the City of Long Beach as of 12/30/2018. She will no longer be eligible for that seat, but has expressed interest in serving in the Representative, Board Office 4 seat. She is already a Commissioner so could be moved without going through a full application process but, as an institutional seat, the move should be approved by Supervisor Janice Hahn's office.
- Ms. Bivens-Davis would like to reflect the emerging epidemic on the back of the Health Resources and Services Administration (HRSA) Planning Council Reflectiveness form which uses Los Angeles County (LAC) living epidemic data.
- Ms. Granados questioned whether the Commission could exceed HRSA minimums. In particular, she sought to over-represent disproportionately impacted communities to ensure they are always represented at the table, e.g., there were no Black gay men represented at the table today even though they are the most disproportionately impacted.
- Ms. Sumpter commented it was important to identify why there were not more applicants from disproportionately impacted communities so that issues could be addressed. Ms. Granados added structural issues make it harder for

some communities to be at the table so the body needs to do more. Ms. Sumpter continued that it is important to better highlight and follow-up on Public Comment. No one followed up even with Commissioner Daniels.

- Mr. Green has devoted significant time to outreach especially with the transgender community. Most often potential applicants said they did not have time either due to jobs or because they were addressing various disparities.
- Ms. Granados said it was both important to increase expectations of what "reflectiveness" looks like and to be self-reflective in working to make the body a welcoming environment where people feel respected and heard.
- Ms. Barrit and Ms. McClendon will follow-up on a potential seat move for Ms. Owens Collins.
- Add motion to January 2019 agenda to move Susan Forrest from Unaffiliated Consumer, SPA 7, Alternate to Unaffiliated Consumer, SPA 8, Alternate so that she again represents a seat with no full member.
- Staff will create internal table based on incidence to better highlight emerging communities. Change "Hispanic" references on that table to "Latinx."
- Ms. McClendon will provide a follow-up email on this conversation to leadership.

10. RECRUITMENT AND ENGAGEMENT:

- A. **Ad Hoc Awards Work Group - PowerPoint:** ➤ Ms. Campbell will draft a PowerPoint presentation for the January 2019 Commission and email it to Mr. Green for input. The final presentation will be emailed to Ms. McClendon in early January.
- B. **Community Advisory Board (CAB) - Meet and Greet:**
 - Mr. Green noted many of the 3/27/2019 event speakers are bilingual English/Spanish. He suggested they might do tracks in one language in the morning and the other in the afternoon so everyone hears the same information.
 - Mr. Green will schedule a meeting to flesh out 3/27/2019 event details with Ms. Bivens-Davis, Shellye Jones, Julie Tolentino, MPH, and Marissa. They will also consider a fourth Meet and Greet though it is unlikely before March.
- C. **Youth and Unaffiliated Consumers:** This item was postponed.

11. TRAINING AND LEADERSHIP DEVELOPMENT:

- A. **Member Orientation:**
 - Ms. McClendon noted many new members were appointed since the last orientation. Ms. Wright attempted to coordinate an orientation in the office, but people were not available. Ms. Wright will try again after the holidays.
 - Committee-specific trainings were planned for each Committee prior to Co-Chair elections to inform expectations.
 - All Commissioners already receive all Committee agendas, but staff will add a blurb to January emails advising interested individuals about the Committee-specific training.
 - Ms. McClendon will discuss the overall 2019 training schedule with Ms. Barrit.
- B. **Mentorship Program - Formalize Structure:** This item was postponed.
- C. **Consumer Caucus Collaboration:** Mr. Green oversees the Friday chiropractic clinic at Being Alive for some 50 people. He wears the HIV Connect t-shirt and each client receives a palm card in English or Spanish. Ms. McClendon added free posters in English and Spanish were available for any agency who wants to pick them up.
 - 1. **Leadership Development Strategies - Action Plan - Follow-up:** This item will be addressed at the 11/27/2018 meeting.

VI. NEXT STEPS

- 12. **TASK/ASSIGNMENTS RECAP:** There was no additional discussion.
- 13. **AGENDA DEVELOPMENT FOR NEXT MEETING:** ➤ Key topics are: Code of Conduct revisions, Application revisions, AAM update.

VII. ANNOUNCEMENTS

- 14. **OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:** AIDS Project Los Angeles started an over 50s series. The second will be 11/22/2018, 6:30 to 8:30 pm with dinner, West Hollywood Library. Formal launch is 11/29/2018.

VIII. ADJOURNMENT

- 15. **ADJOURNMENT:** The meeting adjourned at 11:29 am.