



LOS ANGELES COUNTY  
COMMISSION ON HIV



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**OPERATIONS  
COMMITTEE MEETING MINUTES**

January 24, 2019

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>	Michele Daniels	Alasdair Burton	Dawn McClendon
Raquel Cataldo	Alexander Fuller	Susan Forrest	Jane Nachazel
Grissel Granados, MSW	Bridget Gordon	Jose Maganā	Julie Tolentino, MPH
Joseph Green		Joey Martinez	Sonja Wright, MS, Lac
Carlos Moreno		Phuc Pham	
Juan Preciado		Joshua Ray	<b>DHSP STAFF</b>
Ricky Rosales			None

**CONTENTS OF COMMITTEE PACKET**

- 1) **Agenda:** Operations Committee Meeting Agenda, *1/24/2019*
- 2) **Minutes:** Operations Committee Meeting Minutes, *11/15/2018*
- 3) **Table:** Commission on HIV, Los Angeles County HIV/AIDS Strategy (LACHAS), 2019 Community Engagement Ideas, *Draft 1/18/2019*
- 4) **Table:** Los Angeles County Commission on HIV 2019 Work Plan (WP) Template, Operations Committee, *1/24/2019*
- 5) **Table:** Quick Reference for Planning Council Support (PCS) Staff: Legislative Requirements for Planning Councils/Bodies, with HRSA/HAB Definitions, Clarifications, and Expectations, *2018*
- 6) **Policy/Procedure:** #06.1000: Bylaws of the Los Angeles County Commission on HIV, *Adopted 7/11/2013*
- 7) **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*
- 8) **List:** Operations Committee Guiding Questions for COH By-Law, Policy and/or Procedural Changes, *Draft 6/28/2018*
- 9) **Guidelines:** Guidelines for Conduct, *Revised 9/6/2005 (original)*
- 10) **Guidelines:** Guidelines for Conduct, *Revised 9/6/2005 (Kevin's version)*
- 11) **Guidelines:** Recommendations for Code of Conduct Review, Rules of Respectful Behavior, *10/25/2018 (Operations Committee)*
- 12) **Policy/Procedure:** #08.2203: Teleconference Meetings, *Approved 7/14/2016*
- 13) **Roster:** 2019 Membership Roster, *Updated 1/23/2019*
- 14) **Application:** Karl Halfman, *1/24/2019*
- 15) **Policy/Procedure:** #08.3204: Excused Absences, *Proposed Changes Approved 7/24/2017*
- 16) **Table:** 2018 Attendance Record for Commissioners, *1/24/2019*
- 17) **Application:** Commission Membership Application, *4/26/2017*
- 18) **Application:** HIV Planning Council and Committee, Application Information and Instructions, Orange County, Health Care Agency, Transitional Grant Area, *Revised 9/5/2018*
- 19) **Application:** Greater Baltimore HIV Health Services Planning Council, Application for Membership, *Last saved 10/1/2015*
- 20) **Application:** Washington, DC Regional Planning Commission on Health and HIV, Commission Membership Application, *5/2018*

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- 21) **Application:** Phoenix EMA, Ryan White Planning Council, Membership Application, 6/12/2013
  - 22) **Application:** Boston EMA, Ryan White Planning Council, 2018
  - 23) **Application:** Ryan White Planning Council of the Dallas Area, Application for Membership, 2016
  - 24) **Project Description:** 2019 Los Angeles County Commission on HIV (COH) Community Service Awards, Project Description, Approved by Operations 8/23/2018
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**CALL TO ORDER:** Mr. Stalter called the meeting to order at 10:06 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 11/15/2018 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 NEW BUSINESS ITEMS

**4. NON-AGENDIZED:**

- Mr. Green requested a status update on the third social justice training and a report back on reviews of trainings to date.
- Ms. Barrit noted trainings developed out of Executive Committee recommendations. Because new Co-Chairs are being seated, next steps are on hold until the newly constituted Committee has an opportunity to weigh in. The Committee will review the evaluation from the Commission's Annual Meeting in November at their meeting later that day.
- The two sessions held at the Commission office offered an opportunity for participants to anonymously share some ways that they process this information and react to it; as well as their frustrations, hopes, anxieties, and successes. Participants were promised anonymity to help guide trainers in understanding how to best support the Commission in this conversation.
- It should be considered whether the request to publicly view comments was in keeping with the promise Ms. Barrit, the Executive Committee, and trainers made to keep them anonymous. Mr. Stalter added, due to the nature of gatherings and comments, it was unlikely they could be stripped of identifying phrases and/or structure without changing content.

### IV. REPORTS

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

**A. Los Angeles County HIV/AIDS Strategy (LACHAS) - 2019 Next Steps:**

- Ms. Barrit noted the new engagement ideas discussion draft addresses the Commission's charge to monitor LACHAS implementation, advise the Board of Supervisors (BOS) on next steps, and reflect its leading role in ongoing community engagement. The Commission engaged in active outreach to communities across Los Angeles County (LAC) in 2018. Summaries from those meetings were used to identify the recurrent community expectation themes noted.
- It may not be possible to engage all 26 Health Districts (HDs) in the next phase. One option might focus on concrete action planning in the five HDs with the highest HIV burden to scale activities up from 2018's focus on promotion.
- Ms. Barrit noted the Executive Committee will be the lead on this topic, but Operations has been very involved in tying the issue into membership and recruitment so was encouraged to consider and weigh in on options.
- It is important for the Commission to determine its focus quickly so staff can plan out the year's activities.
- ➡ More focus suggestions were: HDs in which 2018 LACHAS meeting response was low; the severely under-resourced San Gabriel Valley; SPA 1 engagement once or twice per year; liaison with Los Angeles Unified School District (LAUSD) to better align sexual education with LACHAS; train private and Medi-Cal physicians serving high proportions of PLWH on availability of Ryan White services, including expansion of Ryan White eligibility to those making less than \$75,000.
- ➡ Consider presentation by LAUSD on current sexual education programs.

**B. Committee Work Plan:**

- Regarding community engagement, Ms. Barrit noted the goal now is to facilitate buy-in on the topic from all Committees. Items most relevant to Operations will then come forward for review and either be added to this year or memorialized for next year. Meanwhile, a "Youth and Consumer Engagement and Retention" is on the Work Plan.
- ➔ Revise Operations Committee Work Plan, as follows:
  - ▶ Rename "Renewing Member Evaluations" as "Review of Annual Slate and Openings," including renewing member applications and process, review of interview questions, review of overall process, and quarterly review of slate.
  - ▶ Under "Consumer-Centered Leadership Development Training," ensure trauma training is adequately explained as equivalent to trauma-informed care.
- ➔ Follow-up with County Counsel on their input regarding the two policies pertaining to Commissioner discipline.

**MOTION #3:** Approve the Operations Committee 2019 Work Plan, as revised (***Passed by Consensus***).

**C. Committee Training:**

**(i) Commission Function and Systems Planning:**

- Ms. Barrit noted the Bylaws were adopted 7/11/2013. That year was significant in signaling a culture change as the Commission became an integrated planning body for the HIV and STD prevention and care continuum.
- The Commission is also one of the few jurisdiction planning bodies that do not report to the grantee. By reporting to the BOS, the responsibility is to monitor and advise the BOS on system-level HIV and STD issues, e.g., interfacing with the LAC health care system, Medi-Cal, Federally Qualified Health Centers (FQHCs), and the private system.
- Page 2, Article I, Section 4, Duties and Responsibilities, details Commission work regarding the HIV and STD system.
- Page 8, Article III, Section 3, Conflicts of Interest, addresses requirements. The list of conflicts provided in the Commission packet and read by Commissioners reflects all conflicts due to DHSP-funded contracts with providers. It is always preferable for a Commissioner to announce any other potential or perceived conflict beyond the list.
- Commissioners also have the option to participate in discussion, but abstain from a vote if they feel conflicted.

**(ii) Operations Committee Overview:**

- Page 16, Article XI Operations Committee, details its specific responsibilities. The Health Resources and Services Administration (HRSA) Project Officer especially focuses on Item A, ensuring reflectiveness and representation, in particular to ensure that the Commission does not drop below the 33% threshold for unaffiliated consumers.
- Mr. Stalter requested an update on last year's question regarding use of incidence rather than prevalence data in meeting the 33% threshold to facilitate better responsiveness to changing epidemic demographics.
- Ms. Barrit replied Commission representatives at the National Ryan White Conference on HIV Care and Treatment in December 2018 explored several pertinent workshops and spoke with several HRSA staff regarding the issue. The Parity, Inclusion, and Representation (PIR) requirement is in the law, as detailed on page 3 of the "Quick Reference... Legislative Requirements" in the packet. HRSA staff were specifically asked for clarity on whether to use prevalence or incidence data in responding to the epidemic and responded that jurisdictions should use both.
- The Operations Committee is also the lead on the Assessment of the Administrative Mechanism which evaluates effectiveness of the system in implementing services as allocated. Executive is the lead in most jurisdictions.
- ➔ Ms. Barrit will work with Pamela Ogata, MPH, DHSP, to develop an incidence table. The current PIR table is a HRSA form which must be provided in the jurisdiction's grant application.

**6. CO-CHAIR REPORT:**

- Mr. Stalter noted, for those who did not attend the Commission meeting, he announced his resignation from Operations following the February meeting. He was moving to Standards and Best Practices where he was elected Committee Co-Chair.
- He thanked everyone, especially Ms. Bivens-Davis, for their work on the Committee. He has loved his time on Operations, but was also looking forward to learning more about another aspect of the Commission.

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

- *Jane Nachazel* is from Milwaukee, Wisconsin's largest city and just 90 miles north of Chicago. Her parents, from small towns, met and married at Marquette University during the depression. Her father became a dentist and her mother a medical technician. Often visiting and hiking the woods of her parents' hometowns, she is something of a country girl.
- Active in social justice since grade school, she joined Milwaukee's civil rights marches to desegregate the South Side.
- She and her husband, Ronald Ruck, moved to Los Angeles in the 1980s where she followed public service into the Los Angeles County Chief Executive Office; then to the Department of Health Services, LAC+USC.
- Meanwhile, the brother of a Milwaukee friend tested HIV+ so she re-oriented her community service towards HIV to help provide information. She joined Being Alive, eventually becoming Recording Secretary to the Board until diagnosis with Multiple Sclerosis. She continued migrating through the County to the Department of Public Health, Veterinary Public Health; then DHSP. She was the first person on the Commission's staffing pattern when it separated from DHSP.

- *Carlos Moreno* is from Tucson, Arizona. His dad is from San Bernardino. His mother and most of his family is originally from Chihuahua, Mexico, and first migrated to Burbank. His musician grandfather once played across Los Angeles, including iconic sites like Olvera Street, while his grandmother danced to the music. His grandparents moved to Tucson in the 1980s where his parents met and had him and his brother.
- He began working in HIV as a volunteer/participant at an agency in 2010. That led to his first position in the field at that agency. In 2015, at 25, he moved to Los Angeles. Recently, he has been seeking a position with local nonprofits.
- ➡ Suspend this item for February. A decision will be made on whether to continue it after the Co-Chair election.

**B. Committee Co-Chair Nominations:**

- ➡ Nominations were: Traci Bivens-Davis; Danielle Campbell, MPH; Joseph Green; and Juan Preciado.
- ➡ Nominations will remain open until elections at the 2/28/2018 Operations Committee meeting.

**V. DISCUSSIONS**

**7. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):**

- Ms. Barrit noted HRSA requires Planning Councils (PCs) to complete an AAM to evaluate how quickly a jurisdiction can implement service funding which includes Priority Setting and Resource Allocation (PSRA), contracting, and procurement.
- One of the key, and recurring, findings is the challenge presented by the 18-24 months required in Los Angeles County from initiating a contract process to its completion with an agency signing a contract in order to begin services and billing. That impacts the Commission's ability to implement services in a timely manner. Consequently, revision of that process was forwarded as a policy recommendation to the BOS as part of the Commission's Annual Report to the BOS in November.
- Moving forward, rather than generate a new AAM each year without time to implement findings, the focus for the next three to four years will be on prioritizing and implementing recommendations. In the fourth year, rather than merely repeat the prior AAM, launch a deeper examination of a particular area, e.g., the finance system.
- She suggested completing recommendations #1 and #2 this year. Both expand AAM input with #1 surveying the entire Commission rather than just the Executive and Planning, Priorities and Allocations (PP&A) Committees; and #2 broadening the number of stakeholders surveyed. While not simple, she felt it realistic and reasonable to complete these this year.
- Alasdair Burton felt it would be helpful to compare perspectives of the presumably more informed Executive and PP&A Committees with other Commissioners. Ms. Bivens-Davis noted other analysis options, e.g., providers versus consumers.
- ➡ Ms. Barrit will coordinate an AAM Work Group to identify next steps.
  - ▶ Ms. Barrit will provide the Work Group the updated table with Operations' priorities from the October meeting.
  - ▶ Operations members are: Ms. Bivens-Davis, Ms. Cataldo, and Mr. Green. PP&A member is Jason Brown. DHSP will be represented by Kyle Baker; Mario Pérez, MPH; or other DHSP staff able to inform the Work Group on feasibility issues.
  - ▶ The Work Group will meet by conference call or on the same day as the Operations Committee or the full Commission.

**8. POLICIES AND PROCEDURES:**

- Ms. Bivens-Davis called attention to the "Guiding Questions" document in the packet used to assess Commission Bylaws, policy and/or procedure changes. It is included for all such discussions and was final except for minor revisions, as noted.
- ➡ Revisions to "Guiding Questions" are: delete "DRAFT," correct "By-law" to "Bylaws," delete bylaw references in questions.

**A. Revised Code of Conduct:**

- Discussion was extensive on how best to reflect that the Commission works to exclude isms and phobias while supporting constructive feedback. It was noted, however well-meant feedback is, it may not be well received. For example, one person may feel another has expressed something or behaved in a manner that was racist, but the person may feel it was not racist. It can be hard to adjust when being challenged.
- Mr. Burton spent his first 21 years in Scotland, moving to Canada in 1979. He sees a major cultural difference between Britain and here in that here people literally "take offense." In English, one might "offer offense" or "take offense." Yet, "taking offense" is not required. One can choose to ignore it or, at least, choose times when one does "take offense." If someone throws a spiky sea urchin, catching it will hurt oneself. There is value in learning to watch it pass by.
- Ms. Bivens-Davis said a part of what she was hearing was that our responses to others are reflective of where we are. That might be incorporated into how we conduct ourselves and expect others to conduct themselves in a public space.
- Ms. Barrit suggested developing language that gives ourselves permission to learn from our mistakes - intentional or not. Giving ourselves permission to acknowledge that none of us are perfect, but we seek to continually improve.
- Ms. Forrest questioned how to make that functional during meetings, especially Commission meetings during which Commissioners cannot respond to comments. Ms. Barrit responded that Guidelines for Conduct primarily reflect what

Commissioners have agreed to honor. By projecting them in the front, the Commission is noting the expectation that members of the public will also honor them. Commissioners may not engage in debate, but can provide facts.

- Revision's to Mr. Stalter's draft starting with the opening paragraph:
  - ▶ Insert after the first sentence ending in "contribute," the second sentence of the second paragraph starting in "A 'safe' environment is one..." while changing "recognizes differences" to "celebrates differences... ."
  - ▶ Third sentence: Revise to: "Our enemy is HIV and STDs." Delete parentheses, start new sentence with "Homophobic... ," and move the new sentence to create a new Item 11.
  - ▶ Fourth sentence: Revise, "We are self-reflective... ," to, "We challenge ourselves to be self-respective, introspective, and committed... ."
  - ▶ Add sentence: "Give ourselves permission to learn from our mistakes by acknowledging that we seek interpersonal development."
- Item 1: Add language on staying on topic and yielding microphone when one's time is up.
- Item 3: Add coma after "members."
- Ms. Wright will email a tracked-changes iteration for review prior to the next meeting.

**MOTION #4:** Approve revisions to Code of Conduct as presented or revised, and forward to Executive Committee for approval (*Postponed*).

**B. Teleconferencing Meeting Policy Review:** This item was tabled.

## 9. MEMBERSHIP MANAGEMENT REPORT:

### A. Membership Applications:

- (i) **Karl Halfman, MS:** Mr. Halfman has been recommended by the California Office of AIDS to represent its seat.

**MOTION #5:** Approve membership application for Karl Halfman, MS, as presented, and forward to Executive Committee for approval (*Passed by Consensus*).

### B. Susan Forrest - Member Seat Change:

**MOTION #6:** Move Susan Forrest from Unaffiliated Consumer, SPA 7, Alternate to Unaffiliated Consumer, SPA 8, Alternate, as presented, and forward to Executive Committee for approval (*Passed by Consensus*).

### C. Attendance Report Review:

- Table this item and reschedule with concurrent review of Excused Absences Policy/Procedure.

### D. Membership Application Review:

- Ms. Wright reported approximately five applications have been submitted for consideration.
- Table review of instrument and begin coordination of an interview panel for current applicants after this meeting.

## 10. RECRUITMENT, RETENTION, AND ENGAGEMENT:

### A. HIV Service Awards - Next Steps:

- Ms. Campbell and Mr. Green were complimented on their excellent presentation at the 1/10/2019 Commission.
- Review next steps at February meeting.

**11. TRAINING AND LEADERSHIP DEVELOPMENT:** This item was tabled.

## VI. NEXT STEPS

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

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

## VII. ANNOUNCEMENTS

### 14. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:

- Mr. Burton has spoken with several people, including Ms. Barrit, and received a green light to form a group of Commissioner volunteers who enjoy computer work. The group could be a staff resource to enhance the media face of the Commission, e.g., enriching the Commission website with links to trainings and other resources, adding pictures and biographies of Commissioners who agree to have their information posted, and possibly expanding social media outreach.
- People interested in volunteering for the computer group may contact Ms. Barrit or Mr. Burton.

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- ➡ Agendize discussion on how best to use a computer group for February meeting.

**VIII. ADJOURNMENT**

15. **ADJOURNMENT:** The meeting adjourned at 12:03 pm.