



LOS ANGELES COUNTY
COMMISSION ON HIV



3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
HIVCOMM@LACHIV.ORG • <http://hiv.lacounty.gov>

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
September 27, 2018



MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Kevin Stalter, <i>Co-Chair</i>	Traci Bivens-Davis, <i>Co-Chair (On Leave)</i>	Jason Brown	Cheryl Barrit, MPIA
Danielle Campbell, MPH	Raquel Cataldo	Susan Forrest	Dawn McClendon
Michele Daniels	Juan Preciado	Joshua Ray	Jane Nachazel
Alexander Fuller			Julie Tolentino, MPH
Bridget Gordon		DHSP STAFF	Sonja Wright, MS, Lac
Joseph Green		None	
Carlos Moreno			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 9/27/2018
- 2) **Minutes:** Operations Committee Meeting Minutes, 8/23/2018
- 3) **Table:** Los Angeles County Commission on HIV 2019 Work Plan (WP) Template, Draft/For Review - Operations Committee Example, 9/27/2018
- 4) **Table:** Los Angeles County Commission on HIV 2019 Work Plan (WP) Template, Draft/For Review, 9/27/2018
- 5) **Schedule:** 2018 Commission on HIV (COH) & Los Angeles County HIV/AIDS Strategy (LACHAS) Meetings - Call to Action Schedule, Updated 8/6/2018
- 6) **Flyer:** Community Open House, 10/4/2018
- 7) **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
- 8) **Table:** Los Angeles County Commission on HIV, Assessment of the Administrative Mechanism, RWCA Fiscal Year 24, 25, 26, Recommendations Matrix-Discussion Worksheet for Operations Committee, 7/26/2018
- 9) **Table:** 2018 Membership Roster, Updated 7/31/2018
- 10) **Table:** Planning Council Reflectiveness, Updated 8/13/2018
- 11) **Table:** Awards Framework, Ad Hoc Committee Notes, 6/21/2018
- 12) **Project Description:** 2019 Los Angeles County Commission on HIV (COH) Community Service Awards, Final, Approved By Operations 8/23/2018
- 13) **Form:** 2019 Los Angeles County Commission on HIV (COH) Community Service Awards, Nomination Form, September 2018
- 14) **Form:** 2019 Los Angeles County Commission on HIV (COH) Community Service Awards, Nominee Rating Form, September 2018

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 8/23/2018 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. Barrit noted the blank form and Operations example for a 2019 Work Plan in the packet. She included proposed Prioritization Criteria of: 1. Represent core functions of the Commission and Committee/subgroup; 2. Advance goals of the Comprehensive HIV Plan (CHP) and Los Angeles County HIV/AIDS Strategy (LACHAS); 3. Align with Commission staff and member capacities and time commitment. The Operations example includes suggested core activities.
- All Commission bodies will complete Work Plans by the end of 2018 for final approval by January 2019. Realistically, she suggested selecting two or three priorities. Some may be core charges even though not considered high priority.
- ➡ Ms. Barrit will email a Word Work Plan for Operations priorities feedback in a week, e.g., on AAM recommendations.

B. LACHAS Call to Action Meeting Updates/Schedule:

- The next LACHAS will be 10/11/2018 at St. Anne's Conference Center at 9:00 am. A business Commission meeting will follow. The day will end with a Spanish language Community Advisory Board (CAB) Meet and Greet.
- The final LACHAS of 2018 will be 10/18/2018, 10:00 am to 12:00 noon, at the Torrance Cultural Arts Center.
- As noted on the schedule in the packet, the Annual Commission Meeting will be 11/8/2018. December is cancelled.
- Mr. Stalter asked about remaining Health District (HD) LACHAS meetings for 2019. Ms. Barrit replied all HDs were reached in 2018, grouped in clusters. Any additional 2019 LACHAS meetings will need to be planned and budgeted with DHSP. The Commission and DHSP share the 10% administrative portion of the Ryan White Program (RWP) grant.

C. Social/Racial Justice Workshops Updates/Schedule:

- Ms. Barrit reported the first Workshop was 9/20/2018. The next, on 10/10/2018, is at capacity. Commissioner Workshops are designed not to exceed quorum in order to preserve confidentiality. Some members could not attend 9/20/2018 and have not yet been rescheduled. Ms. Barrit will discuss other dates with Just Communities on 9/28/2018.
- Just Communities will send a list of survey questions based on the 9/20/2018 Workshop to Ms. Barrit who will develop them into an anonymous Survey Monkey for attendees. She has also received some thoughtful individual feedback. Mr. Green noted the slides did not match up with handouts and talking points. That could be improved.
- ➡ Ms. Barrit will email the Survey Monkey evaluation as soon as possible.

D. Commission Open House - October 4, 2018:

- Ms. Barrit noted the flyer in the packet for this event initiated by the Operations Committee. She encouraged attendees to promote it among community members and providers to better understand the Commission's work.
- Ms. McClendon said the office will be organized, like the website, by: Who We are, What We do, and Why It's Important including booths for each topic and a membership booth. The event will be from 4:00 to 6:00 pm.
- ➡ Volunteers will coordinate with Ms. Wright. Volunteers for set-up on 10/3/2018, 12:00 noon to 4:00 pm, were: Mr. Fuller, Mr. Ray, Mr. Stalter. Volunteers for the event on 10/4/2018, starting at 2:00 pm, were: Ms. Forrest, Mr. Fuller, Mr. Moreno, Mr. Ray, and Mr. Stalter.

6. CO-CHAIR REPORT:

- Mr. Stalter said one takeaway for him from the Social/Racial Justice Workshop as a Co-Chair was the difference between facilitating and managing a meeting. He wanted to ensure everyone feels included and encouraged anyone who felt managed to let him know during or outside the meeting. Operations seeks to embody reflectiveness, parity, and inclusion. One related suggestion from the Consumer Caucus was to develop leadership training specifically geared to co-chairs.
 - A Consumer Caucus suggestion pertaining to parity was to designate a staff person to help acclimate new Commissioners.
- A. Traci Bivens-Davis' Leave of Absence Update:** Ms. Bivens-Davis will return from leave for the October 2018 meeting.
- B. Holiday Meeting Schedule:**
- Ms. Barrit said DHSP's World AIDS Day one-year report back to the community on LACHAS will be 11/29/2018, 10:00 am to 12:00 noon, at the Dorothy Chandler Pavilion. The Commission will participate.
 - ➡ Due to holidays, recommend to Executive to reschedule November meeting to 11/15/2018 and cancel December.

V. DISCUSSIONS

7. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):

- Mr. Stalter initiated a discussion on possible recommendations to implement with a question on RWP funding options to complete a technological update for Casewatch. Ms. Barrit replied RWP funds can only be used for the allowed service categories, but the Commission could recommend that DHSP upgrade Casewatch without designating the source of funds.
 - Mr. Stalter added that Casewatch is not only outdated, but is a barrier to care because the thought of going through the extensive intake over again often dissuades consumers from seeking needed services at another agency.
 - He also recommended more training/best practices provider summits hosted by DHSP, e.g., on cultural competency.
 - Another service provision barrier is the difficulty for a new agency to break into the system. He would like to see DHSP incentivize bringing in new partners, especially in underserved areas, e.g., via Memorandums of Understanding (MOUs).
 - Ms. Forrest said her agency works with Substance Abuse Prevention and Control (SAPC). It was very amenable to development of an unofficial MOU with Van Ness House which helped facilitate paperwork for the program.
 - Ms. Barrit clarified the AAM addresses administrative, not programmatic, issues, e.g., an MOU development between agencies as part of a Request For Proposals (RFP) process is administrative in nature, but a specific MOU between agencies A and B for a service is programmatic. Recommendations for prioritization from the report should be part of the existing AAM study.
- ➡ Agendize for October 2018 meeting: prioritization of AAM recommendations for implementation. Ms. Barrit will email a Word AAM Recommendations Matrix for Operations members to provide feedback within a week.
 - ➡ Follow-up with DHSP on efforts to encourage MOUs among agencies and explore a program to assist new agencies in applying for grants.

8. MEMBERSHIP MANAGEMENT:

A. Application - Felipe Gonzalez - Update:

- The Board of Supervisors (BOS) has not agendized consideration, but it may be on the 10/2/2018 supplemental agenda.
- Mr. Gonzalez will be placed on the Unaffiliated Consumer, At-Large #3 seat currently held by Mr. Stalter. Mr. Stalter will, in turn be shifted to the Unaffiliated Consumer, Service Planning Area (SPA) 4 seat.
- ➡ Assign Mr. Gonzalez to SBP, his second choice after Operations. SBP could use more members and has no Latinx.

B. Application - Pamela Coffey:

- Ms. McClendon said she had not interviewed as yet. There was also a suggestion to slow the process for better vetting.
- Mr. Green recommended making attendance at a minimum one Commission and one Committee meeting mandatory prior to submitting an application. Ms. McClendon said that was already recommended though not required. She suggested a minimum of three Commission meetings and one Committee meeting because there is no way to do a probationary period after BOS appointment. Ms. Barrit noted attending meetings can help set up people for success.
- Ms. Forrest felt attendance requirements could be a burden for unaffiliated consumers. They receive no transportation reimbursement or stipend until appointed. Mr. Green noted he was on General Relief for five years, but still committed to volunteer. Often people come on the Commission without understanding the work involved and then leave.
- Ms. Barrit noted the application includes a 1-10 readiness to serve scale. Some mark they are ready, but others mark 1. Interviewers should pay attention. Marking 1 does not mean the person cannot be seated, but does mean Operations

should listen to what the person may need to serve well. Often, people will say they thought they would receive services by joining. That shows they never understood that the Commission plans for, but does not provide, services.

- Mr. Green noted one interviewee checked 10, but could not answer basic policy questions so it is important to check.
- Ms. Forrest encouraged framing Committee attendance as learning about how the Commission works rather than part of a vetting process. Many people do not realize that Committees are open to the public.
- Mr. Fuller, new Commissioner, was initially mentored by former Commissioner Sabel Samone-Loreca. The first Commission meeting was overwhelming, but subsequent meetings became easier. Committee meetings were more helpful because material is broken down into more digestible pieces and people have a more open option to speak.
- Mr. Stalter added the work really happens in the Committees and sometimes he votes on faith that the work was done.
- Mr. Moreno attended several Commission meetings before applying, but had not attended Committee meetings. He still was a bit lost when first appointed. He suggested more active mentorship. Though Mr. Stalter had connected with him, he was unaware Mr. Stalter was his assigned mentor. Ms. McClendon recommended fully implementing the mentorship program rather than layering additional pieces on top. If a mentor lacks time, then assign a new mentor.
- Ms. Gordon saw women as less well mentored than men and with less access to camaraderie due to a different social circle. It was uncomfortable for her to come to the table from her perspective, but breaking down barriers is needed.
- Ms. Forrest felt mentorship may not be the right word, but there are reasons why women come monthly and sit at the far corner. Men coming from the gay community have a different relationship to HIV culturally than women do. What is keeping women and transgender women from applying despite knowing the Commission is here? People volunteer to give back to the community, but also because they feel heard and valued and work translates to the Commission table.
- Ms. Daniels was comfortable asking questions as needed and asked Tarzana Treatment Center for transportation help.
- Mr. Brown suggested it may help to match consumer mentors with new consumer members, but Mr. Green finds little difference in mentoring consumers versus providers. He offers a consumer perspective, but information is the same.
- Revise introductory page, currently provided at time of member interview, to note this is a three-month process, include language from welcoming email on Commission and Committee meeting times, and encouragement to attend at least one Commission and one Committee meeting before appointment. Add revised page on top of application. Send follow-up email with same information after application submission. Return revision to Operations for review.
- Ms. Barrit will email the RWP Planning Council video to Operations for review as the basis for a customized LAC video.

MOTION #3: Approve Membership Application for Pamela Coffey, as presented, and forward to Executive Committee for recommendation (**Motion Pulled**).

C. Carlos Moreno - Alternate to Full Seat:

- Mr. Moreno was originally placed on an Alternate seat because he was affiliated. That is no longer the case.

MOTION #4: Approve recommendation to transition Carlos Moreno from Unaffiliated Consumer, Supervisorial District 4, Alternate to a Unaffiliated Consumer, Supervisorial District 1, as presented, and forward to Executive Committee for approval (**Passed by Consensus**).

D. Interview Updates: Mr. Stalter expected up to five people to consider in October, with three already interviewed. At least two are unaffiliated and two are affiliated.

E. Membership Seat Assignment Review:

- Diamante Johnson has had several absences, but has notified the office. Ms. Forrest reported he has had housing difficulties despite being approved a year ago. He hoped to receive his key that week.
- Mr. Stalter noted the Planning Council Reflectiveness table in the packet. At the 9/20/2018 Social/Racial Justice Workshop, people thought the Commission looked different than is the case and were unaware of required targets. For example, compared to those Living with HIV/AIDS in the Eligible Metropolitan Area (EMA), there are fewer White, not Hispanic and more Black, not Hispanic PLWH on the full Planning Council and among non-aligned consumers.
- Hispanic, despite the addition today, Asian/Pacific Islander, males, and youth are all under-represented.
- Statistically, females are over-represented, but that raises the issue of how Health Resources and Services Administration (HRSA) determines comparisons.

F. Probation Period for New Commissioners: Ms. Barrit clarified that the Commission cannot institute a probation period once the BOS has approved an applicant, but can strengthen the preparatory period.

G. Mentorship Pairing - Follow-up: This item was postponed.

9. RECRUITMENT AND RETENTION EFFORTS AND OPPORTUNITIES:

A. Ad Hoc Awards Work Group - Next Steps:

- Ms. Barrit said the Ad Hoc framework document was approved at the last Commission on 9/11/2018. Even so, the meeting was full and she felt people did not truly "hear" the presentation so she suggested re-presenting in October.
- ➡ Mr. Stalter will do a slide presentation at both the October and November Commission meetings.

B. Unaffiliated Consumer Recruitment Strategies: This item was postponed.

10. COMMUNITY ENGAGEMENT:

- Mr. Green reported there was a Consumer Caucus meeting 9/25/2018. It addressed preamble development as well as discussing needed Commissioner training. Training will roll out with the Caucus first and expand to the full Commission.
- Going forward, summaries will be distributed to all Consumer Caucus members, not just the Co-Chairs.
- Five Unaffiliated Consumer scholarships are available through the Commission for the Biomedical Prevention Conference on 12/3-4/2018. The deadline to apply is 10/1/2018. As it is local, only Ms. Daniels qualifies for hotel accommodations.
- The next Consumer Caucus meeting will be 10/16/2018, 10:00 am to 12:00 noon, prior to the Planning, Priorities and Allocations (PP&A) Committee meeting. Topics include recruitment strategies and a mini-training on PP&A.
- A November and/or December meeting is being planning in order to work on the 2019 Work Plan.

A. Community Advisory Board (CAB) - Meet & Greet:

- The third Meet and Greet will be in Spanish on 10/11/2018 following the LACHAS and Commission meeting. Gilead will present and Grissel Granados, MSW will present on LACHAS. Ricky Rosales will also attend.
- ➡ Revise the evaluation form to include a comments section at the end.

B. Youth Engagement Strategy Development: This item was postponed.

11. TRAINING AND LEADERSHIP DEVELOPMENT:

A. Member Orientation - Follow-up:

- Ms. Barrit asked the HRSA Project Officer if the Commission needed to do the Orientation within the calendar year or the program year. He replied it did not matter so there is time to capture relevant nuances.
- She felt it important for the first round of Committee meetings in 2019 to provide an orientation on the charge for each Committee. Co-Chair nominations will follow in the next round of meetings so all are aware of requirements.
- To start the year well, she suggested Member Orientation at the January Commission meeting once everyone is seated.
- ➡ Refer alternating colloquia with training during Commission meetings to improve attendance to Executive for approval.
- ➡ Request colloquia presenters to provide the Consumer Caucus with a follow-up presentation as was done before.

B. Consumer Caucus Collaboration: This item was postponed.

1. Leadership Development Strategies - Action Plan - Follow-up:

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: There were no announcements.

VIII. ADJOURNMENT

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