



LOS ANGELES COUNTY  
**COMMISSION ON HIV**



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**EXECUTIVE COMMITTEE  
MEETING MINUTES**  
November 15, 2018



| MEMBERS PRESENT                        | MEMBERS PRESENT (cont.) | PUBLIC          | COMM STAFF/<br>CONSULTANTS |
|--|-------------------------|-----------------|----------------------------|
| Grissel Granados, MSW, <i>Co-Chair</i> | Joseph Green            | Lilliana Campos | Carolyn Echols-Watson, MPA |
| Ricky Rosales, <i>Co-Chair</i>         | Mario Pérez, MPH        | Emily Issa      | Dawn McClendon             |
| Al Ballesteros, MBA                    | Kevin Stalter           | Yolanda Sumpter | Jane Nachazel              |
| Traci Bivens-Davis                     |                         |                 | James Stewart              |
| Jason Brown                            | MEMBERS ABSENT          | DHSP STAFF      | Sonja Wright, MS, Lac      |
| Raquel Cataldo                         | Joseph Cadden, MD       | None additional |                            |
| Terry Goddard, MA                      | Aaron Fox, MPM          |                 |                            |

**CONTENTS OF COMMITTEE PACKET**

- 1) **Agenda:** Executive Committee Meeting Agenda, 11/15/2018
- 2) **Minutes:** Executive Committee Meeting Minutes, 10/25/2018
- 3) **PowerPoint:** Government Transparency, The Ralph M. Brown Act

**CALL TO ORDER:** Ms. Granados called the meeting to order at 1:05 pm.

**I. ADMINISTRATIVE MATTERS**

1. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order with Operations heard as first of the Committee reports (*Passed by Consensus*).
2. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve the 10/25/2018 Executive 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. "Brown Act" Refresher - Los Angeles County Counsel:**

- Ms. Campos and Ms. Issa, County Counsel, presented on the PowerPoint Brown Act refresher in the packet.
- The Ralph M. Brown Act seeks to maintain sovereignty of the people by ensuring that entities to which they have delegated authority conduct deliberations and actions openly. It is most judicious to respect the spirit of the Act in identifying whether a deliberation or action might violate it in order not to inadvertently do so.
- For example, it may not violate the Act if one member emails another about a topic subject to the purview of the body since violation only occurs once the body's quorum is breached. However, the second member may send it to a third, and that to a fourth, and so on, until quorum is breached without any specific intent to do so.
- It is also a violation of the Act for one member to send, e.g., a document or flyer, on a topic subject to purview of a body to all its members even though no response is requested because deliberation of the material is assumed.
- Agendas must be posted in an accessible location at least 72 hours in advance of a regular meeting or 24 hours in advance of a special meeting. It is recommended, but not required, to post an agenda at the meeting site. A body that maintains a website should post its agenda there, but posting on a website alone is insufficient.
- One member of the public can contribute allotted speaking time to another, several may do so, or may contribute to one topic, but within reasonable limits. *Roberts Rules of Order* prohibits members of the body from this practice.
- Knowing violations of the Brown Act are a misdemeanor. The remedy provided in the Act is education on the Act.
- The Brown Act, enacted in 1953, does not address social media per se nor has the Board of Supervisors (BOS) enacted an official policy on use of social media in the context of the Brown Act. Common sense, however, dictates that, e.g., a member with members as friends on Facebook should not comment on agendized items. It is advisable to maintain separate personal and professional social media accounts. In general, avoid the perception of violations.
- Many BOS commissions have their own websites. Members interested in posting items should forward them to staff both because items on the website tend to represent a commission's position and, most importantly, because staff are regulated by Chief Information Office Information Technology policies and procedures.
- The Brown Act is not the most that a body needs to do in providing public access, but the minimum so its application to training on racial and social justice, which impacts work, is borderline and splitting groups was the safer choice.
- Ms. Granados urged always upholding the spirit of the Brown Act to provide transparency, not merely to meet the law.
- The Brown Act requires taking all votes by roll call if any member is participating by tele- or videoconference to ensure the public can identify who is voting. Unanimous consent is only permitted when all members are at the same site.
- Ms. Campos will follow-up on whether planned implicit bias training must be less than quorum or open to the public.
- Ms. McClendon will discuss with Ms. Barrit offering this presentation as a colloquium. While Los Angeles County (LAC) provides a Brown Act training, County Counsel tailored this presentation to respond to specific Commission concerns.

**6. CO-CHAIR REPORT:**

- This was Mr. Rosales' last meeting as Commission Co-Chair. The body thanked him for his service.
- Agendize debrief of the Commission's Annual Meeting at the January 2019 Executive meeting.

**A. Meeting Management Reminders:** Members were reminded to stay awake during meetings and help their peers to do so.

**B. Holiday Meeting Schedule:** December Public Policy, Operations, and Executive; Consumer Caucus; and Commission meetings were cancelled. Standards and Best Practices will meet 12/6/2018. The Consumer Caucus and Planning, Priorities and Allocations (PP&A) will meet 11/27/2018. PP&A will decide then whether to meet in December.

**C. National Minority AIDS Council (NMAC) Biomedical Summit - December 3-5, 2018:** The Commission will sponsor several members at this Summit in Los Angeles. They will report back at the January 2019 Commission meeting.

**7. INTEGRATION ADVISORY BOARD (IAB) REPORT:** Mr. Brown said the body as constituted will meet once more on 11/29/2018.

**8. DIVISION OF HIV AND STD PROGRAMS (DHSP) REPORT:** Mr. Pérez had to leave the meeting. He will report in January 2019.

**9. LOS ANGELES COUNTY HIV/AIDS STRATEGY (LACHAS) REPORT:** Ms. Granados said the first annual update will be 11/29/2018 at the Dorothy Chandler Pavilion, 10:00 am to 12:00 noon. The Spanish report will launch along with an updated English iteration.

**10. STANDING COMMITTEE REPORTS:**

**A. Planning, Priorities, and Allocations (PP&A) Committee:**

1. **Contingency and Multi-Year Planning:** Mr. Brown reported the 11/27/2018 meeting will address this topic.

**B. Public Policy Committee:**

1. **County/State Policy and Legislation:** Mr. Goddard reported Joshua Bobrowsky, JD, MPH, Director, Policy and Legislative Affairs, Department of Public Health (DPH), provided an overview of how DPH constructs its policies. The information will help the Commission in better aligning its efforts with DPH.
  - (a) **2018-2019 Commission Legislative Docket Updates:** The Docket will be updated at the beginning of 2019.
  - (b) **STD Resolution Follow-Up:** There was no report.
  - (c) **Housing and Homelessness Initiatives:** There was no report.
  - (d) **LACHAS Work Group Update:** There was no report.
2. **Federal Policy and Legislation:**
  - Mr. Goddard commended Mr. Fox on his ongoing series of very valuable legislative workshops.
  - Mr. Fox forwarded information to Mr. Goddard and Cheryl Barrit, MPIA that the Department of Health and Human Services has been reviewing Social Determinants of Health. It was considering paying for housing, food and other necessities of life, possibly in the new future. That would be good for consumers, but may present issues regarding Ryan White requirements as payer of last resort. As a provider, it may increase options for wrap-around services.
  - (a) **Proposed Public Charge Rule Change:** There was no report.
  - (b) **Budget:** There was no report.

**C. Operations Committee:**

1. **Assessment of the Administrative Mechanism (AAM):** There was no report.
2. **Membership Management:** Operations was revising the Application. The Co-Chairs plan to discuss a related call to the Health Resources and Services Administration (HRSA) Project Officer with Ms. Barrit on the possibility of increasing emphasis on incidence to better reflect emerging populations versus the current HRSA required prevalence data.
3. **Policies and Procedures:** Mr. Stalter reported Operations was revising the Code of Conduct. The goal is to review the draft in January and bring the final forward to Executive in February for approval to move to the Commission.
4. **Engagement, Recruitment, and Retention Efforts and Opportunities:**
  - Ms. Sumpter recalled a discussion a year or so ago concerning increasing the stipend to reduce consumer barriers and asked about prospects. Mr. Stalter replied the question was whether overnight accommodations might be provided for the SPA 1 consumer for the Biomedical Summit rather than an increase for consumers overall.
  - Ms. McClendon noted the Commission was the only planning body with stipends. They are funded by LAC, not Ryan White, funds. The Commission also reimburses for transportation expenses including mileage.
5. **Training and Leadership Development:** There was no report.

**B. Standards and Best Practices (SBP) Committee:** Ms. Nachazel reported SBP was prioritizing standards to address for 2019, e.g., Emergency Financial Assistance, not addressed for some time. It will continue that discussion at its 12/6/2018 meeting.

1. **Medical Care Coordination (MCC) Standards Revision Process Update:** Ms. Barrit and Julie Tolentino, MPH are finalizing review of the extensive comments. It is hoped a final iteration can go to the Commission in early 2019.

**11. CAUCUS, TASK FORCE, AND WORK GROUP REPORTS:**

- A. **Consumer Caucus:** Mr. Green reminded the body that the next meeting will be 11/27/2018, 10:00 am to 12:00 noon. He reminded all to save the date for the CAB Fab event on 3/27/2019.

**V. NEXT STEPS**

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

**13. AGENDA DEVELOPMENT FOR NEXT MEETING:** There was no additional discussion.

**VI. ANNOUNCEMENTS**

**14. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:** Ms. Cataldo said seven transitional beds were available in the Antelope Valley. Clients must be HIV+, single adults, but need not be Antelope Valley residents. Call or email her.

**VII. ADJOURNMENT**

**15. ADJOURNMENT:** The meeting adjourned at 2:45 pm.