



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



OPERATIONS COMMITTEE MEETING MINUTES March 22, 2018

MEMBERS PRESENT	MEMBERS PRESENT <i>(cont.)</i>	PUBLIC	COMM STAFF/ CONSULTANTS
Traci Bivens-Davis, <i>Co-Chair</i>	Joseph Green	Jason Brown	Cheryl Barrit, MPA
Kevin Stalter, <i>Co-Chair</i>	Juan Preciado	A. Luckie Fuller	Dawn McClendon
Danielle Campbell, MPH	Ricky Rosales	J. Marcos Garcilazo Figueroa	Marc Hauptert <i>(by phone)</i>
Raquel Cataldo		Jazielle-Noelle Newsome	Jane Nachazel
Michele Daniels			Julie Tolentino, MPH
Kevin Donnelly	MEMBERS ABSENT		Sonja Wright, MS, Lac
Bridget Gordon	None	DHSP STAFF	
Grissel Granados, MSW		None	

CONTENTS OF COMMITTEE PACKET:

- 1) **Agenda:** Operations Committee Meeting Agenda, 3/22/2018
- 2) **Minutes:** Operations Committee Meeting Minutes, 2/22/2018
- 3) **Talking Points:** Commissioners' Los Angeles County HIV/AIDS Strategy (LACHAS) Talking Points, 3/22/2018
- 4) **Talking Points:** Puntos de Conversación del Comisionado sobre la Estrategia contra el VIH/SIDA del Condado de Los Angeles, 3/22/2018
- 5) **Policy/Procedure:** #06.1000: Bylaws of the Los Angeles County Commission on HIV, 7/11/2013
- 6) **List:** Los Angeles County Commission on HIV, List of Co-Chairs, For Discussion Purposes Only, 3/22/2018
- 7) **Form:** Commission de VIH, Formulario para Comentarios del Público, 3/22/2018
- 8) **Policy/Procedure:** #09.4205: Commission Membership Evaluation and Nomination Process, *Proposed revisions* 3/9/2018
- 9) **Application:** Committee Membership Application, 3/14/2018
- 10) **Duty Statement:** Commission Co-Chair, *Revisions* 3/19/2018
- 11) **Table:** Commission on HIV Membership Roster, 3/16/2018
- 12) **Strategies:** Los Angeles County Commission on HIV, Member Recruitment and Retention Strategies, *Updated* 1/19/2018
- 13) **Flyers:** Los Angeles County Commission on HIV (seven various), *March* 2018

CALL TO ORDER: Ms. Bivens-Davis called the meeting to order at 9:53 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 2/22/2018 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. Assessment of Administrative Mechanism (AAM) - Update:

- Mr. Hauptert noted most of this AAM's work is comprised of interviews with Commissioners, DHSP staff, Department of Public Health (DPH) staff, and providers. All are done except provider interviews. As this covers a three year period, some provider contact information was outdated and, in some cases, a new anonymized contact had to be selected. Interviews would start that afternoon and continue through the next week, within the March-April timeline window.
- Interview materials are expected to be completed in the next two to three weeks. Then Mr. Hauptert will coordinate with DHSP to address the document review of, e.g., contracts, communication, and invoicing.

B. April 12, 2018 LACHAS Community Meeting - Northeast Valley:

- Ms. Barrit noted she reviewed the upcoming Commission calendar at the 3/8/2018 meeting. A call stretching back at least two years requested rotating meetings through Los Angeles County (LAC) communities to facilitate engagement. That call was amplified with the December 2017 LACHAS launch. This 4/12/2018 event is the first response.
- The 4/12/2018 LACHAS Community Meeting will be held in the Northeast Valley to promote LACHAS and foster a dialogue towards achieving its goals. An agenda and flyers are being developed and will be available soon. The 10:00 am to 12:00 noon event will supplant the regular Commission business meeting at St. Anne's Maternity Home.
- Commission members who live, work, or formally represent the Health District (HD) will be acknowledged. While the agenda is not yet final, they may also be asked to offer introductory remarks or facilitate breakout sessions to foster engagement. A packet is being developed that will include HD maps, and talking points in English and Spanish.
- To facilitate a more conversational tone, HD meetings will be identified as "Commission-Sponsored Events" rather than "Commission Meetings" and will not use a formal format. That choice was based on feedback from the July 2017 meeting which started with a 30-minute regular business Commission Meeting, followed by a 30-minute break, and then a community meeting with a preview of LACHAS. Feedback consensus was that that structure felt choppy.
- Northeast Valley Health Corporation (NEVHC) is partnering with the Commission to host this event. Nick Roca, LCSW, stepped up to contact Van Nuys City Hall and engaged with the local Council Member explaining the goal and securing that location. NEVHC is offering a tour of their nearby facility after the event. Ms. Barrit is also inviting local service providers to set up resource tables by 9:30 am to inform attendees about available services in the area.
- Spanish language interpretation will be available at this and all subsequent HD events to ensure full access for all.
- Ms. Barrit asked all Commissioners to begin promoting this event and provide feedback to enhance future events. Mr. Donnelly suggested Susan Forrest might offer contacts and input due to her "Network and Nosh" experience.
- Consensus to include a resource table with information on the Commission and its Committees.

C. By-Laws Review:

- Ms. Barrit called attention to the Commission By-Laws, page 13, VIII. Leadership: Section 1. Commission Co-Chairs in response to recent questions. Of the two, staggered, two-year terms, one person is required to be HIV+ and best efforts will be made that, together, Co-Chairs reflect the diversity of the HIV epidemic in LAC.
- By-Laws require more layers of review and approval than standard Policies/Procedures. They must be approved by the Health Resources and Services Administration (HRSA) Project Officer and County Counsel in addition to the Commission after public comment. The current By-Laws generated significant public comment and many revisions.
- The HIV+ Co-Chair is not required to be a consumer of Ryan White services. Regarding intent, Ms. Barrit said feedback from Craig Vincent-Jones, MHA, former Executive Director, and community members addressed the balance between being reflective and restrictive. In By-Laws, it is preferable to allow for more flexibility and leadership opportunities.
- She noted Section 1.D.2. refers to the Co-Chairs approving Committee Co-Chairs in consultation with the Executive Committee. In general, that is done informally as part of Ms. Barrit's monthly check-ins with the Co-Chairs. The formal procedure is in place should there be significant disagreements or a lack of candidates in a particular Committee.
- Section 1.D.8. clarifies that Commission Co-Chairs are voting members of all Committees when in attendance.

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- Ms. Barrit referenced the List of Co-Chairs in the packet starting with the 2004-2005 year when the Commission separated from the then Office of AIDS Programs and Policy (OAPP), now DHSP. Community members advocated for that transition to support an independent body reporting directly to the Board of Supervisors (BOS).
- Initially, Al Ballesteros, MBA, then with AltaMed, was the sole Co-Chair for approximately one year. He was later joined by Nettie DeAugustine, Bureau Manager, Long Beach Department of Health and Human Services. Some Co-Chairs have been Unaffiliated Consumers (UCs) of Ryan White Part A services since then, but others have not.
- The prior By-Laws required at least one of the Co-Chairs to be HIV+, female, and a Person Of Color (POC). Like the current iteration of the By-Laws, the HIV+ person was not required to be an UC. In 2013, By-Laws were revised to replace the female and POC with reflecting diversity of the epidemic since pertinent populations may change.
- Mr. Green suggested requiring at least one Commission Co-Chair to be an UC. While limiting, he felt HIV+ providers do not necessarily represent UCs and wanted to ensure that voice starting next year. While UA is the most basic need, he also would add and/or a woman, and/or a transgender person, and/or a POC to significantly expand inclusion.
- Mr. Donnelly suggested living with the By-Laws for 10 years, i.e., another five, to give them a chance to work.
- Mr. Stalter cited precedent for enacting stricter requirements via Duty Statements. Committee Co-Chairs must have been members of their Committees for one year prior to election despite no mention of that in the By-Laws. He felt an UA requirement could be added in the same way without using the extensive By-Law revision process.
- Ms. Cataldo was concerned expansive parity and inclusion efforts could harm her goal of the very best candidate. Very often that will be a consumer and she urged they apply, but pointed out they can be nominated or self-nominate now.
- Ms. Barrit said a By-Laws change or clarification could facilitate greater consumer leadership, but that is just one aspect of leadership and inclusion. She believes how Commissioners behave at the table is a core aspect of inclusion.
- Mr. Donnelly recommended revisiting the experiment of general seating at the full Commission Meeting. He felt the head table structure unduly distinguishes leaders from others. Mr. Green added that could facilitate mentoring.
- Mr. Stalter said this discussion grew out of the HRSA site visit consumer meeting. Speaking from his own experience, many UCs feel their voice is less valued than that of providers and those "in the business" counter to Ryan White. There are now just two UA Committee Co-Chairs and sitting Commissioners no longer generate most qualified UC applicants.
- Ms. Campbell felt the bar keeps rising for who is qualified so many UCs today may not reach the threshold.
- Ms. Bivens-Davis wondered if that pertained to the leadership shown at the table and being more intentional. She felt not everything requires a change in law. Laws help keep people accountable, and show expectations and values, but she wondered how much of the issue was due to the culture at the table and what is needed to shift it.
- Mr. Brown suggested requiring one of each Committee Co-Chair and one Executive At-Large member to be UCs. That would ensure a percentage on the Executive Committee, but Mr. Donnelly noted two of the three At-Large members are UCs. There was general agreement that he and Mr. Green brought the UC voice to Executive.
- Mr. Green felt the Consumer Caucus Meet and Greets and trainings do educate and empower UCs so they have the ability to step up to the table, but many are not yet ready. Ms. Bivens-Davis asked what the Commission can do to be more responsive. Ms. Campbell felt people used to be trained by people coming around them after they were already at the table rather than being expected to be trained in advance. She felt that, in itself, has changed who is at the table.
- Ms. Gordon noted the discussion is about people coming to this table being able to advocate, not just for themselves, but for the entire population of stakeholders, providers, and people seeking services. She believed UCs are pushed more to see other views than are stakeholders or providers and it is frowned upon for UCs to share their personal experience or advocate for themselves. She felt UCs should be able to help the Commission understand the larger view of Social Determinants of Health (SDH) that impact PLWH. She suggested retaining the By-Laws as written and letting those UCs who choose to participate and/or run for positions provide the Commission with their perspectives and experience. At the same time, push the stakeholders and providers to step out of their boxes.
- Mr. Figueroa was struck by the number of HD recommendations that target those aged 18-24, but few of that population have the vocabulary to express how their experiences can impact policy. Further, the construction of the Commission inadvertently excludes many people vital to the 2018 and 2018-2020 conversation. Most 18-24 year-olds cannot afford to spend 20 hours a month volunteering and are at work or school at 10:00 am on a Thursday.
- The Commission was designed for a different population. He felt the conversation should be on how to adapt it in order to increase the number of 18-24 year-olds on PrEP or in care. Mr. Donnelly noted the Consumer Caucus was trying to elevate highly impacted populations by electing one as a Caucus Co-Co-Chair, but has not been able to identify a highly impacted HIV- person. He felt these people are at risk because they are not engaged.

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- Ms. Gordon noted providers discuss "red carpet treatment" for getting clients into PrEP. She suggested "red carpet treatment" for getting people into these spaces, e.g., ensure they can pay rent and utilities, have healthy food, and have transportation. UCs and those at risk are asked to disproportionately sacrifice to keep the Commission running.
- There was consensus this conversation is about both culture and By-Laws and how they shape each other.
- Ms. Bivens-Davis said she did not want to assume why people choose not to serve. She would like to hear personally about people's experiences and possible challenges with the process, commitment, and culture. Volunteering 20 hours a month is a lot for anyone. Mr. Donnelly added some people may also move on because their situation has improved.
- Ms. Barrit said it would help her problem solve if all Commission members identify specific incidents or statements pertaining to not being heard, represented, or supported. She noted no Commissioner can participate 100% - attending all meetings, engaging in all conversations, replying to all emails. All members are challenged with time and competing priorities, e.g., provider representative supervisors may push back. That is why the Commission extends a lot of grace.
- People may also leave not only because their situation has worsened, but because it has improved, priorities have changed, or they moved. Consequently, recruitment and retention will always be a number one priority and challenge for the Commission, but she felt that was a good dilemma because it required continual creative thinking.
- In that spirit, Mr. Green suggested term limits of two terms for Commission Co-Chairs and three terms for Committee Co-Chairs. Ms. Bivens-Davis noted that was considered some three years ago, but could be reconsidered.
- Ms. Barrit noted this body has always had an interesting tension of providers versus consumers though many members occupy both worlds as PLWH and providers. Ryan White, itself, is designed with layers of diverse representation for multiple perspectives. She has not heard consensus, but if Operations believes the representation issue could benefit by By-Laws revision, then time should be carved out per meeting to develop recommendation language with two or three bullet points vetted by the full Committee to refer to Executive for further discussion in the next three months.
- ➔ Agendize at least 30 minutes for continued By-Laws discussion at Operations Committee meetings until further notice.

6. CO-CHAIRS' REPORT:

A. A Public Comment Follow-Up Discussion:

- In respect to Ms. Barrit's request to identify incidents pertaining to not being heard, represented, or supported, Mr. Stalter noted last month's robust discussion on moving Public Comment up on the agenda to just after the Colloquia and pro-actively passing out new bilingual Public Comment forms as people arrived for Commission meetings. He presented the proposal for adoption at Executive that afternoon and the vote was a tie, i.e., the motion failed.
- Ms. Granados said Executive reiterated reasons for the original move from the top to the bottom of the agenda, e.g., people commented on agenda items not yet heard and then leave rather than stay to contribute to discussion.
- Ms. Barrit added, as a Brown Act legislative body like the BOS, Commissioners are not permitted to engage in dialogue with those making Public Comment. That is a means of respecting the public's time. She asked Operations to consider changing their concept of Public Comment as a community engagement piece, because it is not. It could be if the Commission were a Community Advisory Board (CAB), but Commissioners are appointed officials.
- She reminded the body that attendees are also invited to comment on each agenda item and there are multiple other ways to engage the public during the meeting, outside it, and in between meetings.
- Mr. Stalter felt, while not engagement per se, consumers were more likely to speak about their challenges when Public Comment was early in the meeting. People reached out to them during the break and helped connect them to services. He felt Public Comment's move to the end of the meeting was responsible for the drop off in those opportunities.
- He had asked for the motion to be returned to the Executive agenda, but Ms. McClendon clarified that the matter was referred back to Operations for further discussion. Ms. Barrit added, while Operations could send it back to Executive, the result is likely to be the same at this point. There are many other engagement options to address including the Consumer Caucus, outreach to CABs and CAB Meet and Greets, and the full community engagement strategy.
- ➔ Staff will report to Executive that Operations further discussed Public Comment and is considering next steps.
- ➔ Mr. Stalter, Ms. Bivens-Davis, and Mr. Green will discuss Public Comment next steps and report back to Operations.

7. POLICIES AND PROCEDURES:

A. Proposed Revised Policy #09.4205:

- Ms. Barrit said revisions are to clarify and document the practice of limiting Commission membership to no more than two persons from one agency. Revisions are in Sections 9 and 10 with an additional comment in Section 18.e.

- Ms. Granados was concerned about limiting representation from larger agencies in two ways: a person from one department may not be familiar with work in another; and, often management representatives displace line staff.
- There was discussion on whether the policy applied to directly appointed Committee members as well. It was generally agreed that was consistent with practice and that the revisions should be amended to clarify that.
- Mr. Stalter acknowledged the consistency, but was concerned needed expertise might be lost. He suggested leaving Committee membership to the discretion of the Executive Committee. Mr. Green said, in addition to Ms. Granados' points, having an actual vote in Committee may spark interest and foster recruitment to full membership.
- Ms. Barrit noted that non-Commission Committee members are expected to provide expertise not otherwise available on the Commission, but are also expected to fully participate in the pertinent Committee regardless of the topic.
- Mr. Rosales supported consistency since an exception for one agency leads to requests from others. He did request clarity on whether the practice pertained only to Ryan White-funded agencies. It was agreed "agency" is inclusive.

MOTION #3: Approve the Proposed Revised Policy #09.4205: Commission Membership Evaluation and Nomination Process, as presented with amendment regarding non-Commission Nominations directly to Committees to add that, "The applicant does not violate the Commission's 'two persons per agency' practice (**Passed:** Campbell, Cataldo, Daniels, Donnelly, Preciado, Bivens-Davis, Stalter **Ayes;** Green **No;** None **Abstentions**).

B. Non-Commissioner Committee Member Application:

- ➡ This item was postponed to the 4/26/2018 Operations Committee Meeting.

C. Revised Duty Statement - Commissioner Co-Chair:

- ➡ This item was postponed to the 4/26/2018 Operations Committee Meeting.

8. MEMBERSHIP MANAGEMENT REPORT:

A. Membership Review and Vacancy:

(1) Vacate José Muñoz, Unaffiliated Consumer Supervisorial District 1 Seat:

- Ms. Bivens-Davis noted Operations has discussed Mr. Muñoz's lack of participation in the Commission at several meetings and there have been multiple attempts to contact him without success. Anyone who happens to see Mr. Muñoz was encouraged to offer support and remind him he is welcome to re-apply.

MOTION #4: Approve recommendation to vacate José Muñoz, Unaffiliated Consumer Supervisorial District 1 seat, as presented (**Passed by Consensus**).

(2) Review Options for Alternate David Cunningham:

- Ms. Bivens-Davis reported Mr. Cunningham's attendance has also placed his membership at risk based on Commission Policies/Procedures. His mentor reported Mr. Cunningham sent a text message in January 2018 that he was in Africa for a few months, but there has been no response to either Commission staff or his mentor since.

MOTION #4A: (Campbell/Green): Send formal letter outlining options, including a leave of absence, for continued Commission membership to David Cunningham, Alternate, Unaffiliated Consumer, Supervisorial District 4 seat (**Passed by Consensus**).

(3) Traci Bivens-Davis - Representative Board Office 2 Seat:

- Mr. Stalter was glad to announce Supervisor Mark Ridley-Thomas has chosen Ms. Bivens-Davis as Representative, Board Office 2. Her speaking skills and knowledge will serve the Commission and Supervisor Ridley-Thomas well.
- Ms. Bivens-Davis' appointment fills the last of the Board Office seats and opens a second HIV Stakeholder Representative seat. At least one complete application will be available for review at the 4/26/2018 meeting.
- She appreciated the Committee's support. Supervisor Ridley-Thomas' Office is very interested in co-morbidities in South Central and how LACHAS can be used as a tool to address HIV and co-morbidities simultaneously. She is speaking with a provider in District 2 regarding a future strategy session.

(4) 2018 Proposed Membership Slate Preparation:

- Ms. Wright has begun sending out formal emails to Commission members whose terms expire in June 2018 to request confirmation of whether or not they intend to renew. Members were urged to respond to the emails. Responses provide Operations with an estimate of how many vacancies will need to be filled.
- Everyone was asked to refer contact information to staff for CAB members, stakeholders, and/or UCs who may be interested in applying to the Commission. Early outreach and education helps ensure the approval process time.
- ➡ Review interview questions at the 4/26/2018 Operations Committee Meeting.

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B. Recruitment and Retention Plan: Identify Strategies to Recruit Unaffiliated Consumers:

- Mr. Brown attended the 3/19/2018 Transgender Caucus. Ms. Tolentino and Doris Reed will bring Commission applications to the next meeting. They also plan to develop a one-page Commission overview document.
- ➡ Forward feedback on the draft, targeted population recruitment flyers in the packet to Ms. Wright.
- ➡ Mr. Stalter, Mr. Garcilazo, Mr. Preciado and Ms. Tolentino will hold a conference call on flyer development.
- ➡ Consensus to schedule Commission member photo shoot at 5/10/2018 Commission Meeting. Photos of those who choose to sign consent forms/waivers will be used for promotional materials. Members will be advised in advance.
- ➡ The Awards Work Group will be meeting soon. There will be an update at the 4/26/2018 Operations Committee.

9. COMMUNITY ENGAGEMENT REPORT:

- Ms. Bivens-Davis noted Operations members were active at the last CAB event helping people fill out physical or electronic applications, answering questions, and providing copies of the LACHAS.
- The next CAB Meet and Greet will be 4/27/2018, 11:00 am to 2:00 pm, at Maggiano's. Presenters will be LaShonda Spencer, MD, and Hussain Turk, JD, Director, Los Angeles HIV Law and Policy Project (LA HLPP), presenting on HIV Criminalization.
- The first CAB Meet and Greet showed many lack an understanding of basics, e.g., LACHAS, the Commission, Comprehensive HIV Plan (CHP), Undetectable Equals Untransmittable (U=U), and PrEP. Mr. Green works to educate from the ground up, e.g., he provides the three key LACHAS components and then challenges attendees to read the information.
- He drafted some key talking points to complement the LACHAS Talking Points document developed by staff in the packet. He recommended development of a one-page handout on basics such as the three key LACHAS goals and PrEP.
- He presented overviews of LACHAS at University of California, Los Angeles (UCLA) on 3/16/2018 for Shellye Jones' CAB, and at the Los Angeles LGBT Center and the UCLA CARE Center on 3/20/2018. People mainly understand Service Planning Areas (SPAs), but not HDs. Adding a PowerPoint highlighting HDs in color to complement a one-page handout would be helpful.
- Another need is a plan with next steps to support and guide participation for, e.g., general health agencies and churches.
- Two more CAB Meet and Greets are anticipated for 2018 with one of the two in Spanish.
- Mr. Preciado has contacted fraternities at UCLA and California State University, Long Beach. He planned to speak with fraternity members that evening about a presentation on the Commission after finals.

V. NEXT STEPS

10. TASK/ASSIGNMENTS RECAP: There were no additional items.

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

VI. ANNOUNCEMENTS

12. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS: Mr. Rosales noted the City of Los Angeles HIV Prevention Request For Proposals was released. People are needed for review panels. They do not need to live in the City.

VII. ADJOURNMENT

13. ADJOURNMENT: The meeting adjourned in memory of Commissioner Thomas Puckett, Jr. at 11:20 am. Ms. Bivens-Davis reminded the body that Mr. Puckett held us all accountable even in the hardest times. We pledge to uphold that legacy. She recalled the day's discussion on law versus culture. Check in with each other when you meet and offer each other support.