



LOS ANGELES COUNTY
COMMISSION ON HIV



APPROVED
3.24.22

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HIVCOMM@LACHIV.ORG • <http://hiv.lacounty.gov> • VIRTUAL WEBEX MEETING

Presence at virtual meetings is recorded based on the attendance roll call. Only members of the Commission on HIV are accorded voting privileges and must verbally acknowledge their attendance in order to vote. Approved meeting minutes are available on the Commission's website; meeting recordings are available upon request.

OPERATIONS VIRTUAL MEETING MINUTES

February 24, 2022

OPERATIONS MEMBERS

P=Present | A=Absent

Alexander Fuller <i>Co-Chair</i>	EA	Justin Valero <i>Co-Chair</i>	P	Miguel Alvarez	P	Everardo Alvizo	P	Michele Daniels (Alt)	EA
Joe Green	P	Carlos Moreno	P	Juan Preciado	P				

COMMISSION STAFF & CONSULTANTS

Cheryl Barrit, MP/IA, <i>Executive Director</i>	Catherine Lapointe	Dr. Sonja Wright, DACM		

*Some participants may not have been captured electronically. Attendance can be corrected by emailing the Commission.

*Members of the public may confirm their attendance by contacting Commission staff at hivcomm@lachiv.org.

*Meeting minutes may be corrected up to one year from the date of approval

Meeting agenda and materials can be found on the Commission's website at

https://assets-us-01.kc-usercontent.com/0234f496-d2b7-00b6-17a4-b43e949b70a2/fb686407-97bf-4f11-aeba-b009a820f913/Pkt-OPs_2.24.22.pdf

CALL TO ORDER – INTRODUCTIONS – CONFLICTS OF INTEREST: Carlos Moreno called the meeting to order at 10:00 am. Committee Members introduced themselves and identified care and/or prevention conflicts of interest.

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: January 27, 2022, minutes (*Passed by Consensus*).

II. PUBLIC COMMENT

3. OPPORTUNITY FOR PUBLIC TO ADDRESS COMMISSION ON ITEMS OF INTEREST WITHIN COMMISSION JURISDICTION:

None.

III. COMMITTEE NEW BUSINESS ITEMS

4. OPPORTUNITY FOR COMMISSIONERS TO RECOMMEND ITEMS FOR FUTURE AGENDAS, OR ITEMS REQUIRING IMMEDIATE ACTION DUE TO AN EMERGENCY, OR IF NEED FOR ACTION AROSE AFTER POSTING AGENDA:

None.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

A. 2022 Training Plan

- The Operations Committee is in charge of recruitment and retention, training, and updating policies and procedures. Staff looks at the charge of the Operations Committee in addition to questions that are asked during various Commission and Committee meetings and thinks of ways to foster a training plan and schedule that is ongoing and consistent, while keeping in mind that trainings for members of Ryan White planning councils (i.e., commissioners) are mandatory (i.e., required by our federal funders). The COH has posted the 2022 training schedule and will make the training resources available on the website throughout the year, the schedule and materials can be accessed at the following link: <http://hiv.lacounty.gov/Training>. The overall features of the trainings are: (1) core mandatory trainings such as a Commission on HIV Overview and a Ryan White Care Act Legislative Overview, (2) supplemental trainings, (3) virtual study hours, and (4) quizzes for prizes.

The Operations Committee voted on approving the Training Plan as follows:

MOTION #3 *Operations Committee approved the 2022 Training Plan.*

(✓ Passed by Majority, Roll Call: J. Valero, J. Green, M. Alvarez, C. Moreno, E. Alvizo)

B. Comprehensive HIV Plan (CHP)

- AJ King provided a brief reminder of the items discussed during the January Operations meeting regarding the development of the CHP. Key concepts in the 2022-2026 CHP include: (1) a status neutral approach, (2) address syndemics, (3) address social issues that are related to HIV, such as drug use and homelessness, and (4) build off of existing plans. The CHP Goals and Objectives pertain to the four EHE pillars: (1) Diagnose, (2) Treat, (3) Prevent, and (4) Respond.
- AJ opened the floor for anything that the Operations Committee wanted to add to the previous discussion regarding how Operations can fit into the overall planning of the CHP.
- AJ also provided a small update as follows: (1) overall the Comprehensive HIV Plan integrates prevention and care goals and objectives, (2) it will be submitted to our federal partners in December of 2022, (3) currently data information is being collected and from this data goals and objectives will be formulated, and (4) this plan will cover 2022 through 2026 and builds off the Ending The Epidemic (EHE) plan.
- AJ is currently looking at the data that exists to see if there is existing data that speaks to epidemic gaps and the resources available and from this data develop goals and objectives related to (1) testing and prevention, (2) PrEP, and (3) retention. In addition, a workforce survey assessing HIV-related workforce capacity issues throughout LA County will be implemented.
- The first phase of the CHP plan will be available for review around April which will consist of needs assessment and the environmental scan process. The document will become larger and more detailed as goals and objectives are added. In addition, C. Barrit will provide instructions to AJ King regarding additional areas that the Operations Committee would like to have addressed. No additional feedback was provided by the Operations Committee on the CHP Plan.

C. Assessment of the Administrative Mechanism (AAM)

- The AAM was presented to the Operations Committee as a draft set of questions taken from the survey that was used for fiscal year 2021. Operations continues with strategizing and finalizing the implementation of the Assessment of the Administrative Mechanism (AAM). At its last meeting held on February 24th, 2022, the Operations Committee reviewed and provided feedback on both the commissioner and provider questions in the survey. The consensus of the Committee was the questions are adequate and suitable for implementation via Survey Monkey.

6. Co-Chair's Report

A. CHATT Planning Learning Collaborative Participation

- The Commission on HIV was selected as one of the Planning Councils to participate in this year's Planning CHATT cohort. Planning CHATT stands for Community HIV /Aids Technical Assistance and Training and is a platform that is funded by the Health Resources and Services Administration (HRSA) and is aimed at working with planning councils around the country to strengthen the core functions of Ryan White planning councils. Last year Planning CHATT started with their learning collaborative and this year the focus is on recruitment and retention of members with an emphasis on consumers. Staff member Sonja Wright and Operations Co-chairs Luckie Fuller and Justine Valero, in addition to commissioners Everardo Alvizo and Kevin Stalter attend and participate in the learning collaborative. The last meeting was February 24th and the training focused on recruitment strategies for audiences; March's training will look at recruitment strategies for messaging and promotion and how we are getting messages out overall. In April, the focus will be on new member engagement, orientation, and training, in May leadership development and mentorship and the last meeting in June will put it all together and this is where each Planning Council will present their plan for recruitment and retention.

B. 2022 Work Plan Development

- The draft Operations work plan focuses on: (1) developing and providing planning priorities for inclusion in the Comprehensive HIV Plan (CHP), (2) Assessment of the Administrative Mechanism (AAM) survey, (3) implementation of the HealthHIV Planning Council effectiveness assessment recommendations, (4) implementation of the 2022 work plan, (5) ensuring the development of engagement and retention strategies align with CHP efforts (ex: COH social media campaign), (6) updating the application interview questions, (7) reviewing membership to ensure Parity, Inclusion, and Reflectiveness (PIR)- i.e., ensuring the COH body is reflective of the disease burden in Los Angeles County, and (8) quarterly attendance reviews.
 - The Operations Committee voted on approving the 2022 Work Plan as follows:
 - **MOTION #4** *Operations Committee approved the 2022 Work Plan.*
 - (✓ Passed by Majority, Roll Call: J. Valero, J. Green, M. Alvarez, C. Moreno, E. Alvizo)

7. MEMBERSHIP MANAGEMENT REPORT

A. Quarterly Attendance Report

- Based on (1) the policy, (2) review of the attendance records, and (3) the lack of ability to fulfill the requirements of being a commissioner, the Operations Committee voted to vacate the seats of Commissioners Joshua Ray and Guadalupe Velazquez as follows:
 - **MOTION #5** *Operations Committee approved to vacate the seat of Joshua Ray.*
 - (✓ Passed by Majority, Roll Call: J. Valero, J. Green, M. Alvarez, C. Moreno, E. Alvizo)
 - **MOTION #6** *Operations Committee approved to vacate the seat of Guadalupe Velazquez.*
 - (✓ Passed by Majority, Roll Call: J. Valero, J. Green, M. Alvarez, C. Moreno, E. Alvizo)
- Staff member S. Wright reminded the Operations Committee that a demographic/PIR survey was out on January 26th. The due date was Friday, February 11th. Also, a Committee Assignment survey was emailed to all commissioners on March 3rd, the due date is Thursday, March 17th. The purpose of this survey is to assess each members' feedback on their assigned Committees and to determine if you would like to try out another Committee in the spirit of cross training, creating PIR (Parity, Inclusion, and Reflectiveness), filling in membership deficiencies, and leadership development/capacity building, by experiencing different Committees in order to have a full Commission perspective.

B. Revising Interview Questions Work Group | Update

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- The Application Interview Work Group is continuing to update and revise the questions. The work group completed restructuring the New/Unaligned questions and has started working on the Returning Commissioners section of the questions.
- The work group's next meeting is March 29th from 9AM-11PM.

V. DISCUSSIONS

8. RECRUITMENT, RETENTION, AND ENGAGEMENT:

- Operations continues its recruitment and engagement efforts and has embarked on a social media campaign. One of our commissioners, Mallery Robinson, has already been featured on Instagram and we will continue putting up additional profiles of those commissioners who are interested in participating. Also, Commissioners Luckie Alexander, Gerald Garth, and Mallery Robinson are featured on the Commission's website. If any commissioner is interested in being featured on social media, please contact staff member Catherine Lapointe at CLapointe@lachiv.org. Commissioner Everardo Alvizo conducted a presentation to a support group for people living with HIV at The Wall Las Memorias; the presentation was well received. The Commission will continue to look for opportunities to collaborate with other agencies as a way to enhance recruitment efforts and to get the word out about who we are and what we do.
- The COH social media handles are:
 - Facebook: @HIVCommissionLA
 - Twitter: @HIVCommissionLA
 - Instagram: @HIVCommLA

VI. NEXT STEPS

11. TASK/ASSIGNMENTS RECAP:

- Agendize Code of Conduct.
- Agendize new membership applications.
- Agendize Comprehensive HIV Plan.
- Agendize Assessment of the Administrative Mechanism.

12. AGENDA DEVELOPMENT FOR NEXT MEETING : There was no additional items.

VII. ANNOUNCEMENTS : None.

VIII. ADJOURNMENT

12. ADJOURNMENT: The meeting adjourned at 11:57 am.