



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**

August 22, 2019



MEMBERS PRESENT	MEMBERS PRESENT (cont.)	PUBLIC	COMM STAFF/ CONSULTANTS
Traci Bivens-Davis, <i>Co-Chair</i>	Kayla Walker-Heltzel, MPH ( <i>Alt.</i> )	Jason Brown	Cheryl Barrit, MPIA
Juan Preciado, <i>Co-Chair</i>			
Joseph Green	MEMBERS ABSENT	DHSP STAFF	
Miguel Alvarez	Danielle Campbell, MPH	None	
Bridget Gordon	Michele Daniels ( <i>Full to Scott</i> )		
Carlos Moreno	Susan Forrest		
Greg Wilson			

**CONTENTS OF COMMITTEE PACKET**

- 1) **Agenda:** Operations Committee Meeting Agenda, 8/22/2019
- 2) **Code:** Code of Conduct, 4/11/2019
- 3) **Minutes:** Operations Committee Meeting Minutes, 6/27/2019
- 4) **Table:** Los Angeles County Commission on HIV, 2019 Work Plan (WP) Template, Operations Committee, 8/16/2019
- 5) **Questions:** Operations Committee Guiding Questions for COH By-Law, Policy, and/or Procedural Changes, 7/24/2018
- 6) **Policy/Procedure:** #08.2301: Voting Procedures, Motion#3 *Proposed Revisions for 6/27/2019 Operations and Executive Committee Review*
- 7) **Policy/Procedure:** #08.1104: Commission and Committee Co-Chair Elections and Terms, Motion #4 *Proposed Revisions to 7/25/2019 Operations Committee*
- 8) **Policy/Procedure:** #08.3302: Intra-Commission Grievance and Sanctions Procedures, *Proposed Draft for 8/22/19 Operations Committee Review*
- 9) **Roster:** 2019 Membership Roster, *Updated 8/14/2019*
- 10) **Table:** Planning Council Reflectiveness, *Updated 8/15/2019*
- 11) **Application –** Committee Membership (SBP):Noah Kaplan
- 12) **Application:** Derrick Knight
- 13) **Flyer:** Los Angeles County Commission on HIV, Mandatory Annual Training, 8/22/2019
- 14) **Power Point:** 2019 Annual Membership Training, 10/10/19
- 15) **Quiz:** What's My "Part"?
- 16) **Guidelines:** Mentorship Program Guide, 7/31/19
- 17) **Handout:** 2019 Los Angeles County Commission on HIV (COH) Community Service Awards Project Description (Final/Approved by Operations 8/23/18), 8/16/19

**CALL TO ORDER-INTRODUCTIONS-CONFLICTS OF INTEREST:** Mr. Juan Preciado called the meeting to order.

**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 6/27/2019 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. 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:** There were no comments.

**IV. REPORTS**

**5. EXECUTIVE DIRECTOR/STAFF REPORT:** Cheryl Barrit provided three updates:

- The Executive Office of the Board of Supervisors (BOS) and Los Angeles County Department of Human Resources (HR) are in the process of reviewing the compendium of trainings that staff and commissioners are required to take. Ms. Barrit informed the Operations Committee that she tries to integrate the commissioner trainings in meetings, similar to what the Brown Act training that was included in a Commission meeting, so that the commissioners do not have to travel to the Hall of Administration. She noted that the additional trainings mandated by the Board are provided by the Executive Office, Commission Services or other County departments. If Commissioners would like an in-person training there needs to be a sufficient number of attendees, otherwise the training may be accessed via the Learning Management System.
- On July 18, 2019, the Center for Disease Control's (CDC) Director, Dr. Robert Redfield, visited Los Angeles. This trip was part of the CDC's nation-wide outreach to promote their *Ending the Epidemic* plan for America. It was an all-day meeting with sessions with the Department of Public Health, elected officials, community leaders, and other local partners. Ms. Barrit along with Grissel Granados, Al Ballesteros, Katja Nelson, Aaron Fox and Terry Smith were among those invited. On behalf of the Consumer Caucus, Ms. Barrit stated the PLWH would like the federal partners to include strong integration of stigma reduction work throughout the county, interventions, and funded activities. In the afternoon, AIDS Project Los Angeles (APLA) hosted two panels: (1) PrEP Update in the Community and (2) HIV, Opioids, and Syphilis. There were strong community members on that panel. A panelist representing the transgender community, spoke about the current administration's policies are anti-trans, LGBTQ, People of Color, Black, immigrants and other communities, etc.
- Ms. Barrit requested from Dr. Muntu Davis to have a formal follow-up debrief with all of the community members that were invited, as she felt it was important for this to not be a one-time thing.

**6. CO-CHAIR REPORT**

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

- Mr. Craig Scott was not in attendance; Operations will proceed with him next month.
- Operations will proceed with getting to know Mr. Scott for the September 2019 meeting.

**B. Committee Work Plan:**

- Ms. Bivens-Davis noted the Work Plan in the packet was updated to reflect completed items as follows:
  - Subsection H off the Assessment of the Administrative Mechanism (AAM): Operations is recruiting members to help with the AAM and will continue looking at the instrument and working with the consultant that was brought onboard regarding the extended responsibilities that this committee identified. Mr. AJ King will serve as a consultant to work on the part of the AAM where the full body will be surveyed on how well staff performed in training, preparing, and providing information around the planning and priorities setting process. Because the Commission on HIV (COH) is asking the full body to evaluate the staff, this process requires a neutral person. Mr. King will conduct key informant interviews with a different cohort of contracted agencies and providers to get a perspective on how the Division of HIV and STD Programs (DHSP) and the County is doing in terms of contracting, procurement, and invoicing. In addition, COH is looking to incorporate an anonymous survey with the hope of getting more information. Mr. King is in the process of

creating the updated questionnaires. Ms. Barrit requested that when he is ready to discuss ideas about how to tackle the work she would like him to give a presentation to the Operations committee, which in turn will allow Operations to have dialogue with him.

- Attendance review: completed in January and April; to be reviewed again next month.
  - Consumer-centered leadership development training: Operations has completed the public speaking training/elevator speeches/presentation skills, purpose of consumer caucus, and Health DATA training.
  - Review of annual slate openings: completed in April and June of this year.
  - Review/Update policies and procedures: reviewed/updated the Code of Conduct (approved and passed), reviewed/ updated the Attendance policy, and reviewed/updated the Non Commissioner Committee Assignment policy.
- It was asked if Operations would have the opportunity to look at questions for youth engagement. Ms. Barrit reported that she did not get any feedback or suggestions from the Executive Committee (EC). However, she will develop draft questions for EC review at their September meeting.

## 7. POLICIES AND PROCEDURES

### A. Policy/Procedure # 08.2301 – Voting Procedures:

- Ms. Bivens-Davis noted minor changes consisting of literal references and changes of one or two words. It was asked what would happen if voting does not occur in alphabetical order. Ms. Barrit suggested letting the parliamentarian or staff know that the procedure is not being followed. Ms. Bivens-Davis added that the parliamentarian has done roll call alphabetically and in reverse alphabets with last names first, with the exception of co-chairs who vote last.

**MOTION #3:** Approved and forward to Executive Committee for approval (*Passed by Consensus*).

### B. Policy/Procedure # 08.1104 – Commission and Committee Co-Chair Elections and Terms:

- Ms. Bivens-Davis pointed out the changes have been highlighted and tracked.
- There was a discussion centered on item g under procedure(s) to which Ms. Bivens-Davis provided the explanation that having the revised wording observes the practice, it is about how to recognize the practice that has been held thus far and assuming that we want it to continue.
- Mr. Joe Green pointed out page 2 item #5 and stated that the Consumer Caucus is presently discussing whether the person must be HIV-positive and an unaffiliated consumer; he added it is only in discussion and has not been decided upon. Ms. Barrit noted that the Consumer Caucus has recognized that this is not an overnight thing and as such wants to take the time to think it through on how to make it better. Staff has made the recommendation to vet it well within the Consumer Caucus, take the time that is needed, and when ready come up with a formal, written recommendation to the Executive Committee. The Executive Committee can guide the Consumer Caucus in working with the Operations Committee on the policy changes and bylaws. A suggestion was made that during this process, please make sure to ask how consumers can be supported (ex: those under duress and those suffering from homelessness, etc.) because under such conditions it is hard for consumers to show up and be dedicated.
- It was asked if the blue writing was wording added to the policy. Ms. Barrit explained that the parliamentarian suggested this wording.
- There was a discussion regarding page 3, letter g. Ms. Barrit explained that including the word “can” will allow the Commission Co-Chairs to sit on the commission, Executive Committee, and additional committees as co-chairs. Committee co-chairs can only serve in the capacity of one committee at a time, so in essence letter “g” is looking at how many multiple assignments the committee co-chairs are serving at one time. Ms. Barrit also noted that by removing the strikethrough, the commission might be facing a scenario of where there might not be any co-chairs or there will be leadership of the same people in multiple committees. Based on what the Commission has been doing, a strikethrough was placed on item g to mirror the practice of the Commission.
- There was a discussion regarding preparing commissioners for co-chair and leadership roles. Ms. Barrit encouraged Operations to be mindful of page 3 item #7 with respect to the wording and changes the committee decides upon. She also pointed out that this is why item g under procedure(s) has a strikethrough, as it is not congruent with item #7. It was recommended that item #7 could stand on its own without item g.
- Mr. Jason Brown re-visited the idea of term limits and made the argument that some commissioners feel that there is no need for them to step up when someone else has been sitting as a co-chair for an extended amount of time. Mr. Greg Wilson offered the opinion that even if someone has held the seat for a long time, if they see that another commissioner is capable they will not mind stepping down and giving that particular individual a chance.

- Make following revisions: Remove the strikethrough on item “g” under procedure(s) and add a letter “g” for the blue writing on page 5.

**MOTION #4:** Approve revisions to the Commission and Committee Co-Chair Elections and Terms policy, as revised, and forward to Executive Committee for approval (*Passed by Consensus*).

**C. Policy/Procedure # 08.3302 – Intra-Commission Grievance Procedure (Draft):**

- Ms. Bivens-Davis pointed out that the changes are tracked and that this is only an initial review, not an actual motion. She added that this is an opportunity to review and make further amendments before this becomes a motion.
- The recommendation was made to remove the strikethrough under policy “from time to time” as it is known that conflicts will arise.
- Mr. Green asked why the conviction of a felony was written in and now there is a strikethrough. Mr. Barrit explained that this was COH’s attempt to merge advice and concepts received from County Counsel and there are other core guidance for criminal activity. She also noted that these are just the recommended strikethroughs.
- Ms. Bivens-Davis reiterated that this was not a motion at this time, only an opportunity for Operations to be able to go over the document. She added that the policy would be on next month’s agenda.
- Mr. Carlos Moreno asked if there is anything that happens prior to a grievance such as a phone call or meeting. Ms. Barrit stated that there might be something in this or another document that says the commissioners should try to resolve conflicts on their own, or something of that nature, but if needed COH can rely on the Grievance Procedures.
- A discussion ensued around the value of having such a document and why it is necessary. The discussion rested with most of the Operations Committee feeling that the Commission might want to have this as a measure of protection and for knowing where to turn when conflicts cannot be worked out independently.
- Ms. Bridget Gordon asked if Operations should add wording that states there will be a response to every grievance. Ms. Bivens-Davis encouraged the committee to take 30 days to look at the policy, make recommendations for change, and perhaps state in a paragraph “the ED or whomever can decide to take a course of action that may include no action at all”. She added that there can be a range of actions and Operations has the next 30 days to write them down and recommend the changes. Ms. Barrit added for consideration page 2: reasons for grievances include, but are not limited to.... This is the core, but if Operations feels like more is needed this would be the place to add it.

**8. MEMBERSHIP MANAGEMENT REPORT**

**A. 2019 Membership Slate - Update:**

- Ms. Bivens-Davis mentioned the following vacant seats: Medi-Cal representative; Provider representative #1 and #5; Unaffiliated Consumer, SPA 5; and 8; Unaffiliated Consumer, Supervisorial District 2 and 4; Local health/hospital planning agency/representative, and HIV stakeholder representative #4.
- It was asked if seat #51 would become vacant. Ms. Barrit explained that this commissioner is on a leave of absence and requested that she be given time until September.
- Ms. Bivens-Davis directed Operations attention to the Planning Council Reflectiveness and explained that it gives an overview of what the demographics of our body looks like when compared to the County of Los Angeles overall.

**B. Membership Application**

(i) Noah Kaplan –SBP (Standards and Best Practices) Committee Member - **MOTION #5**

- Ms. Bivens-Davis reminded Operations that the “no more than two member per agency” policy was updated. Ms. Barrit added that the policy was clarified to include the commission and committee and that Mr. Kaplan would be the only representative from the Los Angeles LGBT Center on the committee.
- **MOTION #5:** Approved forward to Executive Committee for approval (*Passed by Consensus*).

(ii) Membership Application - Derrick Knight

- Ms. Susan Forrest, Mr. Carlos Moreno, and Mr. Juan Preciado interviewed Mr. Knight. Mr. Moreno provided background on Mr. Knight in that he works with individuals who have been incarcerated and he is dedicated to causes outside of the commission. Mr. Moreno mentioned he thought it was courageous for Mr. Knight to publicly disclose that he was infected with Hepatitis C, as this type of disclosure is typically not seen. Ms. Bivens-Davis pointed out that Mr. Knight mentioned “his being cured from Hep C” on his application. Mr. Preciado mentioned Mr. Knight’s work in prevention and with older populations is what stood out the most to him during the interview. Mr. Moreno added the military connection is a nugget not seen in most applicants and the fact that Mr. Knight asked everyone at the table their reason for being at the commission.

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- The recommendation was made to ask Mr. Knight to attend more commission and committee meetings. It was suggested that when he attends any meeting, he should reach out to the commissioners that interviewed him and those commissioners should act as a welcoming and resource committee to assist Mr. Knight in his effort to become a commissioner.
- Operations decided that his application would be revisited in December.

### C. Felipe Gonzalez – Change in Seat Assignment:

- After Ms. Barrit's conversation with Erika Davies from the City of Pasadena, in which Ms. Davies confirmed that Pasadena does not receive Ryan White funding, it was realized that Mr. Gonzalez does not need to be moved to an alternate seat. He will continue to be an Unaffiliated Consumer and remain in seat #34 Unaffiliated Consumer, at-large #3, while working part-time/temporary for the City of Pasadena.

## 9. TRAINING AND LEADERSHIP DEVELOPMENT:

### A. 2019 Mandatory Membership Training

- October 10, 2019: Mandatory Annual Training. Ms. Barrit reminded Operations that there is an annual mandatory training every October for commissioners and members of the public who are interested. She made note of the attached material and extended an invitation to the Operations Committee for any portion that someone might be interested in leading. It is roughly a 3-hour training with short breaks incorporated. Ms. Barrit also noted that there are many slides but they go by quickly and COH uses materials recommended by the Health Resources and Services Administration (HRSA) Assistance team. HRSA is trying to ensure that all planning councils are covering the same core material. It was also pointed out that the Consumer Caucus meeting was cancelled to allow members to attend the training.
- ➔ Operations committee will look at training materials and contact staff about any portion(s) of the training they might be interested in leading.

### B. Mentorship Program

The draft was provided in the packet. Ms. Bivens-Davis pointed out that it is a twelve-page document and requested that Operations review it, mark it with suggestions, and come prepared with questions in the near future, as it will be agendaized at a later date. Ms. Barrit added that the document included previous comments such as tools for self-assessment for the mentor and mentee.

## 10. RECRUITMENT, RETENTION, AND ENGAGEMENT:

### A. 2019 HIV Service Awards - Update:

- The complete output of the ad-hoc committee is included in the packet. The committee is not current on the time line and will have a conversation within a week or so.

**11. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** There is no additional information than what was previously discussed.

## VI. NEXT STEPS

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

### 13. AGENDA DEVELOPMENT FOR NEXT MEETING:

- Operations will add additional information in the packet regarding the Grievance policy in next month's packet.
- Mentorship program to be included in next month's packet.

## VI. ANNOUNCEMENTS

**14. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:** There were no announcements.

## VII. ADJOURNMENT

**15. ADJOURNMENT:** The meeting adjourned at 11:45 am.