



LOS ANGELES COUNTY
COMMISSION ON HIV



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OPERATIONS COMMITTEE Virtual Meeting

Thursday, June 24, 2021

10:00AM -12:00PM (PST)

*Meeting Agenda + Packet will be available on our website at:
<http://hiv.lacounty.gov/Operation-Committee>

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**Link is for non-Committee members only*

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video: <https://www.youtube.com/watch?v=iQSSJYcrgIk>

PUBLIC COMMENTS

Public Comments will open at the time referenced on the meeting agenda. For those who wish to provide live public comment, you may do so by joining the WebEx meeting through your computer or smartphone and typing PUBLIC COMMENT in the Chat box. For those calling into the meeting via telephone, you will not be able to provide live public comment. However, you may provide written public comments or materials by email to hivcomm@lachiv.org. Please include the agenda item and meeting date in your correspondence. All correspondence and materials received shall become part of the official record.

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LOS ANGELES COUNTY
COMMISSION ON HIV



AGENDA FOR THE **VIRTUAL** MEETING OF THE
LOS ANGELES COUNTY COMMISSION ON HIV
OPERATIONS COMMITTEE

Thursday, June 24, 10:00 AM – 12:00 PM

To Register + Join by Computer:

<https://tinyurl.com/4rv4thej>

**Link is for non-Committee members + members of the public*

To Join by Phone: 1-415-655-0001

Access code: 145 955 7470

Operations Committee Members:			
Carlos Moreno, <i>Co-Chair</i>	Juan Preciado, <i>Co-Chair</i>	Miguel Alvarez	Danielle Campbell, MPH
Michele Daniels (Alternate)	Felipe Findley PA-C, MPAS, AAHIVS	Joe Green	Kayla Walker-Heltzel (Alternate)
Justin Valero (Exec, At Large)			
QUORUM*:	5		

AGENDA POSTED: June 17, 2021

ATTENTION: Any person who seeks support or endorsement from the Commission on any official action may be subject to the provisions of Los Angeles County Code, Chapter 2.160 relating to lobbyists. Violation of the lobbyist ordinance may result in a fine and other penalties. For information, call (213) 974-1093.

ACCOMMODATIONS: Interpretation services for the hearing impaired and translation services for languages other than English are available free of charge with at least 72 hours notice before the meeting date. To arrange for these services, please contact the Commission office at (213) 738-2816 or via email at hivcomm@lachiv.org.

Servicios de interpretación para personas con impedimento auditivo y traducción para personas que no hablan Inglés están disponibles sin costo. Para pedir estos servicios, póngase en contacto con la oficina de la Comisión al (213) 738-2816 (teléfono), o por correo electrónico á hivcomm@lachiv.org, por lo menos 72 horas antes de la junta.

SUPPORTING DOCUMENTATION can be obtained at the Commission on HIV Website at: <http://hiv.lacounty.gov>. The Commission Offices are located in Metroplex Wilshire, one building

west of the southwest corner of Wilshire and Normandie. Validated parking is available in the parking lot behind Metroplex, just south of Wilshire, on the west side of Normandie.

NOTES on AGENDA SCHEDULING, TIMING, POSTED and ACTUAL TIMES, TIME ALLOTMENTS, and AGENDA ORDER: Because time allotments for discussions and decision-making regarding business before the Commission's standing committees cannot always be predicted precisely, posted times for items on the meeting agenda may vary significantly from either the actual time devoted to the item or the actual, ultimate order in which it was addressed on the agenda. Likewise, stakeholders may propose adjusting the order of various items at the commencement of the committee meeting (Approval of the Agenda), or times may be adjusted and/or modified, at the co-chairs' discretion, during the course of the meeting.

If a stakeholder is interested in joining the meeting to keep abreast of or participate in consideration of a specific agenda item, the Commission suggests that the stakeholder plan on attending the full meeting in case the agenda order is modified or timing of the items is altered. All Commission committees make every effort to place items that they are aware involve external stakeholders at the top of the agenda in order to address and resolve those issues more quickly and release visiting participants from the obligation of staying for the full meeting.

External stakeholders who would like to participate in the deliberation of discussion of an a posted agenda item, but who may only be able to attend for a short time during a limited window of opportunity, may call the Commission's Executive Director in advance of the meeting to see if the scheduled agenda order can be adjusted accordingly. Commission leadership and staff will make every effort to accommodate reasonable scheduling and timing requests - from members or other stakeholders - within the limitations and requirements of other possible constraints.

Call to Order | Introductions | Statement - Conflict of Interest 10:00 AM – 10:02 AM

I. ADMINISTRATIVE MATTERS 10:02 AM – 10:07 AM

- | | | |
|----|-----------------------------|------------------|
| 1. | Approval of Agenda | MOTION #1 |
| 2. | Approval of Meeting Minutes | MOTION #2 |

II. PUBLIC COMMENT 10:07 AM – 10:11 AM

3. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission

III. COMMITTEE NEW BUSINESS ITEMS 10:11 AM – 10:15 AM

4. Opportunity for Committee members to recommend new business items for the full body or a committee level discussion on non-agendized matters not posted on the agenda, to be discussed and (if requested) placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation, or where the need to take action arose subsequent to the posting of the agenda

IV. REPORTS

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 5. Executive Director/Staff Report | 10:15 AM – 10:35 AM |
| A. Commission and Committee Activities + Updates | |
| B. 2021 COH Work Plan | |
| C. COH Tool Kit Feedback + Suggestions | |
| | |
| 6. Co-Chair’s Report | 10:35 AM – 10:50 AM |
| A. “So You Want to Talk About Race?” Reading Activity | |
| B. 2021 Work Plan Review | |
| | |
| 7. Policy and Procedures | 10:50 AM – 11:00 AM |
| A. Teleconference Policy Review | |
| | |
| 8. Membership Management Report | 11:00 AM – 11:35 AM |
| A. New Member Applications | |
| <ul style="list-style-type: none"> • Standards and Best Practices (SBP) Committee-only Application: Mark Mintline, DDS | |
| B. 2021 Membership Renewal Slate | |
| C. (REVISED) Attendance Policy # 08.3204 | |
| D. Updated Membership Application Status | |

MOTION #3**MOTION #4****MOTION #5****V. DISCUSSIONS**

- | | |
|-------------------------------------------------|---------------------|
| 9. Recruitment, Retention and Engagement | 11:35 AM – 11:45 AM |
| A. Outreach Efforts & Strategies | |

VI. NEXT STEPS

- | | |
|----------------------------------------------------|---------------------|
| 10. Task/Assignments Recap | 11:45 AM – 11:55 AM |
| 11. Agenda Development for the Next Meeting | |

VII. ANNOUNCEMENTS

- | | |
|------------------------------------------------------------------------------------------|---------------------|
| 12. Opportunity for members of the public and the committee to make announcements | 11:55 AM – 12:00 PM |
|------------------------------------------------------------------------------------------|---------------------|

VIII. ADJOURNMENT

- | | |
|---------------------------------------------------------|----------|
| 13. Adjournment for the meeting of June 24, 2021 | 12:00 PM |
|---------------------------------------------------------|----------|

PROPOSED MOTIONS	
MOTION #1:	Approve the Agenda Order, as presented or revised.
MOTION #2:	Approve the Operations Committee minutes, as presented or revised.
MOTION #3:	Approve Recommendation for Committee-only (SBP) Applicant, Mark Mintline, and elevate to Executive Committee for approval.
MOTION #4:	Approve Membership Applications, as presented or revised, and forward to the June 24, 2021 Executive Committee meeting and then to the July 8, 2021 Commission meeting for recommendation to Board of Supervisors, as follows: Everardo Alvizo (Seat 3); Derek Murray (Seat 5); Harold Glenn San Agustin (Seat 13); Alasdair Burton (Seat 21, Alternate); Joe Green (Seat 33), Bridget Gordon (Seat 35); Danielle Campbell (Seat 37); Justin Valero (Seat 39); Maribel Ulloa (Seat 41); Paul Nash (Seat 45); Felipe Findley (Seat 49).
MOTION #5:	Approve revised Attendance Policy #08.3204 as presented or revised.



LOS ANGELES COUNTY
COMMISSION ON HIV



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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.

DRAFT
OPERATIONS VIRTUAL MEETING MINUTES
May 27, 2021

OPERATIONS MEMBERS									
P=Present A=Absent									
Carlos Moreno <i>Co-Chair</i>	P	Juan Preciado <i>Co-Chair</i>	P	Miguel Alvarez	P	Danielle Campbell	P	Michele Daniels (Alt)	P
Felipe Findley, PA-C, MPAS, AAHIVS	P	Joe Green	P	Kayla Heltzel-Walker (Alt)	P	Justin Valerio, MPA <i>Exec, At-Large</i>	P		
COMMISSION STAFF & CONSULTANTS									
Cheryl Barrit, MPIA, <i>Executive Director</i>		Dawn Mc Clendon <i>Assistant Director</i>		Sonja Wright, MS, LAc		Jose Rangel-Garibay			

*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

[http://hiv.lacounty.gov/Portals/HIV/Commission%20Meetings/2021/Package/Pkt-OPs_5_27_21_updated%205_26_21\(1\).pdf?ver=ap7oamQeOo-hguWJhnc7NO%3d%3d](http://hiv.lacounty.gov/Portals/HIV/Commission%20Meetings/2021/Package/Pkt-OPs_5_27_21_updated%205_26_21(1).pdf?ver=ap7oamQeOo-hguWJhnc7NO%3d%3d)

ALL TO ORDER – INTRODUCTIONS – CONFLICTS OF INTEREST: Mr. 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: Approve the 4/22/2021 Operations Committee Meeting 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: There were no new items.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

A. Commission and Committee Updates

- Cheryl Barrit highlighted the work of the committees as follows:
- Introduction of newest Commission on HIV (COH) staff member: Jose Rangel-Garibay. J. Rangel-Garibay comes from the Department of Public Health's Tuberculosis Program where he was a Health Educator with experience in infectious diseases and community engagement. He will be leading the Standards and Best Practices (SBP) Committee and Ending the Epidemic (EHE) activities.
- Public Policy (PP) Committee met on May 3rd; the next meeting is June 7th. The 2021 legislative docket is on the May 27th Executive Committee agenda for approval.
- Standards and Best Practices (SBP) Committee met on May 4th; the next meeting is June 1st. They are continuing their review of the Substance Abuse Treatment – Residential standards. The standards were aligned in 2017 to accommodate the changes within the medical drug program. The importance of this lies in its expansion of access to substance use treatment in addition to outpatient services throughout Los Angeles County (LACO), not only for Ryan White but also for medical. SBP is looking at updating this set of standards so that it encompasses and reflects the expectations of community members with a focus on consumers and what they want substance use services to look like in LACO. C. Barrit encouraged the Operations Committee to submit recommendations or if there are Subject Matter Experts (SME) within commissioners' respective agencies or networks that can be contacted to solicit their feedback on reviewing the standards. Their input would be welcomed to ensure that SBP is being inclusive and taking the most current science and best practices available to help inform the development and updating of this set of standards. In July, technical assistance provider Emily Gantz-McKay, will be hosting a Service Standards Training during the SBP meeting. The training is open to everyone and provides an opportunity to learn: (1) what the standards are, (2) what goes into the process of developing them, and (3) how this is used by the community at large. There will be a push for attendance at July's SBP meeting as this will be a good training.
- Planning, Priorities, and Allocations (PP&A) Committee will meet June 15th, 2021 to start planning the details of their data summit. It is traditionally held in July to help prepare for the annual Ryan White application and to integrate the prevention conversation around prioritizing services for highly impacted populations. An invitation was extended to the Operations Committee to weigh in regarding the type of data Operations might want to see as well as an opportunity to learn about HIV and STD services in the county from both a treatment and prevention standpoint.
- 2021 COH Work Plan the Health HIV Planning Council Assessment was completed with the initial findings presented at the full body meeting May 13th. The final report will be provided by Health HIV in June at which time the Operations Committee will be responsible for discussing implementation of the findings, keeping in mind that the findings are intended to improve the way that COH operates as a planning council. The goal is to integrate implementation steps towards the second half of this year or for 2022, thus the Operations Committee will be tasked with strategically prioritizing implementation steps from the assessment findings.
- Ending the Epidemic (EHE) in implementing the local EHE plan developed by the Division of HIV and STD Programs (DHSP), Bridgette Gordon (Co-Chair, COH) has volunteered to serve as the primary liaison to the EHE Steering Committee; she will be supported by Felipe Findley (Operations Committee), Katia Nelson (Co-Chair, PP) and Kevin Stalter (Co-Chair, SBP). C. Barrit indicated that there were no updates since the last meeting and the next meeting date is scheduled for the 3rd week of June. C. Barrit also pointed out Operations direct link for providing thoughts and feedback regarding EHE via committee member F. Findley.
- COH Tool Kit was developed to help commissioners speak about the work of the Commission. The toolkit incorporates action-oriented steps, such as promoting testing services, that can be imparted to members of the community. There is also a set of tools that can be used in commissioners' personal networks (ex: friends and family). C. Barrit provided an overview of the toolkit as follows:
 - There are several folders of which the first consists of the Commission fact sheet in English and Spanish. C. Barrit pointed out that the documents have not been recreated and consists of various documents that were already in existence, however there is new content that was created based on commissioner feedback. The Commission fact sheet explains what the COH is about and was created with the Board of Supervisors (BOS) - Executive Office (EO); it is standard for all commissions.
 - Set of community presentations (two files). C. Barrit shared the file Commissioner Frankie-Darling Palacio used when she spoke to a Youth Advisory Board in LACO.

C. Barrit highlighted the set of slides within the presentation materials that targeted speaking to youth and young adults regarding the topics of HIV and STDs.

- EHE folder consisting of infographics, a flyer from our federal partners, and Julie Tolentino's (DHSP) Consumer Caucus presentation.
- HIV Connect folder featuring the resource website hosted by the COH. There are hard copy pamphlets that can be printed and distributed or posted on social media. There is a 1-page document, Let's Stop HIV Together, which is the Centers for Disease Control's (CDC) primary campaign to reduce HIV stigma. It is available in multiple languages and for different audiences such as the African American community, women, MSM, youth, trans community, etc.; there is a variety of different graphics that can be used. This folder also has the updated user-friendly application (pending), outreach flyers that the COH has previously used for buying ads pre-pandemic that showcases what the COH does while briefly stating the various committees, along with bullet points of how the COH operates on a daily basis.
- Ryan White folder containing a fact sheet on services written in English and Spanish, a mental health factsheet, and HIV oral health factsheet.
- U = U folder with images created by Catherine Lapointe (Academic Intern) that can be used on social media. It contains images for the 50-plus community, communities of color, women, and youth. There is also a U=U provider toolkit that has been disseminated widely in the community.

Discussion/suggestions/questions regarding the toolkit:

- Creating an Instagram or other social media accounts not officially affiliated with or attached to the Commission, ran by volunteers, where the toolkit can be shared as well as taking clips from previous YouTube videos and posting them on Instagram. C. Barrit explained there are no policies or bylaws in place that prohibits the commissioners from promoting the COH and presenting the toolkit on their own or from having an informal group. C. Barrit also clarified that the lack of an Instagram account is not due to non-approval by the county but more so the lack of staffing to run, maintain, and develop websites, or other social media accounts. She encouraged commissioners to self-promote and pursue social media engagement.
- A suggestion was made for commissioners to act as individual influencers on their personal social media accounts. Perhaps as a whole, the Commission can have a social media challenge month or "social media takeover" where everyone competes in terms of who puts out the most Commission information on their accounts and whoever wins receives a prize.
- Hesitation was expressed regarding potential Brown Act violations, however it was explained that there is a definite distinction between promoting as part of community engagement and/or promoting meetings, which are okay to do, but it is important to be cognizant of doing a "thumbs up or emotions" if someone happens to mention or comment about a motion on the floor.
- Co-chair Moreno will revisit providing a social media training.
 - C. Barrit will send an email to committee members consisting of a Dropbox link for access explore the content of the toolkit.

6. Co-Chair's Report

A. *So You Want to Talk About Race?* – Book Reading Activity

- Commissioner Danielle Campbell read excerpts from chapters 4 and 5, *Why am I always being told to "check my privilege"?* and *What is intersectionality and why do we need it?*
 - Co-Chair Juan Preciado will read at the June Operations meeting.

B. 2021 Work Plan

C. Moreno reviewed the 2021 Operations Work Plan. Cross-throughs indicate progress on: (1) the planning council effectiveness survey will be a standing item on the work plan and once the report is received, the Operations Committee will discuss how best to implement the findings, (2) the revised membership application was approved in April and awaiting feedback from County Counsel, and (3) consumer leadership and training is ongoing and the NMAC BLOC series training is confirmed for September 13-17, 2021.

- Health HIV Planning Council Assessment will be a standing item on the Operations Committee work plan.
- A request was made to have a joint Operations and Consumer Caucus meeting dedicated to discussing retention of Unaffiliated Consumers.

7. MEMBERSHIP MANAGEMENT REPORT

Operations Meeting Minutes

May 27, 2021

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- New Member Application: Rene Vega | Alternate #22: R. Vega holds an MPH and MSW and has more than 10 years of experience in developing, implementing, and educating communities on disease management within universities and the California Department of Public Health. He also has an abundance of training in prevention and harm reduction.

Motion #3: roll call vote; application approved at the Operations level and elevated to the Executive Committee.

- New Member Application: Damone Thomas | Alternate #19: D. Thomas is certified as an HIV Counselor, has volunteer experience with the LGBT Center and CHPTS, and was previously employed by APLA Health & Wellness as a Treatment Education Specialist.

Motion #4: roll call vote; application approved at the Operations level and elevated to the Executive Committee.

B. ATTENDANCE POLICY # 08.3204 - DISCUSSION

- A brief discussion on the attendance policy regarding whether there is a minimum requirement for time spent in meetings to be counted present for attendance. This primarily stemmed from the conversation around Unaffiliated Consumers and how we engage them such as looking at other ways they help fulfill their role as commissioners outside of attending meetings, for example responding to emails requiring feedback and attending other meetings when time permits. The intent is to find additional ways to look at how we engage commissioners who have challenges with coming to meetings. The policy was presented for review and the Operations Committee was encouraged to formulate and lead the discussion. The consensus in terms of measuring engagement was Operations should review attendance and participation on a case by case basis as each commissioner is unique and has different circumstances.
 - The recommendation of this committee was to allow for a case by case review for Unaffiliated Consumers and factor in all circumstances that they might be experiencing, in addition to adding 1 or 2 sentences in the attendance policy regarding the aforementioned.

C. 2021 MEMBERSHIP RENEWAL SLATE PROCESS

- The membership roster is color coded: purple indicates the seats that are up for renewal, yellow indicates membership applications currently in process (i.e., Dr. Mikhaela Cielo and Mallery Robinson) which have been submitted to the Board of Supervisors to be agendaized. The roster also indicates the seats that Damone Thomas and Rene Vega are anticipated to occupy once their membership application goes through the complete cycle.
- Half of the terms expire June 30th however there is no penalty if there is a lapse. The process requires the renewal application and Statement of Qualifications to be completed and an interview. The question of how the Operations Committee would like to proceed with the interview portion of the renewal process was asked.
 - The consensus of the Operations Committee was to have the interview questions entered in Survey Monkey for completion and submission in lieu of a formal interview with the option of having a formal virtual interview for those interested.
 - The survey should take no more than 10 minutes to complete on your own time. If a commissioner chooses to have a formal virtual interview, they should notify staff.
 - Brief recap of the renewal process: the process consists of sending out an application to all renewing commissioners with a fixed deadline attached. Once all renewing applications are received by the deadline, the renewal slate is drafted and placed on the Operations agenda as a motion for approval. Once the renewal slate is approved by the Operations Committee, it elevates to the Executive Committee and then to the full Commission. After the commissioners' oath and approval by the full body, the renewal slate is sent to the Board of Supervisors (BOS) to be agendaized for final approval.

C. Membership Application Redesign – Status

- The redesigned application is waiting for approval by County Counsel. Once approved, the application will go to the full body for final approval.

V. DISCUSSIONS

7. RECRUITMENT, RETENTION, AND ENGAGEMENT:

- The Operations Committee was reminded of the available toolkit that can be used in outreach efforts, including social media platforms. The committee has been engaged in great discussions regarding growing outreach efforts, engaging various populations and in retaining them.

VI. NEXT STEPS

Operations Meeting Minutes

May 27, 2021

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9. TASK/ASSIGNMENTS RECAP: There was no additional items.

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

VII. ANNOUNCEMENTS

- June is Pride month for Los Angeles.
- June 4th the LGBT Center will host an event for National Caribbean HIV/AIDS Awareness Day.
- June 5th is Long-Term Survivors Awareness Day
- June 27th is HIV-Testing Awareness Day

VIII. ADJOURNMENT

- Meeting adjourned in honor of the June 5th Long-Term Survivors Day; this day is also the 40th anniversary of the first reported case of HIV by the CDC.

13. ADJOURNMENT: The meeting adjourned at 11:58 am.



LOS ANGELES COUNTY COMMISSION ON HIV



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CODE OF CONDUCT

We welcome commissioners, guests, and the public into a space where people of all opinions and backgrounds are able to contribute. We create a safe environment that celebrates differences while striving for consensus and is characterized by consistent, professional, and respectful behavior. Our common enemies are HIV and STDs. We strive to be introspective and understand and clarify our assumptions, while appreciating the complex intersectionality of the lives we live. We challenge ourselves to be self-reflective and committed to an ongoing understanding. As a result, the Commission has adopted and is consistently committed to implementing the following guidelines for Commission, committee, and associated meetings.

All participants and stakeholders should adhere to the following:

- 1) We strive for consensus and compassion in all our interactions.**
- 2) We respect others' time by starting and ending meetings on time, being punctual, and staying present.**
- 3) We listen, don't repeat what has already been stated, avoid interrupting others, and allow others to be heard.**
- 4) We encourage all to bring forth ideas for discussion, community planning, and consensus.**
- 5) We focus on the issue, not the person raising the issue.**
- 6) We give and accept respectful and constructive feedback.**
- 7) We keep all issues on the table (no "hidden agendas"), avoid monopolizing discussions and minimize side conversations.**
- 8) We have no place in our deliberations for homophobic, racist, sexist, and other discriminatory statements and "-isms" (including transphobia, ableism, and ageism).**
- 9) We give ourselves permission to learn from our mistakes.**

Approved (11/12/1998); Revised (2/10/2005; 9/6/2005); **Revised (4/11/19)**



COMMISSION MEMBER "CONFLICTS-OF-INTEREST"

Updated 6/07/21

The following list identifies "conflicts-of-interest" for Commission members who represent agencies with Part A/B –and/or CDC HIV Prevention-funded service contracts with the County of Los Angeles. According to Ryan White legislation, HRSA guidance and Commission policy, Commission members are required to state their "conflicts-of-interest" prior to priority- and allocation-setting and other fiscal matters concerning the local HIV continuum of care, and to recuse themselves from discussions involving specific service categories for which their organizations have service contracts.

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
ALVAREZ	Miguel	No Affiliation	No Ryan White or prevention contracts
ALVIZO	Everardo	Long Beach Health & Human Services	Ambulatory Outpatient Medical (AOM)
			Benefits Specialty
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			HIV and STD Prevention
			HIV Testing Social & Sexual Networks
BALLESTEROS	AI	JWCH, INC.	HIV Testing Storefront
			HIV Testing & Syphilis Screening, Diagnosis, & inked Referral...(CSV)
			STD Screening, Diagnosis, and Treatment
			Health Education/Risk Reduction (HERR)
			Mental Health
			Oral Healthcare Services
			Transitional Case Management
			Ambulatory Outpatient Medical (AOM)
			Benefits Specialty
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Transportation Services
BURTON	Alasdair	No Affiliation	No Ryan White or prevention contracts
CAMPBELL	Danielle	UCLA/MLKCH	Oral Health Care Services
			Medical Care Coordination (MCC)
			Ambulatory Outpatient Medical (AOM)
			Transportation Services

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
CIELO	Mikhaela	LAC & USC MCA Clinic	Ambulatory Outpatient Medical (AOM)
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
COFFEY	Pamela	Unaffiliated consumer	No Ryan White or prevention contracts
DANIELS	Michele	Unaffiliated consumer	No Ryan White or prevention contracts
DARLING-PALACIOS	Frankie	Los Angeles LGBT Center	Ambulatory Outpatient Medical (AOM)
			HIV Testing Storefront
			HIV Testing Social & Sexual Networks
			STD Screening, Diagnosis and Treatment
			Health Education/Risk Reduction
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Promoting Healthcare Engagement Among Vulnerable Populations
			Transportation Services
DAVIES	Erika	City of Pasadena	HIV Testing Storefront
			HIV Testing & Sexual Networks
DONNELLY	Kevin	Unaffiliated consumer	No Ryan White or prevention contracts
FINDLEY	Felipe	Watts Healthcare Corporation	Transportation Services
			Ambulatory Outpatient Medical (AOM)
			Medical Care Coordination (MCC)
			Oral Health Care Services
			Biomedical HIV Prevention
			STD Screening, Diagnosis and Treatment
FULLER	Luckie	Los Angeles LGBT Center	Ambulatory Outpatient Medical (AOM)
			HIV Testng Storefront
			HIV Testing Social & Sexual Networks
			STD Screening, Diagnosis and Treatment
			Health Education/Risk Reduction
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Promoting Healthcare Engagement Among Vulnerable Populations
			Transportation Services
GARTH	Gerald	AMAAD Institute	No Ryan White or Prevention Contracts
GATES	Jerry	AETC	Part F Grantee

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
GONZALEZ	Felipe	Unaffiliated consumer	No Ryan White or Prevention Contracts
GORDON	Bridget	Unaffiliated consumer	No Ryan White or prevention contracts
GRANADOS	Grissel	Children's Hospital Los Angeles	Ambulatory Outpatient Medical (AOM)
			HIV Testing Storefront
			STD Screening, Diagnosis and Treatment
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Transitional Case Management-Youth
			Promoting Healthcare Engagement Among Vulnerable Populations
GREEN	Joseph	Unaffiliated consumer	No Ryan White or prevention contracts
GREEN	Thomas	APAIT (aka Special Services for Groups)	HIV Testing Storefront
			Mental Health
			Transportation Services
HACK	Damontae	Unaffiliated consumer	No Ryan White or prevention contracts
HALFMAN	Karl	California Department of Public Health, Office of AIDS	Part B Grantee
KAMURIGI	Nestor	No Affiliation	No Ryan White or prevention contracts
KOCHEMS	Lee	Unaffiliated consumer	No Ryan White or prevention contracts
KING	William	W. King Health Care Group	No Ryan White or prevention contracts
LEE	David	Charles R. Drew University of Medicine and Science	HIV Testing Storefront
			HIV Testing Social & Sexual Networks
MARTINEZ	Eduardo	AIDS Healthcare Foundation	Ambulatory Outpatient Medical (AOM)
			Benefits Specialty
			Medical Care Coordination (MCC)
			Mental Health
			Oral Healthcare Services
			STD Screening, Diagnosis and Treatment
			HIV Testing Storefront
			HIV Testing Social & Sexual Networks
			Sexual Health Express Clinics (SHEX-C)
			Transportation Services
			Medical Subspecialty
			HIV and STD Prevention Services in Long Beach

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
MILLS	Anthony	Southern CA Men's Medical Group	Biomedical HIV Prevention
			Ambulatory Outpatient Medical (AOM)
			Medical Care Coordination (MCC)
			Promoting Healthcare Engagement Among Vulnerable Populations
			Sexual Health Express Clinics (SHEX-C)
			Transportation Services
MORENO	Carlos	Children's Hospital, Los Angeles	Ambulatory Outpatient Medical (AOM)
			HIV Testing Storefront
			STD Screening, Diagnosis and Treatment
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Transitional Case Management - Youth
MURRAY	Derek	City of West Hollywood	No Ryan White or prevention contracts
NASH	Paul	University of Southern California	Biomedical HIV Prevention
			Oral Healthcare Services
NELSON	Katja	APLA Health & Wellness	Case Management, Home-Based
			Benefits Specialty
			HIV Testing Storefront
			HIV Testing Social & Sexual Networks
			STD Screening, Diagnosis and Treatment
			Sexual Health Express Clinics (SHEX-C)
			Health Education/Risk Reduction
			Health Education/Risk Reduction, Native American
			Biomedical HIV Prevention
			Oral Healthcare Services
			Ambulatory Outpatient Medical (AOM)
			Medical Care Coordination (MCC)
			HIV and STD Prevention Services in Long Beach
			Transportation Services
Nutrition Support			
PERÉZ	Mario	Los Angeles County, Department of Public Health, Division of HIV and STD Programs	Ryan White/CDC Grantee

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
PRECIADO	Juan	Northeast Valley Health Corporation	Ambulatory Outpatient Medical (AOM)
			Benefits Specialty
			Medical Care Coordination (MCC)
			Oral Healthcare Services
			Mental Health
			Biomedical HIV Prevention
			STD Screening, Diagnosis and Treatment
			Transportation Services
RAY	Joshua	Unaffiliated consumer	No Ryan White or prevention contracts
ROBINSON	Mallery	APLA Health & Wellness	Case Management, Home-Based
			Benefits Specialty
			HIV Testing Storefront
			HIV Testing Social & Sexual Networks
			STD Screening, Diagnosis and Treatment
			Sexual Health Express Clinics (SHEX-C)
			Health Education/Risk Reduction
			Health Education/Risk Reduction, Native American
			Biomedical HIV Prevention
			Oral Healthcare Services
			Ambulatory Outpatient Medical (AOM)
			Medical Care Coordination (MCC)
			HIV and STD Prevention Services in Long Beach
Transportation Services			
Nutrition Support			
RODRIGUEZ	Isabella	No Affiliation	No Ryan White or prevention contracts
ROSALES	Ricky	City of Los Angeles AIDS Coordinator	No Ryan White or prevention contracts
SATTAH	Martin	Rand Schrader Clinic LA County Department of Health Services	Ambulatory Outpatient Medical (AOM)
			Medical Care Coordination (MCC)

COMMISSION MEMBERS		ORGANIZATION	SERVICE CATEGORIES
SAN AGUSTIN	Harold	JWCH, INC.	HIV Testing Storefront
			HIV Testing & Syphilis Screening, Diagnosis, & inked Referral...(CSV)
			STD Screening, Diagnosis and Treatment
			Health Education/Risk Reduction
			Mental Health
			Oral Healthcare Services
			Transitional Case Management
			Ambulatory Outpatient Medical (AOM)
			Benefits Specialty
			Biomedical HIV Prevention
			Medical Care Coordination (MCC)
			Transportation Services
SPENCER	LaShonda	Oasis Clinic (Charles R. Drew University/Drew CARES)	Ambulatory Outpatient Medical (AOM)
			HIV Testing Storefront
			HIV Testing Social & Sexual Networks
			Medical Care Coordination (MCC)
SPEARS	Tony	Capitol Drugs	No Ryan White or prevention contracts
STALTER	Kevin	Unaffiliated consumer	No Ryan White or prevention contracts
STEVENS	Reba	No Affiliation	No Ryan White or prevention contracts
ULLOA	Maribel	HOPWA-City of Los Angeles	No Ryan White or prevention contracts
VALERO	Justin	California State University, San Bernardino	No Ryan White or prevention contracts
VELAZQUEZ	Guadalupe	Unaffiliated consumer	No Ryan White or prevention contracts
WALKER	Kayla	No Affiliation	No Ryan White or prevention contracts
WALKER	Ernest	Men's Health Foundation	Biomedical HIV Prevention
			Ambulatory Outpatient Medical (AOM)
			Medical Care Coordination (MCC)
			Promoting Healthcare Engagement Among Vulnerable Populations
			Sexual Health Express Clinics (SHEX-C)
Transportation Services			
WILSON	Amiya	Unique Women's Coalition	No Ryan White or prevention contracts



LOS ANGELES COUNTY COMMISSION ON HIV (COH) 2021 MASTER WORK PLAN (Updated 5.25.21)

****Subject to change and does not include ongoing activities for Committees and subgroups.****

Co-Chairs: Bridget Gordon & David Lee		Revision Dates: 1/5/21; 3/31/21; 5/5/21; 5/25/21
<p>Purpose of Work Plan: To focus and prioritize key activities for COH Committees and subgroups for 2021.</p> <p>Prioritization Criteria: Select activities that 1) represent the core functions of the COH; 2) advance the goals of the local Ending the HIV Epidemic (EHE) Plan; and 3) align with COH staff and member capacities and time commitment; 4) ongoing COVID public health emergency response and recovery priorities.</p>		
#	TASK/ACTIVITY	TARGET COMPLETION DATE/STATUS
1	Collaborate with the Human Relations Commission and other trainers to design and implement trainings and facilitated discussions on managing conflicts, interpersonal relationships, and implicit bias.	Start February/Ongoing STARTED/IN PROGRESS
2	Planning Council effectiveness evaluation technical assistance provided by HealthHIV. <ul style="list-style-type: none"> • Will evaluate the effectiveness of the structure, policies and procedures, membership, and stakeholder/consumer engagement integrated HIV planning groups. 	June STARTED/IN PROGRESS
3	Support implementation of local EHE Plan within duties of the COH as defined in its ordinance. <ul style="list-style-type: none"> • Bridget Gordon, Co-Chair, will serve as the primary Commission liaison to the DHSP EHE Steering Committee, with Katja Nelson, Kevin Stalter, and Felipe Findley serving as backups. The liaison team represents a diverse set of perspectives and community experience. • The liaisons will work as a team and serve as conduit of information and collaborative opportunities between the Commission and Steering Committee. • In addition, the liaisons will also facilitate EHE-focused conversations at Commission, Committee, and subgroup meetings to identify specific activities that the COH can implement within its charge as the planning council for Los Angeles County. • The liaisons will engage Commissioners in thinking of broader ways the Commission can end the HIV epidemic in Los Angeles County. 	ONGOING
4	Develop an EHE Community Engagement and HIV Service Promotion Speaker's Tool Kit for Commissioners to use in community outreach and presentations. <ul style="list-style-type: none"> • Toolkit seeks to increase community awareness of EHE and local services. through Commission meetings, Virtual Lunch and Learn events; HIV Connect resource website; social media; virtual and in-person (pending DPH guidance) health and resource fairs (these may be ongoing activities) 	March STARTED/IN PROGRESS
5	Implement National Minority AIDS Council (NMAC) BLOC training for consumers <ul style="list-style-type: none"> • Customized training aimed at supporting consumer leadership development. 	September 13-17 PLANNING IN PROGRESS
6	Implement activities aimed at integrated prevention and care planning, priority setting and resource allocation.	Start Jan/Ongoing STARTED/IN PROGRESS
7	Review BAAC and ATF charge and implement recommendations best aligned with the purpose and capacity of the Commission	Start Jan/Ongoing STARTED/IN PROGRESS



LOS ANGELES COUNTY COMMISSION ON HIV (COH) 2021 MASTER WORK PLAN (Updated 5.25.21)

****Subject to change and does not include ongoing activities for Committees and subgroups.****



**LOS ANGELES COUNTY COMMISSION ON HIV 2021 WORK PLAN (WP)
OPERATIONS COMMITTEE
06.22.01 OPERATIONS MEETING**

Committee/Subgroup Name: Operations Committee			Co-Chairs: Juan Preciado & Carlos Moreno	
Committee Adoption Date: 1.28.21			Revision Dates: 2.18.21, 3.18.21, 4.14.21,4.20.21,5.17.21,5.25.21,6.22.21	
<p>Purpose of Work Plan: To focus and prioritize key activities for COH Committees and subgroups for 2021. Prioritization Criteria: Select activities that 1) represent the core functions of the COH and Committee; 2) advance the goals of the Comprehensive HIV Plan & Ending the HIV Epidemic (EHE) Plan; and 3) align with COH staff and member capacities and time commitment.</p>				
#	TASK/ACTIVITY	DESCRIPTION	TARGET COMPLETION DATE	STATUS/NOTES/OTHER COMMITTEES INVOLVED
1	Planning Council effectiveness evaluation technical assistance provided by HealthHIV	Will evaluate the effectiveness of the structure, policies and procedures, membership, and stakeholder/consumer engagement integrated HIV planning groups	Ongoing	Kick off presentation by HealthHIV @ January 28, 2021 Executive Committee meeting. Survey sent out. Survey closed April 9th. HealthHIV to present final results @ the May 13th COH Meeting. Discuss survey findings w/ Ops. Waiting for final report; will review to address findings and implementation of next steps once received.
2	BAAC and ATF Recommendations	Implement recommendations best aligned with the purpose and capacity of Operations Committee	Ongoing	Awaiting guidance from BAAC Task Force and ATF.
3	Update Membership Application	Update membership application to a more condensed community friendly format	Jan-May 2021	First draft submitted to 1/28.21 Ops for feedback. Draft applic presented to CC 2.11.21; feedback provided. Draft presented to TC 2.23.21. Staff making updates & will submit to Ops. Motion for approval on agenda. Ops/Exec Committees approved in April. Staff submitted to CoCo for review; awaiting feedback.
4	Consumer Engagement and Retention Strategies	Development Engagement and retention strategies to align with EHE efforts	Ongoing	
5	Consumer Leadership and Training	Continue development of training and capacity building opportunities to prepare & position consumers for leadership roles	Ongoing	NMAC BLOC series Postponed to September 2021; staff to provide updates. NMAC BLOC training confirmed for September 13-17, 2021.
6	Review Membership to Ensure PIR	Review membership to ensure PIR is reflected throughout the membership, to include Alternate seat review, seat changes, attendance	Quarterly	PIR reviewed in February.



LOS ANGELES COUNTY COMMISSION ON HIV 2021 WORK PLAN (WP)
OPERATIONS COMMITTEE
06.22.01 OPERATIONS MEETING

7	Attendance Review	Review Attendance Matrix Quarterly	Quarterly	Attendance reviewed in January: attendance letters issued, motions to vacate placed on agenda. Attendance review placed on April's agenda.
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LOS ANGELES COUNTY COMMISSION ON HIV

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www.hiv.lacounty.gov

POLICY/ PROCEDURE:	NO. 08.2203	Teleconference Meetings	Page 1 of 1
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APPROVED 7/14/16

SUBJECT: Define policy and procedures on Commissioners' participation at meetings via teleconference.

POLICY: Commission and Committee meetings are subject to the Brown Act and must adhere to requirements contained in Government Code section 54953. If the legislative body elects to use teleconferencing equipment, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body.

PROCEDURES:

1. The Executive Director reserves the right to determine if participation via teleconference call is appropriate depending on the meeting agenda and suitability of the teleconference locations for public access.
2. Commissioners must declare their intent to participate via teleconference to staff at least two weeks before the meeting. Notification to staff must be communicated in writing via email or a faxed letter.
3. The Commissioner electing to participate via teleconference shall be responsible for ensuring that the procedures noted in this policy are met.
4. The Commissioner elected to participate via teleconference must make available to the public hard copies of the meeting agenda and materials.
5. A quorum of the Commission must participate in the meeting from locations within their jurisdiction.
6. The agenda must identify the teleconference location(s).
7. The agenda must be posted at all teleconference locations at least 72 hours before a regular meeting.
8. The teleconference location must be open and accessible to the public, including to those with disabilities.
9. If members of the public are at the teleconference location, they must be able to hear the proceedings and they must be given the right to comment.
10. All votes taken during a teleconference meeting must be by roll call vote, and the vote must be publicly reported.

NOTED AND APPROVED:

EFFECTIVE DATE: 7/14/16

Revisions: 6/20/16

Original Approval: 7/14/16



LOS ANGELES COUNTY
COMMISSION ON HIV



Mark Mintline, DDS

Membership Application on File with the Commission Office

Interview panel: Carlos Moreno, Juan Preciado, and Bridget Gordon

**Western University College of Dental Medicine
CURRICULUM VITAE**

Prepared: 12/03/2020

Name: Mark Mintline

Position: Assistant Professor, Co-Director of Advanced Diagnostic Workgroup

EDUCATION:

09/2005-06/2009	University of California, Davis	Davis, California	B.S.
09/2009-06/2013	UCLA School of Dentistry	Los Angeles, California	D.D.S.
07/2013-06/2016	University of Florida, College of Dentistry	Gainesville, Florida	Certificate

LICENSES, CERTIFICATION:

2013	Dental National Board Certification
2013	Dentist License, California Dental Board
2013	DEA Certification
2015	Fellow, American Academy of Oral & Maxillofacial Pathology
2016	Board Certification, American Board of Oral & Maxillofacial Pathology
2016	Basic Life Support Certification
2018	Oral and Maxillofacial Pathology Laboratory Director, California Department of Public Health

PRINCIPAL POSITIONS HELD:

07/2015-06/2016	University of Florida, College of Dentistry Gainesville, Florida	Chief Resident of Oral & Maxillofacial Pathology
07/2016-10/2016	University of Florida, College of Dentistry Gainesville, Florida	Post-Residency, Fellow ABOMP Board Preparation
01/2017-01/2018	Good News Rescue Mission Redding, CA	Dentist, volunteer
07/2017-06/2018	Shasta Community Health Center Redding, California	Dentist

07/2017-06/2018	UCSF School of Dentistry San Francisco, California	Clinical Instructor
07/2017-06/2018	Western University of Health Sciences Pomona, California	Assistant Clinical Professor
07/2017-06/2018	NYU Lutheran, Dental Medicine Brooklyn, New York	AEGD Assistant Clinical Professor
07/2017-06/2018	AT Still University Arizona School of Dentistry & Oral Health Mesa, Arizona	Assistant Clinical Professor
01/2018-06/2018	Rolling Hills Dental Clinic Red Bluff, California	Dentist
09/2017-06/2018	Shasta Pathology Associates Redding, California	Oral & Maxillofacial Pathologist
07/2018-Present	Western University of Health Sciences Pomona, California	Assistant Professor

HONORS AND AWARDS:

2009	UC Davis, Graduated with Highest Honors
2009	UC Davis, Completed the Integration Studies Honors Program
2009	UC Davis, Completed the Davis Honors Challenge Program
2009	UC Davis, College of Biological Sciences Citation for Outstanding Performance
2013	Wilson-Jennings-Bloomfield UCLA Venice Dental Center Award: Excellence in General Dentistry and Clinical Care
2013	UCLA, Section of Oral & Maxillofacial Surgery Award
2013	UCLA, AAOMP Student Award
2015	AAOMP, Waldron Award: Best Resident Research Poster at Annual Meeting
2016	UFCD, Spring Synergy First Place Oral Presentation: Excellence in MS/Resident Research

KEYWORDS/AREAS OF INTEREST:

Oral health, clinical oral pathology, general dentistry, bone lesions, preventive dentistry, dental imaging, hematologic malignancies, oral pathology, dental education.

CLINICAL ACTIVITIES SUMMARY:

I am committed to improving the public's oral health with compassionate clinical care and education. I want to provide the public with a better understanding of oral health, deliver comprehensive oral care, and diagnose oral lesions. I take pride in providing oral medicine services to underserved populations and mentoring dental professionals.

PROFESSIONAL ACTIVITIES

PROFESSIONAL ORGANIZATIONS

Memberships

- 2013-2017 American Dental Association
- 2013-2017 California Dental Association
- 2017 Northern California Dental Society
- 2015-2020 American Academy of Oral & Maxillofacial Pathology

INVITED PRESENTATIONS

NATIONAL

- 2018 American Academy of Oral & Maxillofacial Pathology Annual Meeting, Cincinnati,
OH (oral presentation)
- 2016 American Academy of Oral & Maxillofacial Pathology Annual Meeting, Cincinnati,
OH (oral presentation)
- 2015 American Academy of Oral & Maxillofacial Pathology Annual Meeting, San Diego,
CA (poster)
- 2014 American Academy of Oral & Maxillofacial Pathology Annual Meeting, St.
Augustine, FL (poster)

REGIONAL AND OTHER INVITED PRESENTATIONS

- 2015 Society for Hematopathology Workshop, Long Beach, CA (presentation)
- 2017 Oral Surgery Grand Rounds, UCLA School of Dentistry, Los Angeles, CA (lecture)
- 2017-2018 UCLA School of Dentistry, Oral Surgery Department (lecture series)
- 2019 Indian Health Services Dental Conference, Sacramento, CA (oral presentation)

2021 MEMBERSHIP RENEWAL SLATE-MOTION #4

Approve Membership Applications, as presented or revised, and forward to the June 24, 2021 Executive Committee meeting and then to the July 8, 2021 Commission meeting for recommendation to Board of Supervisors, as follows:

- Everardo Alvizo (Seat 3)
- Derek Murray (Seat 5)
- Harold Glenn San Agustin (Seat 13)
- Alasdair Burton (Seat 21, Alternate)
- Joe Green (Seat 33)
- Bridget Gordon (Seat 35)
- Danielle Campbell (Seat 37)
- Justin Valero (Seat 39)
- Maribel Ulloa (Seat 41)
- Paul Nash (Seat 45)
- Felipe Findley (Seat 49)



2021 MEMBERSHIP ROSTER | UPDATED 06.22.21

SEAT NO.	MEMBERSHIP SEAT	Commissioners Seated	Committee Assignment	COMMISSIONER	AFFILIATION (IF ANY)	TERM BEGIN	TERM ENDS	ALTERNATE
1	Medi-Cal representative			Vacant		July 1, 2019	June 30, 2021	
2	City of Pasadena representative	1	EXC SBP	Erika Davies	City of Pasadena Department of Public Health	July 1, 2020	June 30, 2022	
3	City of Long Beach representative	1	PP&A	Everardo Alvizo, LCSW	Long Beach Health & Human Services	July 1, 2019	June 30, 2021	
4	City of Los Angeles representative	1	PP	Ricky Rosales	AIDS Coordinator's Office, City of Los Angeles	July 1, 2020	June 30, 2022	
5	City of West Hollywood representative	1	PP&A	Derek Murray	City of West Hollywood	July 1, 2019	June 30, 2021	
6	Director, DHSP	1	EXC PP&A	Mario Pérez, MPH	DHSP, LA County Department of Public Health	July 1, 2020	June 30, 2022	
7	Part B representative	1	PP&A	Karl Halfman, MA	California Department of Public Health, Office of AIDS	July 1, 2020	June 30, 2022	
8	Part C representative	1	PP&A EXC	Frankie Darling Palacios	Los Angeles LGBT Center	July 1, 2020	June 30, 2022	
9	Part D representative	1	SBP	Mikhaela Cielo, MD	LAC + USC MCA Clinic, LA County Department of Health Services	July 1, 2019	June 30, 2021	
10	Part F representative	1	PP	Jerry D. Gates, PhD	Keck School of Medicine of USC	July 1, 2020	June 30, 2022	
11	Provider representative #1	1	EXC OPS	Carlos Moreno	Children's Hospital Los Angeles	July 1, 2019	June 30, 2021	
12	Provider representative #2	1	EXC	David Lee, MPH, LCSW	Charles Drew University	July 1, 2020	June 30, 2022	
13	Provider representative #3	1	SBP	Harold Glenn San Agustin, MD	JWCH Institute, Inc.	July 1, 2019	June 30, 2021	
14	Provider representative #4	1	PP&A	LaShonda Spencer, MD	Charles Drew University	July 1, 2020	June 30, 2022	
15	Provider representative #5	1	SBP	Thomas Green	APAIT/Special Services for Groups (SSG)	July 1, 2019	June 30, 2021	
16	Provider representative #6	1	PP&A	Anthony Mills, MD	Men's Health Foundation	July 1, 2020	June 30, 2022	
17	Provider representative #7	1	PP&A	Alexander Luckie Fuller	Los Angeles LGBT Center	July 1, 2019	June 30, 2021	
18	Provider representative #8	1	PP	Martin Sattah, MD	Rand Shrader Clinic, LA County Department of Health Services	July 1, 2020	June 30, 2022	
19	Unaffiliated consumer, SPA 1			Vacant		July 1, 2019	June 30, 2021	Damone Thomas (PP&A)
20	Unaffiliated consumer, SPA 2			Vacant		July 1, 2020	June 30, 2022	Amiya Wilson (SBP)(LOA)
21	Unaffiliated consumer, SPA 3			Vacant		July 1, 2019	June 30, 2021	Alasdair Burton (PP)
22	Unaffiliated consumer, SPA 4	1	EXC SBP	Kevin Stalter	<i>Unaffiliated Consumer</i>	July 1, 2020	June 30, 2022	Rene Vega (SBP)
23	Unaffiliated consumer, SPA 5			Vacant		July 1, 2019	June 30, 2021	Damontae Hack (PP&A)
24	Unaffiliated consumer, SPA 6	1	SBP	Pamela Coffey	<i>Unaffiliated Consumer</i>	July 1, 2020	June 30, 2022	Reba Stevns (SBP)
25	Unaffiliated consumer, SPA 7			Vacant		July 1, 2019	June 30, 2021	Mallery Robinson (SBP)
26	Unaffiliated consumer, SPA 8	1	PP&A	Kevin Donnelly	<i>Unaffiliated Consumer</i>	July 1, 2020	June 30, 2022	
27	Unaffiliated consumer, Supervisorial District 1			Vacant		July 1, 2019	June 30, 2021	Michele Daniels (OPS)
28	Unaffiliated consumer, Supervisorial District 2	1	PP	Nestor Kamurigi (PP)	No affiliation	July 1, 2020	June 30, 2022	
29	Unaffiliated consumer, Supervisorial District 3	1	SBP	Joshua Ray	<i>Unaffiliated Consumer</i>	July 1, 2019	June 30, 2021	Eduardo Martinez (SBP/PP)
30	Unaffiliated consumer, Supervisorial District 4			Vacant		July 1, 2020	June 30, 2022	Isabella Rodriguez (PP)
31	Unaffiliated consumer, Supervisorial District 5			Vacant		July 1, 2019	June 30, 2021	Kayla Walker-Heltzel (OPS)
32	Unaffiliated consumer, at-large #1	1	PP&A	Guadalupe Velazquez	<i>Unaffiliated Consumer</i>	July 1, 2020	June 30, 2022	Tony Spears (PP)
33	Unaffiliated consumer, at-large #2	1	OPS PP&A	Joseph Green	<i>Unaffiliated Consumer</i>	July 1, 2019	June 30, 2021	
34	Unaffiliated consumer, at-large #3	1	PP&A	Felipe Gonzalez	<i>Unaffiliated Consumer</i>	July 1, 2020	June 30, 2022	
35	Unaffiliated consumer, at-large #4	1	EXC	Bridget Gordon	<i>Unaffiliated Consumer</i>	July 1, 2019	June 30, 2021	
36	Representative, Board Office 1	1	PP&A	Al Ballesteros, MBA	JWCH Institute, Inc.	July 1, 2020	June 30, 2022	
37	Representative, Board Office 2	1	OPS	Danielle Campbell, MPH	UCLA/MLKCH	July 1, 2019	June 30, 2021	
38	Representative, Board Office 3	1	EXC PP SBP	Katja Nelson, MPP	APLA	July 1, 2020	June 30, 2022	
39	Representative, Board Office 4	1	EXC OPS SBP	Justin Valero, MA	California State University, San Bernardino	July 1, 2019	June 30, 2021	
40	Representative, Board Office 5			Vacant		July 1, 2020	June 30, 2022	
41	Representative, HOPWA	1	PP&A	Maribel Ulloa	City of Los Angeles, HOPWA	July 1, 2019	June 30, 2021	
42	Behavioral/social scientist	1	EXC PP	Lee Kochems	<i>Unaffiliated Consumer</i>	July 1, 2020	June 30, 2022	
43	Local health/hospital planning agency representative			Vacant		July 1, 2019	June 30, 2021	
44	HIV stakeholder representative #1	1	SBP	Grissel Granados, MSW	Children's Hospital Los Angeles	July 1, 2020	June 30, 2022	
45	HIV stakeholder representative #2	1	SBP	Paul Nash, CPsychol AFBPsS FHEA	University of Southern California	July 1, 2019	June 30, 2021	
46	HIV stakeholder representative #3	1	EXC OPS	Juan Preciado	Northeast Valley Health Corporation	July 1, 2020	June 30, 2022	
47	HIV stakeholder representative #4	1	SBP	Ernest Walker	Men's Health Foundation	July 1, 2019	June 30, 2021	
48	HIV stakeholder representative #5	1	PP	Gerald Garth, MS	AMAAD Institute	July 1, 2020	June 30, 2022	
49	HIV stakeholder representative #6	1	OPS	Felipe Findley, PA-C, MPAS, AAHIVS	Watts Healthcare Corp	July 1, 2019	June 30, 2021	
50	HIV stakeholder representative #7	1	PP&A	William D. King, MD, JD, AAHIVS (LOA)	W. King Health Care Group	July 1, 2020	June 30, 2022	
51	HIV stakeholder representative #8	1	OPS SBP	Miguel Alvarez	No affiliation	July 1, 2020	June 30, 2022	
TOTAL:		40						

LEGEND: EXC=EXECUTIVE COMM | OPS=OPERATIONS COMM | PP&A=PLANNING, PRIORITIES & ALLOCATIONS COMM | PPC=PUBLIC POLICY COMM | SBP=STANDARDS & BEST PRACTICES COMM

LOA: Leave of Absence

Overall total: 52

Planning Council/Planning Body Reflectiveness (Updated 06.07.21)

(Use HIV/AIDS Prevalence data as reported FY 2020 Application)

Race/Ethnicity	Living with HIV/AIDS in EMA/TGA*		Total Members of the PC/PB		Non- Aligned Consumers on PC/PB	
	Number	Percentage**	Number	Percentage**	Number	Percentage**
White, not Hispanic	13,965	27.50%	12	24.00%	5	45.45%
Black, not Hispanic	10,155	20.00%	15	30.00%	3	27.27%
Hispanic	22,766	44.84%	19	39.58	3	27.27%
Asian/Pacific Islander	1,886	3.71%	3	6.12%	0	0.00%
American Indian/Alaska Native	300	0.59%	1	2.04%	0	0.00%
Multi-Race	1,705	3.36%	0	0.00%	0	0.00%
Other/Not Specified	0	0.00%	0	0.00%	0	0.00%
Total	50,777	100%	50	100%	11	100%

Gender	Number	Percentage**	Number	Percentage**	Number	Percentage**
Male	44,292	87.23%	32	65.31%	7	63.64%
Female	5,631	11.09%	14	28.00%	4	36.36%
Transgender	854	1.68%	4	8.00%	0	0.00%
Unknown	0	0.00%	0	0.00%	0	0.00%
Total	50,777	100%	50	100%	11	100%

Age	Number	Percentage**	Number	Percentage**	Number	Percentage**
13-19 years	122	0.24%	0	0.00%	0	0.00%
20-29 years	4,415	8.69%	2	4.08%	1	9.09%
30-39 years	9,943	19.58%	20	40.82%	2	18.18%
40-49 years	11,723	23.09%	12	24.49%	1	9.09%
50-59 years	15,601	30.72%	8	16.67%	6	54.55%
60+ years	8,973	17.67%	7	14.29%	1	9.09%
Other	0	0.00%	0	0.00%	0	0.00%
Total	50,777	99.99%	*49	100%	11	99.99%

**Percentages may not equal 100% due to rounding. **

(Includes alternates)

*Does not include M. Cielo



POLICY/ PROCEDURES:	NO. #08.3204	Commission and Committee Meeting Absences
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PROPOSED REVISIONS FOR 6.24.21 OPERATIONS COMMITTEE MEETING

SUBJECT: Commission and Committee Meeting Absences

PURPOSE: To clarify how absences from a Commission or Committee meeting must be claimed, how it must be communicated, why it is important, and what purpose it serves.

POLICY: It is recommended that all Commissioners and Committee members regularly and faithfully inform staff of their intentions to be absent from either Commission and/or Committee meetings. Knowledge of member attendance/absences prior to meetings helps Commission Co-Chairs and staff ascertain quorums in advance.

Members cannot miss three consecutive Commission or Committee meetings, or six of either type of meeting in a single year. Absences can result in the suspension of voting privileges or removal from the Commission. However, removal from the Commission due to three consecutive absences cannot result if any of those absences are excused. *Unaffiliated Consumer members experiencing hardship will be assessed on a case by case basis on their overall level of participation and record of attendance to determine appropriate next steps.*

COH bylaws dictate that excused absences can be claimed for the following reasons:

- personal sickness, personal emergency and/or family emergency
- vacation; a
- out-of-town travel; and/or
- unforeseen work schedule conflict(s)


In cases of an extended absence from the COH due to personal sickness, personal emergency and/or family emergency, members can take a leave of absence for up to three months. Should a member's leave of absence extend beyond three months, the Operations' Committee Co-Chairs and Executive Director will confer with the member and determine appropriate next steps, to include a voluntary resignation from the Commission with the understanding that they can reapply at a later time.

PROCEDURE:

To claim an excused absence for reasons of vacation and/or out-of-town business, members must notify the Commission Secretary or respective Committee support staff person two weeks prior to the meeting. For purposes of personal/family emergency or sickness, members have until two days after a meeting to notify the staff that they are claiming an excused absence.

For leaves of absence, members must notify the Executive Director immediately upon knowledge of the extended absence. It is the responsibility of the member to keep the Executive Director updated on their status and estimated return to the COH. If the Member does not notify the Executive Director appropriately, the member's absence is therefore, deemed unexcused and the member is subject to suspension of voting privileges or removal from the Commission.

Notification must occur by e-mail or fax for documentation purposes (e-mail preferred). Receipt of the excused absence notification will be acknowledged within 48 hours through the same medium; an absence is not considered excused until receipt has been acknowledged. Notification must detail the member's name, meeting for which an excused absence is being claimed, and reason for the excused absence.

NOTED AND APPROVED:		EFFECTIVE DATE:	07/11/2019
Original Approval: 11/24/2008	Revision(s): 05/23/16; 7/24/17; 7/11/2019; <i>6/24/21</i>		