



LOS ANGELES COUNTY
COMMISSION ON HIV



Visit us online: <http://hiv.lacounty.gov>

Get in touch: hivcomm@lachiv.org

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<https://tinyurl.com/y83ynuzt>



****VIRTUAL ONLY****

Consumer Caucus Virtual Meeting

**THURSDAY, DECEMBER 4, 2025
12:00 PM - 1:30 PM**

Meeting materials can be accessed at
<https://hiv.lacounty.gov/caucus-taskforce-and-workgroups>

🌟 Join us for the **final Consumer Caucus meeting of 2025!**

We'll close out the year with reflections, a continued discussion on the **Stipend Policy**, and a look ahead to what's coming in 2026.



Thursday, Dec 4 | 12:00 PM – 1:30 PM | **Virtual**

Your voice matters—let's finish the year strong! 💪

TO JOIN, CLICK HERE:

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/j.php?MTID=m74663b5b3f891b9f8fad26354461fde8>

Meaningful Involvement by People Living with HIV/AIDS #MIPA

together.

WE CAN END HIV IN OUR COMMUNITIES ONCE & FOR ALL

Apply to become a Commission member at:

<https://www.surveymonkey.com/r/COHMembershipApp>

For application assistance, call (213) 738-2816 or email hivcomm@lachiv.org

CONSUMER CAUCUS (CC) “VIRTUAL” MEETING AGENDA

THURSDAY, DECEMBER 4, 2025 @ 12:00PM-1:30PM

WebEx Virtual Log-In:

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/j.php?MTID=m74663b5b3f891b9f8fad26354461fde8>

Access Code: 2536 033 2918 Password: CAUCUS

- | | |
|--|---------------------|
| 1. CO-CHAIR WELCOME, INTRODUCTIONS & HOUSE RULES | 12:00 PM – 12:05 PM |
| 2. WELLNESS CHECK-IN: HOW ARE YOU DOING? | 12:05PM – 12:10 PM |
| 3. COH STAFF REPORT | 12:10 PM – 12:20 PM |
| <ul style="list-style-type: none">• COH Restructure FAQ & Updates• DHSP Clinical Quality Management (CQM) Presentations for 2026 | |
| 4. CO-CHAIRS REPORT | 12:20 PM – 12:25 PM |
| <ul style="list-style-type: none">• 12/3 Subordinate Unit Leadership Meeting Updates | |
| 5. DISCUSSIONS | 12:25 PM – 12:50 PM |
| <ul style="list-style-type: none">• Recommendation to Suspend Caucus Co-Chair Terms Pending Restructure• Unaffiliated Consumer Stipend Program Policy Review & Updates (cont'd) | |
| 5. 2025 RETREAT SESSION | 12:50 PM – 1:20 PM |
| <ul style="list-style-type: none">• Reflections on 2025 Accomplishments• Setting our Intentions and Priorities for 2026 | |
| 6. ACTION ITEMS, CALLS TO ACTION & NEXT STEPS | 1:20 PM – 1:25 PM |
| 7. PUBLIC COMMENTS & ANNOUNCEMENTS | 1:25 PM – 1:30PM |
| 8. ADJOURNMENT | 1:30PM |

#MIPA

Meaningful Involvement by People Living with HIV/AIDS



LOS ANGELES COUNTY COMMISSION ON HIV



Approved by COH
6/8/23

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

CODE OF CONDUCT

The Commission on HIV welcomes commissioners, guests, and the public into a space where people of all opinions and backgrounds are able to contribute. In this space, we challenge ourselves to be self-reflective and committed to an ongoing understanding of each other and the complex intersectionality of the lives we live. We create a safe environment where we celebrate differences while striving for consensus in the fights against our common enemies: HIV and STDs. We build trust in each other by having honest, respectful, and productive conversations. 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 approach all our interactions with compassion, respect, and transparency.**
- 2) We respect others' time by starting and ending meetings on time, being punctual, and staying present.**
- 3) We listen with intent, avoid interrupting others, and elevate each other's voices.**
- 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) Be flexible, open-minded, and solution-focused.**
- 7) We give and accept respectful and constructive feedback.**
- 8) We keep all issues on the table (no "hidden agendas"), avoid monopolizing discussions and minimize side conversations.**
- 9) We have no place in our deliberations for racist, sexist, homophobic, transphobic, and other discriminatory statements, and "-isms" including misogyny, ableism, and ageism.**
- 10) We give ourselves permission to learn from our mistakes.**

In response to violation of the Code of Conduct which results in meeting disruption, Include provisions of SB 1100 which states in part, ". . . authorize the presiding member of the legislative body conducting a meeting or their designee to remove, or cause the removal of, an individual for disrupting the meeting . . . Removal to be preceded by a warning to the individual by the presiding member of the legislative body or their designee that the individual's behavior is disrupting the meeting and that the individual's failure to cease their behavior may result in their removal." Complaints related to internal Commission matters such as alleged violation of the Code of Conduct or other disputes among members are addressed and resolved in adherence to Policy/Procedure #08.3302." (Commission Bylaws, Article VII, Section 4.)

APPROVED BY OPERATIONS COMMITTEE ON 05/25/23; COH 06/08/23

Approved (11/12/1998); Revised (2/10/2005; 9/6/2005); Revised (4/11/19; 3/3/22, 3/23/23; 5/30/23)

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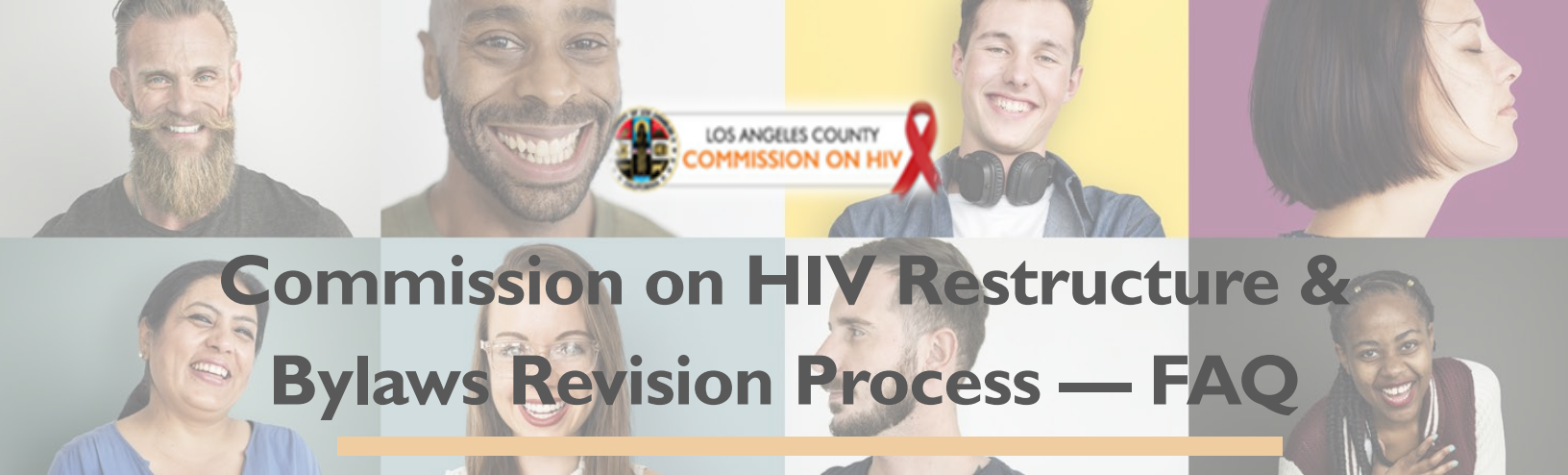
HOUSE RULES

Consumer Caucus Meetings



1. **Active Listening:** Practice active listening during discussions. Allow each member to express their thoughts without interruption and try to understand their perspective before responding.
2. **Stay On Topic:** Keep discussions focused on the agenda and relevant issues. Avoid veering off into unrelated topics to make the most of everyone's time and energy.
3. **One Person, One Voice:** Give everyone an opportunity to speak before allowing individuals to speak again. This ensures that multiple perspectives are considered and prevents domination of the conversation by a few individuals.
4. **ELMO Principle:** A acronym for "Enough, Let's Move On." When a topic has been thoroughly discussed, respectfully say "ELMO", signaling the need to transition to the next agenda item.
5. **"Vegas" Rule:** "What's discussed in the Caucus, stays in the Caucus." Respect the confidentiality of sensitive information shared within the Caucus unless there is explicit permission to share.
6. **Respect Diversity & Use Inclusive Language:** Embrace diversity of opinions, backgrounds, and experiences. Be open to different viewpoints and avoid making assumptions about others based on their beliefs. Be mindful of the language you use and strive to be inclusive and respectful. Avoid offensive or discriminatory language.
7. **Use Parking Lot:** Utilize the "parking lot" to capture ideas, questions, or discussions not directly related to the current agenda item to address later or offline with staff and/or leadership.





Commission on HIV Restructure & Bylaws Revision Process — FAQ

****Updated 12.3.25****

FAQ OVERVIEW

We're restructuring to strengthen how the Commission operates, improve efficiency, and stay aligned with federal and local requirements. Change brings questions, so here's what/why/how in one place.

BYLAWS AND ORDINANCE IN THE RESTRUCTURE

Q: What is an ordinance?

An ordinance is a law passed by the Los Angeles County Board of Supervisors. It establishes the Commission, defines its authority, and sets its overall structure. Ordinances are the legal foundation for how the Commission operates. Our current Ordinance 3.029 can be found [HERE](#)

Q: What are bylaws?

Bylaws are the Commission's internal rules. They guide our day-to-day operations—such as membership categories, meeting procedures, and committee responsibilities. Our current Bylaws can be found [HERE](#)

Q: How do ordinances and bylaws connect to the restructure?

The Board of Supervisors must update the ordinance to legally change the Commission's size and structure. Simultaneously, the Commission is updating its bylaws to match the ordinance and provide the details for how the new structure will function in practice.

In short: Ordinances set the framework, bylaws fill in the details, and both need to be updated as part of the restructure.

COMMISSION ON HIV RESTRUCTURE & BYLAWS REVISION PROCESS — FAQ



WHY IS THE COMMISSION RESTRUCTURING?

- **County direction (Measure G).** All commissions were asked to review operations for efficiency and sustainability. To learn more about Measure G, [CLICK HERE](#).
- **Sustainability:** Budget constraints and quorum challenges made the 51-member model unsustainable.
- **HRSA findings:** HRSA called for clearer conflict-of-interest processes, term limits, expanded community engagement, and stronger structural alignment.
- **Community workgroups:** In March 2025, commissioner and community workgroups recommended a streamlined model.

WHAT ARE THE MAIN CHANGES BEING PROPOSED? *SUBJECT TO UPDATES

- Membership reduced from 51 to 34 seats
- Commission and committee meetings reduced from 10 to six annually.
- Term limits: Maximum 3 consecutive 2-year terms + 1-year break (effective Mar 2026).
- Committees: Public Policy → Executive; Operations → Membership & Community Engagement
- Expanded committee-only membership to individuals with lived experience
- Consumer stipends proposed *up to \$500/month *contingent upon available funding*
- Conflict-of-interest rules strengthened. Members must declare conflicts related to RWP-funded agencies/services and recuse from related funding discussion/votes.
- Updated Code of Conduct to cover public/vendors and inclusion of the Commission's Inter-Personal Grievance Policy.
- DHSP, Part B and Medicaid/Medi-Cal representatives will serve as a non-voting members and will not be counted toward quorum.

HOW WAS COMMUNITY INPUT INCLUDED?

The restructure process began with meetings between DHSP and the Commission in late 2024 and early 2025, followed by community workgroups in March 2025. Their input was compiled into a formal report reviewed and approved by the Executive Committee in May. A public comment period in June–July 2025 drew 51 responses on stipends, conflicts of interest, caucuses, membership size, quorum, Brown Act compliance, and meeting frequency, with additional input from County Counsel, DHSP, and HRSA.

COMMISSION ON HIV RESTRUCTURE & BYLAWS REVISION PROCESS — FAQ



WHAT HAPPENS TO CAUCUSES AND CONSUMER VOICE?

Caucuses remain vital spaces to lift community perspectives. They won't be on a fixed standing schedule; instead, they'll use the [PURGE](#) decision tool to meet. Unaffiliated consumer members must make up 33% of the membership. Consumer voice is lifted through 12 unaffiliated consumer seats, expanded committee-only membership, the Membership & Community Engagement Committee, and additional community engagement activities.

WHAT ABOUT STIPENDS?

As part of the proposed changes to the bylaws, there is a proposal to raise the Unaffiliated Consumer Stipend Program limit to \$500/month (from \$150/month à la carte), contingent upon funding and approvals*. Stipends must follow HRSA guidelines and County protocols.

Quick definition: A stipend is a fixed amount of financial support provided to help *offset* costs like transportation, meals, or participation expenses. It is not a salary or wage, and it is not considered compensation for employment and cannot include automatic cost-of-living increases.

*This proposal must still be approved by the full Commission as part of the bylaw changes. Any increase will only be implemented if funding is available.

WHAT IS THE TIMELINE – WHEN DOES THE NEW RESTRUCTURE TAKE EFFECT? *SUBJECT TO CHANGE

- 📅 June 27-July 27, 2025 – Public Comment period for Proposed Changes to Bylaws
- 📅 August - November 2025 – Executive Committee continues review of Public Comments
- 📅 December 11, 2025 – Commission votes on final bylaws and submits ordinance to BOS for review and approval. **The proposed bylaw updates are contingent upon the Board of Supervisors' approval of the ordinance, which mirrors the changes outlined in the bylaws.*
- 📅 December 2025 – January 2026 – Outreach and membership application campaign launch. ** All members must reapply.*
- 📅 January – February 2026 – Applications reviewed and BOS appointments.
- 📅 Mar 12, 2026 – First meeting of the restructured Commission.

COMMISSION ON HIV RESTRUCTURE & BYLAWS REVISION PROCESS — FAQ



HOW WILL CURRENT MEMBERS BE AFFECTED?

Current members who wish to continue serving must reapply for membership. Committee assignments will change to match new structure. Takes effect once the new membership is seated in March 2026 (term limits not retroactive).

HOW WILL CONFLICTS OF INTEREST BE MANAGED?

All members must complete annual conflict-of-interest forms. Members with conflicts must recuse themselves from related votes and discussions. This addresses HRSA findings and ensures transparency.

WHERE CAN I LEARN MORE OR GET INVOLVED?

- [CLICK HERE](#): Restructure materials & proposed bylaws
- [CLICK HERE](#): April 2025 Bylaws Training **Current members will be required to view the training recording ahead of December 11th vote.*
- QUESTIONS: hivcomm@lachiv.org



The Ralph M. Brown Act FAQ

Standing Meetings & Caucuses

Does the Brown Act mention 'standing meetings'?

No — the Brown Act doesn't use that term. It applies to 'standing committees' that either:

- Have continuing subject matter jurisdiction, OR
- Follow a fixed meeting schedule (Gov. Code § 54952(b))

What's a Standing Committee?

Defined as any committee with either:

1. Ongoing subject matter jurisdiction, or
2. A regular meeting schedule established by charter, resolution, or formal action.

Why It Matters for Caucuses

Caucuses are advisory and not legislative bodies. But:

- If they meet on a fixed schedule (e.g., every 3rd Thursday),
- They could be seen as 'standing committees' — triggering Brown Act requirements.

Risks of Standing Meeting Practices

- Fixed schedules create the appearance of ongoing jurisdiction.
- Triggers expectations for: agenda posting, quorum, public participation, and minutes.
- Noncompliance increases legal and governance risk.

How to Stay Aligned

- ✓ Hold ad hoc, purpose-driven meetings (not standing ones).
- ✓ Align meetings with specific goals or workplan milestones.
- ✓ Remove fixed scheduling from calendars and notices.

Reference

[California Government Code § 54952](#)

[Commission on HIV Policy #08.1102: Subordinate Commission Working Units](#)

Subordinate Working Units Meeting Decision-Making Tool

(July 2025)

For Caucuses, Task Forces & Work Groups – refer to [Policy #08.1102](#) for a description of the role(s), structures and governing rules of the Commission’s various types of subordinate committees and working groups.

This tool is designed to help leadership for subordinate working units to decide when to hold a meeting and why, ensuring that meetings are intentional, legally compliant, and aligned with strategic Commission goals.

The PURGE Test

Use the acronym **PURGE** to determine whether a meeting should be scheduled. *All five criteria must be met.*

Decision Criteria	Guiding Questions	Proceed with Meeting?
Purpose	Is there a clear purpose or deliverable (e.g., planning an event, responding to a directive, presenting to full Commission)?	<input type="checkbox"/> Yes, if deliverable is identified
Urgency	Is there a time-sensitive issue that must be addressed before the next scheduled Commission meeting?	<input type="checkbox"/> Yes, if time-sensitive and cannot be addressed elsewhere
Readiness	Are the necessary materials, leadership, facilitators, or information available to conduct a productive meeting? Is there confirmed leadership capacity, including commitment from at least two Commissioners in good standing to lead the subgroup?	<input type="checkbox"/> Yes, if ready
Goal Alignment	Does the topic support the goals of the Commission, integrated plan, or specific motion/request? Can an existing committee fulfill the function or task?	<input type="checkbox"/> Yes, if aligned
Engagement	Will there be sufficient participation or community input to inform a meaningful discussion? Consider time, date, competing/conflicting events, meeting format (hybrid/in person/virtual)	<input type="checkbox"/> Yes, if members/stakeholders are confirmed

If one or more PURGE criteria are not met, consider using an alternative format—such as email, workgroup, or leadership/staff facilitation—instead of holding a full meeting.



****DRAFT: FOR 12/4 CONSUMER CAUCUS DISCUSSION ONLY****

Unaffiliated Consumer Member Stipend Policy

*Effective March 2026, upon Board approval of the Ordinance
Contingent on Available Funding*

Purpose & Definition

Consumer stipends are modest tokens of appreciation intended to offset the costs of participation for people living with HIV (PWH) who engage in the work of the Los Angeles County Commission on HIV (COH). Stipends are not wages or income and help reduce the financial burden of participation.

The Ryan White Program reimburses transportation, childcare, meals, and participation-related supplies in accordance with County policies and procedures. Stipends are separate from these reimbursements and are only issued when funding is available.

Payment Options

- **Gift Card Option (HRSA requirement)**
- **Cash Option (County-issued check)** – funded through **DHSP Net County Cost (NCC)** and may be modified or revoked at any time depending on NCC availability.

Eligibility

Stipends are available only to Unaffiliated Consumer Members, defined as Persons with HIV who:

- Access Ryan White Program services, **and**
- Are not employed by, not on the board of, and not volunteering with any DHSP Ryan White Program-funded agency.

Attendance Requirements:

To receive stipends, members must attend and actively participate and engage in:

1. Full Commission meeting
2. Assigned committee meeting
3. Consumer Caucus meeting



Substitutes: Recipients may substitute meetings for another due to illness or other reasons up to 3 times per year, with advance notice to staff or if a meeting is cancelled.

Active Engagement & Participation

For stipend eligibility, **active engagement and participation** means that unaffiliated consumer members are meaningfully involved in meetings and discussions in ways that support the Commission's work and elevate community voice. Active participation includes:

- **Attending at least 75%** of required meetings
- **Contributing to discussions**, sharing lived experience, asking questions, or offering insight that supports planning and decision-making
- **Providing feedback** on policies, services, or community needs
- **Completing required follow-up**, such as stipend claim forms, surveys, or meeting reflections
- **Engaging respectfully and constructively** with other members, staff, and partners
- **Representing consumer perspectives** based on lived experience rather than organizational affiliation

Active engagement does *not* require public speaking at every meeting—it simply means being present, prepared, attentive, and contributing in ways that are meaningful, authentic, and supportive of the Commission's mission.

Monthly Stipend Structure (A La Carte Model)

Maximum total: *up to* \$500 per month, funding permitting.

Required Meetings

- Commission Meeting — \$75
 - Assigned Committee — \$75
 - Consumer Caucus — \$75
- Subtotal: \$225**



Leadership Stipend

- Consumers serving as Co-Chairs, Vice-Chairs, or Workgroup Leads
+ \$175 per month
Subtotal w/ leadership: \$400

Additional Engagement

- \$50 per additional Commission-sponsored community engagement activity
- Up to \$100 max per month
Maximum possible total: \$500

Example Calculation

Required meetings (\$225) + Leadership stipend (\$175) + Two additional meetings (\$100)
= **\$500**

HRSA Requirements

Stipends must:

- Be issued via **gift cards** (cash option only allowed while NCC is available)
- Reflect **documented engagement**
- Demonstrate how consumer involvement informs COH planning and priorities

All recipients must submit a **Monthly Stipend Claim Form** confirming attendance and briefly describing participation and community engagement.

Stipend Processing Timeline

Stipends will be processed within **30–45 days** from the date all required documentation is submitted and verified. This processing window reflects standard County fiscal procedures, including verification of eligibility, meeting attendance, and the availability of funds. *Please note that stipends issued as County checks may take longer than the standard processing window, as they require additional internal approvals and multi-step processing through County fiscal systems.*



Funding Contingency

The stipend program depends entirely on available funding. Stipends may be reduced, paused, or shifted to gift card-only issuance as needed. Updates will be communicated promptly.

DRAFT

2025 Consumer Caucus Accomplishments

Lifting Community Voice. Driving Systems Change. Strengthening HIV Services Countywide.

Strengthened Consumer Leadership

Elevated consumer voice throughout the Commission's restructure process, ensuring lived experience informed membership changes, committee alignment, and stipend planning.

Supported smooth leadership transitions while reaffirming the Caucus' central role in planning and decision-making.

Hosted Listening Sessions

Dental Services. Gathered feedback on access challenges and service gaps; developed a written summary and planned a follow-up provider/consumer survey.

Ryan White Program & Medi-Cal. Over 30 participants contributed to recommendations on eligibility, transitions, and improving care continuity.

Provided Lived-Experienced Feedback on Ryan White Program Service Standards

Housing Services Standards: Provided early input before Commission approval.

Dental Services Standards: Offered feedback on the summary and identified priorities for additional data collection.

Patient Support Services Standards: Reviewed draft standards, raised eligibility questions, and encouraged broad consumer participation in public comment.

Advanced a More Equitable Stipend Policy

Completed a multi-month review of stipend requirements, expectations, and accountability structures.

Adopted an interim \$50 per eligible meeting à la carte model for 2025.

Refined eligibility criteria and justification for a future increase up to \$500/month (pending Commission & Board action).

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Strengthened Engagement & Community Advocacy

Helped coordinate the February Resource Fair with over 200 attendees.

Elevated concerns about HIV funding cuts and encouraged deeper community advocacy and public comment.

Supported outreach strategies to boost consumer participation, including meeting-location flexibility and resource support.

Enhanced Caucus Operations

Updated and aligned the 2025 Workplan with evolving Commission priorities.

Prepared fall–winter sessions focused on standards review, website/forms training, and updated CQM presentations.

Adapted to new Brown Act guidance through PURGE-driven scheduling and improved compliance processes.

Committed to Continuous Quality Improvement

Provided feedback on DHSP’s Clinical Quality Management presentation, terminology, and communication clarity.

Lifted up concerns related to Emergency Rental Assistance eligibility and follow-up needs.

Centered Community Wellness

Reinforced routine check-ins — “How are you doing? What do you need right now?” — to keep lived experience at the center of planning.

Thank You

*Your voice shaped policies, strengthened standards, and advanced equity across HIV services.
The Caucus made a real, tangible impact in 2025 — and we’re just getting started.*

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Meaningful Involvement by People Living with HIV/AIDS



We're Listening

share your concerns with us.

**HIV + STD Services
Customer Support Line**

(800) 260-8787

Why should I call?

The Customer Support Line can assist you with accessing HIV or STD services and addressing concerns about the quality of services you have received.

Will I be denied services for reporting a problem?

No. You will not be denied services. Your name and personal information can be kept confidential.

Can I call anonymously?

Yes.

Can I contact you through other ways?

Yes.

By Email:

dhspsupport@ph.lacounty.gov

On the web:

<http://publichealth.lacounty.gov/dhsp/QuestionServices.htm>





Estamos Escuchando

Comparta sus inquietudes con nosotros.

**Servicios de VIH + ETS
Línea de Atención al Cliente**

(800) 260-8787

¿Por qué debería llamar?

La Línea de Atención al Cliente puede ayudarlo a acceder a los servicios de VIH o ETS y abordar las inquietudes sobre la calidad de los servicios que ha recibido.

¿Se me negarán los servicios por informar de un problema?

No. No se le negarán los servicios. Su nombre e información personal pueden mantenerse confidenciales.

¿Puedo llamar de forma anónima?

Si.

¿Puedo ponerme en contacto con usted a través de otras formas?

Si.

Por correo electrónico:
dhspsupport@ph.lacounty.gov

En el sitio web:
<http://publichealth.lacounty.gov/dhsp/QuestionServices.htm>

