



LOS ANGELES COUNTY
COMMISSION ON HIV



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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**
February 28, 2019



MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Traci Bivens-Davis, <i>Co-Chair</i>	Danielle Campbell, MPH	Jason Brown	Cheryl Barrit, MPIA
Kevin Stalter, <i>Co-Chair</i>	Michele Daniels	Susan Forrest	Dawn McClendon
Al Ballesteros, MBA	Alexander Fuller	Diamante Johnson	Jane Nachazel
Raquel Cataldo	Bridget Gordon	Bradley Land	Doris Reed
Grissel Granados, MSW		Jazielle Newsome	Sonja Wright, MS, Lac
Joseph Green		Ricky Rosales	
Carlos Moreno			DHSP STAFF
Juan Preciado			None

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 2/28/2019
- 2) **Minutes:** Operations Committee Meeting Minutes, 1/24/2019
- 3) **Table:** Los Angeles County Commission on HIV 2019 Work Plan (WP) Template, Operations Committee, *Revised 2/21/2019*
- 4) **Table:** Los Angeles County Commission on HIV (COH), Assessment of the Administrative Mechanism (AAM), Ryan White Program Years 24, 25, 26, (FY 2014, 2015 and 2016), Recommendations Matrix-Discussion Worksheet for Operations Committee, *Updated 1/30/2019*
- 5) **List:** Operations Committee Guiding Questions for COH Bylaw, Policy and/or Procedural Changes, 7/24/2018
- 6) **Guidelines:** Guidelines for Conduct, *Revised 9/6/2005*
- 7) **Guidelines:** [DRAFT] Guidelines for Conduct, *Draft 2/28/2019*
- 8) **Policy/Procedure:** No. 08.2203: Teleconference Meetings, *Approved 7/14/2016*
- 9) **Policy/Procedure:** No. 08.3302: Intra-Commission Grievance Procedures, *Revised Draft*
- 10) **Policy/Procedure:** No. 007: Behavior/Conduct Sanctions, *Draft*
- 11) **Roster:** 2019 Membership Roster, *Updated 2/20/2019*
- 12) **Table:** Planning Council Reflectiveness, 2/26/2019
- 13) **Application:** Noah Kaplan, LCSW, MSW, 1/16/2019
- 14) **Application:** Amiya Wilson, 1/10/2019
- 15) **Application:** Nestor Rogel, 1/10/2018
- 16) **Application:** Miguel Alvarez, 1/10/2019
- 17) **Application:** Joshua Ray, BSN, RN, CCRN, 9/18/2018
- 18) **Policy/Procedure:** No. 08.3204: Excused Absences, *Proposed Changes Approved 7/24/2017*
- 19) **Table:** 2018 Attendance Record for Commissioners

CALL TO ORDER: Mr. Stalter called the meeting to order at 10:04 am.

I. ADMINISTRATIVE MATTERS

1. APPROVAL OF AGENDA:

MOTION #1: Approve the Agenda Order, as revised to include an announcement on the Consumer Advisory Board (CAB) Conference under Item 10. Recruitment, Retention, and Engagement (*Passed by Consensus*).

2. APPROVAL OF MEETING MINUTES:

MOTION #2: Approve the 1/24/2019 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:

➡ Agendize discussion of removing post-nominal abbreviations for academic and/or professional designations from placards.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT:

A. Los Angeles County HIV/AIDS Strategy (LACHAS) - 2019 Next Steps:

- Ms. Barrit thanked the body for ongoing feedback on the Commission's implementation and monitoring of LACHAS. Operations provided feedback on the general framework and it is agendized for that afternoon's Executive Committee.
- LACHAS is a key driver of Commission work so staff are striving to integrate LACHAS work into Commission meetings and at the Committee level in respect of feedback to balance more, versus targeted, meetings. For example, Planning, Priorities and Allocations (PP&A) has previously held Priority Setting and Resource Allocation (PSRA) meetings in the community to increase input. That could offer an opportunity to utilize the LACHAS lens in PSRA work.
- DHSP reported at its November 2018 World AIDS Day community update on LACHAS that it would provide a performance metrics update in early Spring. Planning for that had begun and the update was anticipated in April 2019.
- DHSP also noted work with Steven Shoptaw, PhD to have a targeted conversation in the community on the impact of methamphetamine and HIV. Ms. Tolentino attended the initial call to identify what the Commission would want out of that community planning. The Commission will request additional updates from DHSP once it has more details.

B. Committee Work Plan - Updates: Updated 2/21/2019, this 2019 Work Plan will also memorialize 2020 ideas, as needed.

C. Computer/Website Ad Hoc Work Group:

- About 18 months ago, Ms. Barrit requested feedback from the Consumer Caucus on development of the Commission's website such as on its appearance and ease of use. Staff has continued to modify the website based on that feedback.
- Commissioner Alasdair Burton, who has an interest in computers and technology, recently approached her with some thoughts on refreshing the website. He suggested others might also be interested in forming a small work group.
- Ms. Barrit will work with Information Technology Services (ITS), Internal Services Department (ISD), on suggestions.
- ➡ Anyone interested in joining a time-limited Information Technology Work Group should contact Ms. Barrit.

6. CO-CHAIR REPORT:

A. Statement - Conflict of Interest:

- Ms. Barrit reported the 12/11-14/2018 National Ryan White Conference on HIV Care and Treatment, as is common, offered tracks for jurisdictions to share approaches on various topics. All jurisdictions have a way to manage conflicts. Several read their conflicts at the start of all meetings to educate the public at large about who is at the table. While the Commission's approach meets all legal requirements, staff offered the option to increase transparency.
- Mr. Brown noted he and Miguel Martinez, MSW, MPH, PP&A Co-Chairs, planned to state generic conflicts, e.g., core medical services, at the start of most meetings with specific conflicts stated when discussing allocations.

- Operations chose to initiate stating conflicts of interest at all meetings. Attendees then stated their conflicts.

B. Committee Co-Chair Election:

- Mr. Stalter reported Ms. Campbell had withdrawn her nomination. Remaining candidates were: Traci Bivens-Davis, Joseph Green, and Juan Preciado. Each had two minutes to discuss their candidacies.
- *Mr. Preciado* began volunteering in 2012 and working in prevention in 2013 for Young Men's Connection Program for African American or Latino MSM aged 18-24. Currently, he worked in Medical Care Coordination (MCC) management.
- *Mr. Green* has been HIV+ for 20 years and on the Commission for seven. Originally, he engaged in fundraising and development in basic biomedical and clinical research so is aware of provider perspectives, but his focus is consumers.
- *Ms. Bivens-Davis* would like to collaborate for another year with everyone on increasing the voice of those enrolled in services, looking strategically through a social justice lens to benefit all, as well as elevating the voice of her underrepresented and underserved community of Compton.
- Ms. Bivens-Davis had planned to abstain from voting other than for her own seat, but had to break a tie. She felt it an honor to serve with either Mr. Green or Mr. Preciado, thanked Mr. Green for offering to serve as Co-Chair, and looked forward to continuing to collaborate with him on many other projects. She thanked Mr. Stalter for his service.

MOTION #2A: Elect Traci Bivens-Davis to Co-Chair seat, as voted (**Election: 4 Bivens-Davis** [*Granados, Moreno, Bivens-Davis, Stalter*]; **2 Green** [*Ballesteros, Green*]; **1 Preciado** [*Preciado*]).

MOTION #2B: Elect Juan Preciado to Co-Chair seat, as voted (**Election: 4 Preciado** [*Granados, Moreno, Preciado, Bivens-Davis*]; **3 Green** [*Ballesteros, Green, Stalter*]).

C. Team Building Exercise - "Getting to Know You":

- Ms. Bivens-Davis noted Operations engaged in this exercise over the last few months. As people tell their stories, they offer the opportunity to learn about them in a different way which fosters multi-dimensional relationships.
 - Mr. Stalter felt Commissioners often know little about their fellow Commissioners. That can feed conflict. He and Ms. Bivens-Davis used to often conflict, but got to know each other in a deeper way as Co-Chairs. He now feels blessed to call her a friend and values her opinion. He supported continuing team building activity, whether this one or another.
- Continue "Getting to Know You" exercise. Mr. Johnson and Ms. Newsome will speak at the next meeting.
 - Recommend Executive Committee take "Getting to Know You" exercise to Commission table.

V. DISCUSSION

7. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):

A. AAM Work Group Update:

- Ms. Barrit noted the Recommendations Matrix in the packet including updated priorities starting with 2019. Procedural recommendations were ranked Low 2021 as there may be Los Angeles County (LAC) changes impacting them by then.
 - As discussed, she contacted DHSP regarding a representative. Michael Green, PhD, MHSA will join Traci Bivens-Davis, Joseph Green, and a couple of other people who indicated interest in participating on the Work Group.
- A meeting will be scheduled for the Work Group once Ms. Barrit hears back from one additional person.

8. POLICIES AND PROCEDURES:

A. Revised Code of Conduct:

- Ms. Bivens-Davis noted Operations reviewed the prior Code and compared it to other jurisdictions which were briefer. The iteration marked "Draft" reflected revision comments to date. Additional revisions were:

↳ Opening lines of introductory paragraph were revised to read:

We welcome Commissioners, guests, and the public into a space where people of all opinions and backgrounds are able to contribute. We created 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 to understand and clarify our assumptions while appreciating the complex intersectionality of the lives we live. We challenge...(no additional revisions)

↳ Enumerated points were revised, as follows:

Original 10. moved up to 1.

Original 1. changed to 2. with: "ending the meeting *on time*," revised to "ending the meeting *promptly*," and "staying for the duration of the meeting." revised to "staying *present* for the duration of the meeting."
Original 2. and 3. deleted.
Original 4. moved up to 3.
Original 5. deleted.
Original 6. moved up to 4. with: "We encourage *members* to..." revised to "We encourage *all* to..."
Original 7. moved up to 5.
Original 8. moved up to 6. with: "*We keep an open mind to others' opinions and, when warranted, give respectful...*" revised to "*We give and accept respectful...*"
Original 9. moved up to 7.
Original 11. moved down to 9.
Original 12. moved up to 8. with: "Homophobic, racist, sexist, and other discriminatory statements and '-isms' have no place in our deliberations." revised to "*We have no place in our deliberations for homophobic, racist, sexist, and other discriminatory statements and '-isms' including transphobia, ableism, and ageism.*"

- The body discussed whether to identify specific discriminatory statements and "-isms" or to refer to them generically. The consensus was to retain specific references in order to elevate areas of particular Commission focus.
 - Mr. Land suggested prohibiting use of cell phones and computers during meetings. He has received many complaints from the public on the issue. Ms. Forrest said many people now take notes on computers. Ms. Newsome added some may also need to multitask in order to attend. Consensus was for Commission Co-Chairs to continue to mention it.
 - Ms. Bivens-Davis asked about a sentence proposed the prior month that had not yet been considered: "We give ourselves permission to learn from our mistakes by acknowledging that we seek interpersonal development." The sentence arose from discussion recognizing, as developing people, we will make mistakes while working to be better. The body agreed the final enumerated point on learning from mistakes captures the essence of the thought.
- ➡ Return the revised iteration to the March meeting.

MOTION #3: Approve revisions to Code of Conduct as presented or revised, and forward to Executive Committee for approval (**Tabled**).

B. Teleconferencing Meeting Policy - Review:

- Ms. Barrit called attention to the Teleconference Policy/Procedure and information on the Board of Supervisors (BOS) agenda regarding the Lancaster Library location in the packet. The Executive Office clarified that the Commission would be responsible for staffing the satellite location including setting up audio prior to meetings. Once agendized, staffing is required regardless of attendance. Consistency is also important to ensure an equitable process across LAC.
 - The body discussed options, e.g., using the satellite location quarterly or hosting a listening session in the Antelope Valley once or twice a year to improve engagement and foster recruitment.
 - Ms. Cataldo noted recent challenges with consumers in the area. She felt it prudent to ensure efforts are staffed appropriately to avert danger to attendees. She preferred the more comprehensive listening session model.
- ➡ Ms. Cataldo will look into securing a van pool to bring consumers from the Antelope Valley to Commission meetings on a quarterly basis. She will report back on the opportunities and expenses.
- ➡ Support hosting listening sessions in the Antelope Valley once or twice annually.

C. Policy/Procedure #08.3301: Intra-Commission Grievance Procedures - Draft:

- ➡ Discussion on editing and finalizing this older draft Policy/Procedure on hold pending County Counsel feedback.

D. Policy/Procedure #08.3302: Behavior/Conduct Sanctions - Draft:

- ➡ Discussion on editing and finalizing this older draft Policy/Procedure on hold pending County Counsel feedback.

9. MEMBERSHIP MANAGEMENT: The Planning Council Reflectiveness table now includes incidence and prevalence, as requested. Reflectiveness is based on 2015 and 2016 data. Karl Halfman, MS, Office of AIDS, was approved 2/26/2019 so not yet reflected.

A. Membership Applications:

(i) Noah Kaplan, LCSW, MSW - Standards and Best Practices (SBP) Committee Member:

- Ms. Barrit noted Mr. Kaplan would be the third LGBT Center staff person participating on the body although the other two were full Commissioners and he would be an SBP member only. The overall policy has been to restrict participation to two, but additional clarity on the policy as it applies to Committee members could be helpful.

- Ms. Granados and Mr. Rosales felt, though only for SBP, it would generate complaints from other agencies.
- Ms. Forrest felt she participated fully before becoming a Commissioner. Most work is done at the Committee level where decisions are generally by consensus so Committee membership is not required to be active.

MOTION #4: Approve Standards and Best Practices Committee-only membership application for Noah Kaplan, LCSW, MSW, as presented, and forward to Executive Committee for recommendation (**Failed by Consensus**).

(ii) Pending Membership Applications - Review:

- Mr. Green and Ms. Forrest interviewed four candidates: Amiya Wilson; Nestor Rogel, AltaMed; Miguel Alvarez; and Joshua Ray, BSN, RN, CCRN. All were recommended. Mr. Green and Ms. Forrest each knew one of the candidates.
- ➡ The four candidates will be reviewed and seat availability will be considered at the March meeting.

B. 2018 Attendance Report - Review:

- Ms. Wright had noticed a pattern of some members neither attending their Committees nor calling for an excuse.
- Commission Co-Chairs will review assignments after elections for the Executive Committee At-Large members. At that time, they will also reach out to members with attendance issues to enquire whether a Committee change would help.
- Ms. Bivens-Davis noted the Excused Absences Policy Procedure in the packet was fairly liberal. The Attendance Record in the packet details unexcused and excused absences, but it is important to consider that both impact quorum.
- Ms. McClendon said the Attendance Report should be reviewed quarterly to identify members who may require action steps, e.g., a leave of absence, regardless of whether absences are unexcused or excused. Ms. Bivens-Davis noted two Commissioners attended just four of eleven 2018 Commission meetings although only one absence was unexcused.
- Ms. Cataldo felt accommodations did not support the work and urged Policy/Procedure review, last done 7/24/2017.
- ➡ Agendize review of Policy/Procedure: No. 08.3204: Excused Absences with a view toward tightening requirements.

10. RECRUITMENT, RETENTION, AND ENGAGEMENT:

- A. HIV Service Awards - Next Steps:** Mr. Green reported the Work Group of Ms. Bivens-Davis, Ms. Campbell, and himself met earlier that day. The timeline, invitations for the selection panel, and award nomination forms will go out shortly. The seven-seat selection panel will include unaffiliated consumers, providers, stakeholders, community, institutions, Commission staff, and DHSP. Awards range from those on the front lines for 10+ years to those stepping up in the last year.
- B. Consumer Advisory Board (CAB) Conference - Announcement:** The E3 Summit: Educate, Engage & Empower, A Consumer Advisory Board (CAB) Conference, will be 3/27/2019, California Endowment. Break-out sessions will offer a range of topics and a quality component will discuss using quantitative and qualitative data to improve CABs. Over 100 are expected and all CAB members are invited. Spanish translation was available. The registration link was expected to be released in 48 hours.

11. TRAINING AND LEADERSHIP DEVELOPMENT: Ms. Barrit reported mini-trainings will be incorporated into meetings, but half- and full-day trainings will also be needed throughout the year to accommodate training needs. Ms. Bivens-Davis noted prior discussion supporting a conference style Annual Meeting and suggested some break-out sessions could address training topics.

VI. NEXT STEPS

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

13. AGENDA DEVELOPMENT FOR NEXT MEETING:

- ➡ Add consideration of Ms. Forrest for secondary Operations Committee assignment including feasibility as an Alternate.

VII. ANNOUNCEMENTS

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

VIII. ADJOURNMENT

15. ADJOURNMENT: The meeting adjourned at 12:06 pm.