



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**

October 25, 2018



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	Pamela Coffey	Dawn McClendon
Raquel Cataldo	Luckie Fuller		Jane Nachazel
Bridget Gordon	Carlos Moreno	DHSP STAFF	Sonja Wright, MS, Lac
Grissel Granados, MSW	Juan Preciado	None	
Joseph Green			
Ricky Rosales			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 10/25/2018
- 2) **Minutes:** Operations Committee Meeting Minutes, 9/27/2018
- 3) **Draft Agenda Overview:** 2018 Annual Meeting Theme, Learning Objectives, and Business Items, 10/25/2018
- 4) **Table:** Los Angeles County Commission on HIV 2019 Work Plan (WP) Template, Draft/For Review - Operations Committee Example, 10/22/2018
- 5) **Table:** Los Angeles County Commission on HIV, Assessment of the Administrative Mechanism, RWCA Fiscal Year 24, 25, 26, Recommendations Matrix-Discussion Worksheet for Operations Committee, 7/26/2018
- 6) **Report:** 2018 Assessment of the Administrative Mechanism, Los Angeles County Eligible Metropolitan Area, Ryan White CARE Act, Based on County Fiscal Years 2014, 2015 and 2016, (Ryan White CARE Act Years 24, 25, 26), *Final Approved 9/13/2018*
- 7) **Code of Conduct:** Recommendations for Code of Conduct Review, 10/22/2018
- 8) **Policy/Procedure:** No. 007: Behavior/Conduct Sanctions, 2003
- 9) **Policy/Procedure:** No. 005: Grievance Procedures, 2003
- 10) **Table:** 2018 Membership Roster, Updated 10/17/2018
- 11) **Table:** Planning Council Reflectiveness, Updated 10/16/2018
- 12) **Application:** Recommendations/Edits for 10/25/2018 Operations Committee Discussion, 10/22/2018
- 13) **Project Description:** 2019 Los Angeles County Commission on HIV (COH) Community Service Awards, Project Description, Final, *Approved By Operations 8/23/2018*
- 14) **Form:** 2019 Los Angeles County Commission on HIV (COH) Community Service Awards, Nomination Form, *September 2018*
- 15) **Form:** 2019 Los Angeles County Commission on HIV (COH) Community Service Awards, Nominee Rating Form, *September 2018*

CALL TO ORDER: Mr. Stalter called the meeting to order at 10:06 am.

I. ADMINISTRATIVE MATTERS

1. APPROVAL OF AGENDA:

Operations Committee Meeting Minutes

October 25, 2018

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MOTION #1: Approve the Agenda Order, as presented (*Passed by Consensus*).

2. APPROVAL OF MEETING MINUTES:

MOTION #2: Approve the 9/27/2018 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:** Ms. Bivens-Davis noted Ms. Coffey interviewed for the Commission that morning and was invited to stay for the meetings.

III. COMMITTEE COMMENT

4. **NON-AGENDIZED OR FOLLOW-UP:** Mr. Green, Mr. Stalter, and the body welcomed Ms. Bivens-Davis back from her leave. Mr. Green and the body also congratulated Mr. Stalter on his marriage.

IV. REPORTS

5. **EXECUTIVE DIRECTOR/STAFF REPORT:** Ms. Barrit will be on vacation 11/9-23/2018. She will miss the Operations and Executive Committee meetings that were rescheduled to 11/15/2018 due to the Thanksgiving Holiday. Other staff will provide support.
- A. **Commission Annual Meeting - November 8, 2018:**
- Ms. Barrit reminded all that the Annual Meeting will be at St. Anne's Conference Center. She noted a draft for the day.
 - The theme of Building Foundational Interpersonal Communication and Group Dynamics for Effective Community Planning was developed with the cultural awareness and racial justice session trainers. It will seek to deepen conflict resolution skills based on the overall assessment of the need for cohesion, common language, and the importance of centering Commissioners' work on the purpose and function of the Commission on HIV as a Planning Council (PC).
 - These foundational skills will also be valuable in the community when representing the Commission or in other roles.
 - If Executive Committee approves of the draft, then Jarrod Schwartz, MSOD, Executive Director, Just Communities, will manage the day and align the training including interactive sessions open to members of the public.
 - Mr. Stalter asked if all Commissioners attended the initial racial/social justice training. Ms. Barrit said members who did not attend one of the first two sessions were polled for two third session options, but each polled only six persons, too small to be feasible. Annual Meeting training is designed to include all Commissioners regardless of whether they had the earlier training. She was working with Mr. Schwartz to identify options to provide a third session in early 2019.
 - The day will open with a short business meeting. It will include, as several members asked, in-person representation from the California Office of AIDS (OA) with Marisa Ramos, PhD, Interim Chief; Kevin Sitter, Implementation Specialist; and Karl Halfman, MS, Chief, Care Branch, slated to apply for the Commission's Part B seat. Dr. Ramos was anticipated to provide an OA update including on the state's Getting to Zero plan and on the PrEP-Assistance Plan (PrEP-AP).
 - A priority motion on a Board of Supervisors (BOS) Letter was included should Executive Committee approve the draft.
 - ➡ Business Meeting Agenda revisions: Expand OA report to 15 minutes with a program update, and an update on the California Planning Group (CPG) meeting from OA and Miguel Martinez, MSW, MPH, Commission CPG representative; Add five-minute Ad Hoc Award overview, perhaps with PowerPoint; Confidentially prepare plaque to present to Ricky Rosales, and distribute plaque and Certificates of Recognition during lunch.
- B. **Committee Work Plan:**
- Ms. Barrit noted the updated Work Plan in the packet.
 - ➡ Revise Assessment of the Administrative Mechanism (AAM) target completion dates, as follows: Item 2 of 4, Draft AAM memo, and Item 3 of 4, Transmit AAM memo to Executive Office, from December 2018 to January 2019; Item 4 of 4, After approvals, transmit AAM memo to recipients, from December 2018 to February 2019.
 - ➡ Include Work Plan in packet as standing item.
- C. **LACHAS Call to Action Meeting Update/Schedule:**
- Ms. Barrit reported the 2018 Call to Action meetings were complete. For 2019, staff recommended considering prioritizing the 26 Health Districts (HDs), e.g., the top 5 or 10. That conversation needs to align with, e.g., the Planning, Priorities and Allocation (PP&A) Committee, DHSP funding, and the community. Core criteria need to be identified.

- Mr. Stalter stressed taking nuances into consideration, e.g., a community may have a high incidence but also multiple resources while another community may have lower incidence but very poor access to resources. Ms. Barrit said staff will always respond with information or a presentation whenever a community or Supervisorial District requests it.
- On the other hand, criteria need to frame development of an infrastructure for a group to work on LACHAS and an action plan to carry the work forward. Mr. Stalter often received LACHAS meeting feedback requesting a quarterly meeting much like a Consumer Advisory Board (CAB), perhaps led by the Consumer Caucus, as a check-in on progress.
- Ms. Barrit noted LACHAS meeting summaries provide gages for understanding LACHAS and how to use it. Some meetings were better attended than others, but answers to those questions still indicate an HD's skill building needs.
- Other common themes were: who was missing from the table and how to engage them; identifying resources outside the HIV world; and training collaboration. Ms. Barrit especially highlighted feedback from the Lancaster LACHAS meeting since it drew the most consumers. They raised concerns about lack of services and cultural competency. She felt inviting Area Health Officers was also strategic because it made their work more visible and relevant to LACHAS.
- Ms. Bivens-Davis suggested singling out a conversation from an HD, e.g., on STDs, that facilitates seeing how everyone's roles in needed community level work can directly influence achieving LACHAS goals and objectives.
- ➔ Staff will combine data from the LACHAS surveys in one document for review.
- ➔ Coordinate with Area Health Officers regarding space and possibly food for follow-up, e.g., quarterly meetings.

D. Commission Open House - Update:

- Ms. Barrit thanked Commission staff for their work as well as the Commissioners who participated.
- Ms. McClendon said some 18 people attended and filled out evaluations. All evaluations were very complimentary of both the Commission's work and the Open House. Most attendees were in the targeted population of community members not previously familiar with the Commission or this work so the event met its goal.
- Overall, she felt the event went well and anticipated the next. Staff canvassed the office and Echo Park areas with flyers to engage the community the week prior. Photo booth pictures will reflect the fun on the website soon. Ms. Granados added she also enjoyed the pictures of Commissioners and staff posted in the office.
- ➔ Agreed to schedule at least one community engagement event per year.

6. CO-CHAIR REPORT:

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

- Mr. Stalter introduced this exercise designed to increase mutual understanding. Each month an Operations member and a staff member will share a little about themselves starting with Ms. McClendon and himself.
- Mr. Stalter related he grew up in a Michigan farm town of 800 people, one of nine children. At 9 or 10, all the animals went to grandma's farm a quarter mile up the dirt road. A 4-acre garden provided most food, along with deer hunting in the winter to thin the herd and provide venison, as well as fishing several times a year in Canada. A cow was purchased each spring to be butchered for the year. His mother loved flowers so they also had a 5-acre lawn.
- He is excited that his new home has a big yard. He does not plan to grow vegetables, but likes having flowers.
- He first visited Los Angeles at 16 as part of a youth leadership program for sophomores. It sponsored state seminars. One or two girls and a guy were then selected for an international conference, that year in Los Angeles. They stayed at Loyola Marymount University two weeks, toured the area, met with the Secretary of Education, and other dignitaries.
- He appreciated meeting people from around the world in a diverse city and planned to return as soon as he could.
- Six months later, he tested HIV+. He did not know what that meant as he had only seen a billboard.
- Ms. McClendon is a mother of two. Her son, 25, is a University of California, Los Angeles (UCLA) graduate; and her daughter, 20, is in her third year of college.
- She started with Los Angeles County (LAC) in 1999 with County Counsel as a legal secretary and then paralegal. She came to the Commission in 2008 looking for a change. She had a legal background and planned to go to law school but, as a single mother of two, did not have the commitment to work fulltime and go to law school at night.
- When this opportunity came up, she was advised not to take it because it was a circus. Even so, she was looking for heart work and something different, so she took the plunge. She did find her heart work, though not in the way she expected. She realized she has a knack and desire to relate with, and help people. That is not confined to HIV work, but, over 10 years, she has created deep, lasting relationships with many Commissioners and staff. They are family.
- ➔ Mr. Green and Ms. Wright will share at the next meeting.

- B. Holiday Meeting Schedule:** Reminders: The November meeting will be 11/15/2018. The December meeting is cancelled.

V. DISCUSSIONS

7. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):

- Mr. Stalter noted the recommendations matrix in the packet and the body assigned high, medium or low priority, as noted:

Focus Area 1: Commission on HIV Perspectives		
1.	High	Expanding survey to all Commissioners is not hard, reflects interest in views, and can inform training, e.g., one question was, "Do you recall getting trained on the planning and priority-setting process?"
2.	Medium	Pertains to additional broadening of perspectives.
Focus Area 2: Key Division of HIV and STD Programs (DHSP) and Department of Public Health (DPH) Stakeholder Perspectives		
3.	Medium	May be focus of next AAM. Possible Health Agency changes may impact.
4.	Low	Tied to ongoing organizational changes within Department of Public Health (DPH) and process oriented.
5.	Low	Impact low now. Few new Requests For Proposals (RFPs) due to expansion of services for existing RFPs.
6.	High	Supports adding providers with special focus on those serving minority communities and HIV "hot spots."
7.	High	Training for DHSP contract monitoring staff on consistent communication and collaboration with providers.
Focus Area 3: Contracted Agency Perspectives		
8.	Medium	Revise "summit" to "roundtable." Use frontline feedback, but focus on provider executives to effect change.
9.	High	Focus on feasible improvements, e.g., renewing previous ability to identify a client's prior provider.
General Recommendations		
10.	High	Discussion with DHSP to develop a time study of procurement steps to test for efficiencies.
11.	High	Assess, watch, track, and monitor possible impact of single budget code consolidation for DPH.
Procedural Recommendations Regarding Future AAMs		
12.	Low	Discussion with DHSP to develop a time study of contracting steps with a provider to inform future AAMs.
13.	Low	Expand survey to all providers to better supplement key informant interviews.

- Ms. Gordon said we know HIV will not go away, but still support state and federal government programs that require PLWH to jump through hoops every six months to get medication. Not everyone can do that so some PLWH cannot stay adherent. Yet the Commission does not look at, think about, or talk about that issue. The Commission is not telling the Board of Supervisors (BOS) that it wants to change state requirements or telling the federal government that some things need to be changed. Consequently, she recommended acknowledging the Commission is not serious about getting to zero.
- Mr. Stalter noted Mario Pérez, MPH, Director, DHSP, supported the LACHAS goal of reducing annual infections to 500 by 2022. DHSP considered that more realistic than the state's Getting to Zero plan, but Ms. Gordon supported the latter.
- Ms. Granados heard Ms. Gordon's call to identify higher policy issues. While the Commission cannot engage in advocacy, it can elevate issues to the BOS, state partners, and federal partners. Six-month certification is an issue nationwide.
- Mr. Stalter added the federal government recently opened a public comment period on ending six-month verification. Ms. Gordon felt, if so, the Commission should be in front beating the drum to ensure PLWH can get their medication, see a physician when needed, and receive housing, mental health care, and other needed services.
- Ms. Cataldo writes a corrective action plan for every contract review and, almost monthly, she writes one involving some element of eligibility, e.g., insurance verification or six-month certification. The issue is systemic. While her agency treats the PLWH as needed and then does the extra corrective action work, she does not know what other agencies do.
- Mr. Stalter stressed it can be hard for PLWH to take a day off work to attend an appointment. They may need funds for rent or food, or need to care for children. Ms. Gordon acknowledged contemplating going off medication because she cannot balance it with a sick husband, a 7-year-old, homelessness, and everything else, even knowing where to deliver medication.
- Ms. Cataldo urged ranking items by their importance rather than downgrading priorities because they are hard. In that vein, Ms. Bivens-Davis supported ranking 10 and 11 as high priorities. They are recommended annually, are routinely areas of frustration with lack of systemic change, are clearly spaces where change can begin, and relate to 6 and 7.
- ➡ Ms. Bivens-Davis, Mr. Stalter, and Ms. Barrit will confer by conference call to develop language to present to Operations in January and finalize to forward to the February Commission meeting.

8. POLICIES AND PROCEDURES: ➡ Ensure this item is positioned high on the 11/15/2018 Operations agenda.

A. Code of Conduct Review:

- Ms. Barrit noted the Rules of Respectful Engagement in the packet were borrowed from another PC for comparison. The 9 rules, versus the Commission's 19, are included in the PC's application form, and available at all meetings.

- ➡ Email both sets of rules to Operations for review.

B. Policy #08.3301: Behavior Expect and Sanction - Draft/Review:

- Ms. Barrit said these 2003 Commission on HIV Health Services Policies/Procedures were presented in response to the leadership request to review the pertinent historical process, practices, and records. These are in draft form. They are being shared to provide additional information for the discussion. She has also requested County Counsel guidance to contribute to the discussion, but has not yet heard back so suggested allowing time for their response.
- While drafts, these Policies provide a sense of earlier discussions and a starting point for a written policy, if desired.
- The Commission does have a general practice for the Executive Director to pull in a member to discuss a topic of Commission business. A common, albeit not severe, topic for individual Commissioners is separating one's ability to speak, e.g., before the BOS, as an informed public citizen versus one's role as a Commissioner. Commissioners may be pulled aside to remind them to publicly declare, "I am a member of the Commission on HIV, however, today I am speaking as a private citizen." The goal is to ensure comments are not inappropriately ascribed to the Commission.
- Language for these Policies attempts to be all encompassing. Operations will need to decide whether that is desirable.
- Ms. Cataldo asked if Los Angeles County (LAC) Policies/Procedures also govern the Commission. Ms. Barrit has requested clarification on that from County Counsel. LAC has an Equity Policy on harassment, codes of conduct, and similar matters. If applicable to Commissioners, the question is whether to also follow the process. It is protracted, but designed to protect people, e.g., to coach people into proper behavior rather than jumping to harsher responses first.

C. Policy #08.3302: Intra-Commission Grievances - Draft/Review: There was no additional discussion on this item.

9. MEMBERSHIP MANAGEMENT:

A. Interview Updates/Discussion:

- Ms. Wright reported Ms. Coffey interviewed that morning. A second scheduled interviewee cancelled, but there are two additional applicants.
- Ms. McClendon reminded the body of its commitment at the last meeting to allow two to three months for the application process to thoroughly vet applicants, mentor the person as needed, and invite attendance at meetings.
- Mr. Stalter asked about the proposed 90-day probation period, but Ms. Barrit clarified only the BOS may appoint or remove Commission members. Probation periods are not permitted.
- ➡ Ms. Wright will coordinate with Mr. Stalter, Mr. Green, and Ms. Bivens-Davis to schedule interviews.
- ➡ Consider assigning mentors to applicants and re-assessing meeting attendance prior to voting to approve an applicant.

B. Membership Seat Assignment Review: This item was postponed.

C. Reflectiveness Table:

- Mr. Stalter recently reviewed the Committee's charge in the Bylaws. Reflectiveness is central. In particular, he wanted to focus on supporting consumers in achieving parity much more quickly, e.g., helping them become included more quickly and garnering more funding for attendance at conferences.
- ➡ Retain this item on the Operations agenda.

D. Revised Membership Application: Ms. McClendon noted the revised application in the packet per the last meeting. Revisions include noting the application review process will take two to three months and encouraging applicants to attend two to three meetings. Duties and responsibilities bullet points from the Commissioner Duty Statement were incorporated to better inform applicants of what will be expected of them. The introductory preamble read to applicants at their interview will also now be provided as a tear-off so information, e.g., on meeting dates, will be more readily available.

10. RECRUITMENT AND ENGAGEMENT:

A. Ad Hoc Awards Work Group - Next Steps: A roll-out with PowerPoint was planned for the Annual Meeting.

B. Community Advisory Board (CAB) - Meet and Greet:

- Mr. Green reported the third Meet and Greet in Spanish went very well. He thanked Ms. Granados and Mr. Rosales.
- Representation was present from 10 CABS for a total of 20 attendees including two translators, facilitators and staff.
- Ms. Granados added it was a good reminder for her, even as an immigrant whose first language is Spanish, that often we equate people's ability to speak English with interest, intellect, and engagement.
- Attendees were deeply invested and had many great ideas. She would like to interactively engage people in a different language more often. Membership does not discriminate based on language, but it is hard to fully participate without

strong English skills. She found it tiring to speak formal, technical Spanish for so long rather than the conversational Spanish she usually speaks with family and friends. She suggested a quarterly meeting in Spanish to gather feedback.

- Mr. Stalter suggested developing a Spanish-language video about the Commission. Mr. Green noted the LACHAS was expected to be available in Spanish starting with DHSP's World AIDS Day LACHAS update on 11/29/2018.
- Mr. Rosales felt the group was well informed overall in navigating their health care. They were not very familiar with PrEP so they asked multiple questions on it including what it was and privacy issues.
- A fourth Meet and Greet was originally planned prior to the main 3/27/2018 event, but that has yet to be determined.

C. **Youth and Unaffiliated Consumers:** This item was postponed.

11. TRAINING AND LEADERSHIP DEVELOPMENT:

A. Member Orientation:

1. New Member Orientation - Self-Guided:

- Mr. Stalter reported he, Ms. Bivens-Davis, Ms. Barrit, Ms. McClendon, and Ms. Wright have discussed a more self-guided orientation. A new Commissioner's mentor might meet with the member initially at the office and introduce the orientation online training. Each section could include a brief proficiency quiz.
- This approach would help new members engage quickly rather than wait for a large training for basic information.
- ➡ Retain this item on agenda.

B. **Mentorship Program - Formalize Structure:** This item was postponed.

C. **Consumer Caucus Collaboration:** Mr. Green said the Consumer Caucus met 10/16/2018. Ms. Daniels was enthused about her Conference attendance. She urged a Meet and Greet in the Lancaster area as a kind of part two to the LACHAS meeting.

1. Leadership Development Strategies - Action Plan - Follow-up: This item was postponed.

VI. NEXT STEPS

12. TASK/ASSIGNMENTS RECAP: There was no additional discussion.

13. AGENDA DEVELOPMENT FOR NEXT MEETING: There was no additional discussion.

VII. ANNOUNCEMENTS

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

VIII. ADJOURNMENT

15. ADJOURNMENT: The meeting adjourned at 12:03 pm.