



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.*

**Approved**  
**6/28/2018**

**OPERATIONS**  
**COMMITTEE MEETING MINUTES**  
May 24, 2018

MEMBERS PRESENT	MEMBERS PRESENT (cont.)	PUBLIC	COMM STAFF/ CONSULTANTS
Traci Bivens-Davis, <i>Co-Chair</i>	Juan Preciado	Jason Brown	Cheryl Barrit, MPIA
Kevin Stalter, <i>Co-Chair</i>	Ricky Rosales	Ashley Daniels	Dawn McClendon
Danielle Campbell, MPH		Aaron Fox, MPM	Jane Nachazel
Michele Daniels		Suzette Shaw	Julie Tolentino, MPH
Kevin Donnelly	<b>MEMBERS ABSENT</b>		Sonja Wright, MS, Lac
Bridget Gordon	Raquel Cataldo		
Grissel Granados, MSW	Marcos Garcilazo	<b>DHSP STAFF</b>	
Joseph Green		None	

**CONTENTS OF COMMITTEE PACKET**

- 1) **Agenda:** Operations Committee Meeting Agenda, 5/24/2018
- 2) **Minutes:** Operations Committee Meeting Minutes, 4/26/2018
- 3) **Bylaws:** Chicago Area HIV Integrated Services Council (CAHISC), CAHISC Membership and Community Engagement Committee, The bylaws for CAHISC revised 2013, 6/4/2014
- 4) **Form:** Public Comment Form (English and Spanish), 5/24/2018
- 5) **Policy/Procedure:** #08.1301: Commission Representation at Conferences, Meetings and Other Sanctioned Events, 7/14/2016
- 6) **Duty Statement:** Commission Co-Chair, Revisions 3/19/2018
- 7) **Table:** Commission on HIV Membership Roster, 4/13/2018
- 8) **Scoring Sheet:** Los Angeles County Commission on HIV, New Member Application Evaluation & Scoring Sheet, 4/24/2017
- 9) **Table:** Renewal Application Interview Blocks for Terms Ending June 2018, 5/21/2018
- 10) **Table:** June 2018 Renewal Application Interview Dates, 5/21/2018
- 11) **Notes:** Awards Framework Ad Hoc Committee, 5/17/2018
- 12) **Flyer:** 31st Annual Strength for the Journey, A Retreat for Persons Living with HIV/AIDS, 8/6-10/2018

**CALL TO ORDER:** Ms. Bivens-Davis called the meeting to order at 10:02 am.

**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 4/26/2018 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:** There were no comments.

## III. COMMITTEE COMMENT

4. **NON-AGENDIZED OR FOLLOW-UP:** There were no comments.

## IV. REPORTS

### 5. **EXECUTIVE DIRECTOR/STAFF REPORT:**

#### A. **Assessment of Administrative Mechanism (AAM) - Update:**

- Ms. Barrit reported Marc Hauptert, Consultant, has concluded key informant interviews with the Executive Committee; the Planning, Priorities and Allocations Committee; randomly selected DHSP contractors; and several Department of Public Health (DPH) and DHSP individuals. She also requested he talk with the Finance Unit of the Executive Office which does not get contracts from DHSP, but does work with the Commission.
- Mr. Hauptert is expected to provide a preliminary report to the June Operations and Executive Committees. After feedback, barring any exceptional concerns, the final report will go to the July 2018 Commission. Implementation can then begin with Operations determining feasible next steps, e.g., internal changes to Priority- and Allocations-Setting (P-and-A); directions to DHSP; or countywide changes requiring advocacy with the Board of Supervisors (BOS).

#### B. **By-Laws - Term Limits Ordinance Review:**

- Ms. Barrit, provided the Chicago Area HIV Integrated Services Council (CAHISC) Bylaws, as requested, to compare that body's term limits with Commission terms which are two years, but allow BOS to waive term limits. Commission Co-Chair terms are also two years, staggered; and Committee Co-Chair terms are one year. CAHISC terms are three years with reapplication prohibited for at least one year after term completion. Members must have two years remaining to be considered for election to Community Co-Chair Select for one year followed by one year as Community Co-Chair Elect. CAHISC also has a Governmental Co-Chair selected by the Chicago DPH to which it reports. All Co-Chairs vote.
- While providing this information for review, she recommended identifying key criteria that would merit a change to the Bylaws similar to the five questions the Standards and Best Practices Committee uses to guide standards revisions, i.e., are standards: up-to-date, consistent with national standards, high quality, reasonable and achievable, client-centered and meet consumer need, and supporting expected outcomes.
- Developing such questions for Bylaws supports consistency. Basic questions include: what factors or criteria qualify to trigger a Bylaws change; what is the impetus, incident or situation that is causing the issue to be raised now; and what impacts are the changes expected to have. Any Bylaw change requires review and approval by Los Angeles County (LAC) including County Counsel as well as the Health Resources and Services Administration (HRSA).
- Mr. Stalter noted he favored enshrining things in the Bylaws when he was new to the Commission. He's learned, however, that making more specific changes through rules and procedures allows more flexibility to react to situations.
- Mr. Brown noted that, at one-third of seats, Unaffiliated Consumers (UC) are a minority. He supports requiring one Commission Co-Chair to be a UC in order to ensure a voice in leadership.
- Ms. Bivens-Davis heard Mr. Brown, but called attention to current vacancies which underline both how far we've come and how far we need to go. This body was originally very consumer driven because there were many unemployed PLWH who did not expect to live long. They wanted to organize and influence legislation. Today, many more PLWH are working and thriving. Others are disconnected from the process. She supports consumer participation and working to grow it, but is concerned that requiring one UC Co-Chair could result in being unable to fill that position.
- Ms. Granados said perhaps, as a consumer working in the field, she does not understand nuances of the request to require one Commission Co-Chair to be a UC. From the start, consumers working in the community built up services and a goal has been for PLWH to serve other PLWH. At the same time, PLWH who work for a Ryan White Program (RWP)-funded HIV service provider are still HIV+ with all that implies from medical appointments to stigma.
- Mr. Stalter replied the impetus for the change was the consumers' meeting with HRSA during its site visit. DHSP reported on the site visit exit interview at the Commission, but HRSA has not sent the written report yet. In general, UCs felt their voice was less valued than those working in the field despite the design of Planning Councils (PCs) to reflect that voice. Further, PLWH working for RWP-funded HIV service providers do not use the services the body plans.

- Mr. Brown added he understands Ms. Bivens-Davis' concerns, but felt seeing UCs in leadership spurs participation.
- Ms. Gordon considered this a deeper issue. There was prior discussion on also requiring a woman Co-Chair and many demographics express feeling unheard. She felt the Commission has veered from serving UCs and shifted to support those with degrees and titles, and funding for organizations ostensibly to serve UCs though many instead seek what is easiest for them to provide. She urged a reset to really look at the body's purpose - i.e., to get the services UCs need.
- It is also an opportunity to review how members interact with each other or self-segregate, and how members can learn about what is behind face value. She sought to focus on improving communication to be direct, but empathetic. She felt each person is trapped in their own realities and need to understand each other's traps to transcend.
- Ms. Barrit said she and Ms. McClendon were working with an organization to facilitate a series of trainings preparatory to the Commission's Annual Meeting on relationship building, race and equity, and intersectionality.
- Mr. Rosales recalled HRSA site visit feedback differently. While he has not been part of this discussion, he has heard about it and understands it as an effort to increase consumers in leadership.
- He worked with Craig Vincent-Jones, MHA, past Executive Director, on the Bylaws. The intent was to keep definitions loose since very specific requirements make it much harder to find and promote people into leadership. Agencies were increased to represent prevention as the Prevention Planning Committee (PPC) was integrated into the Commission which represented care. The concept of a prevention consumer was not yet developed so types of agencies were selected to represent them while seats for care consumers from the Commission remained essentially the same.
- Mr. Green was among the first recently suggesting a requirement for one UC Commission Co-Chair. However, he agrees with Ms. Bivens-Davis that candidates would be very limited now. It would obviously not serve the Commission to elect an unqualified person, but he hoped in future there will be sufficient trained UC candidates for Commission Co-Chair.
- Mr. Rosales urged Operations to change its recruitment process to stop tokenizing UCs by referring to them as "seats."
- Mr. Stalter recommended returning to undesignated seating for Committee Co-Chairs to increase opportunities to mix.
- Mr. Donnelly noted people whose jobs are in HIV have more opportunities to get to know each other than those who only receive services, e.g., from interactions at work and conventions. The Consumer Caucus helps address that disparity, but more opportunities to socialize would help. Ms. Gordon said people need to understand what it takes for UCs to do even small things. She did not need people to attend meetings for that understanding, but to show up in her life. She was unsure how, but the Commission is responsible to ensure needed services and that was not happening.
- Ms. Shaw supported Ms. Gordon's statement. The bus was slowing en route to this meeting and she asked if there was a problem, but the driver snapped that she didn't work for her. She attended a recent women's empowerment mental health conference at University of California-Los Angeles (UCLA). A panel with Candace Bergen and Diane English, her Murphy Brown director, spoke on revitalizing the show to highlight women's issues. Later, Ms. Shaw suggested Ms. Bergen do a show on women, homelessness, mental health, and trauma, but Ms. Bergen said, "That's not relevant to everyone." It is important that we hold people accountable and not let others decide who is relevant.
- She also attended the women's and girl's LAC initiative meeting. She urged taking care not to recreate the dynamic that pathologizes women of color and those dealing with issues that keep women oppressed.
- Ms. Bivens-Davis summarized this discussion began with a suggestion to revise Bylaws to enhance inclusion by requiring one UC Commission Co-Chair. It then shifted to process, rationale, and possible next steps such as leadership development and training. There has also been previous discussion of term limits to encourage more diversity in leadership. She requested the body determine whether it wished to move forward on Bylaws changes or not.
- Mr. Stalter said typically there are 42-48 members of whom ten are Commission or Committee Co-Chairs; three are At-Large Executive Committee members; plus caucus, task force, and work group chairs so many have leadership roles. Ms. Bivens-Davis added leadership development can include conversations on encouraging new candidates, Ms. Campbell said often new people have difficulty breaking in, e.g., she has run unsuccessfully for two positions.
- Mr. Donnelly noted these Bylaws are only five years old. The former requirement for a woman Commission Co-Chair was dropped for greater flexibility. He found the structure valid and recommended working with it longer.
- Mr. Rosales noted Bylaws revisions take months with various HRSA and LAC approvals so all should be done at once.
- ➡ Add Leadership Development to Agenda to: ensure current UC members feel valued and that their contributions are included; address barriers to leadership as defined by UCs; assess UC engagement at the Consumer Caucus; bolster leadership development within the Consumer Caucus forum; and ensure all members have access to development.
- ➡ Add development of Team-Building and Relationship-Building model to Agenda.
- ➡ Return to undesignated Commission seating excepting Commission Co-Chairs, Executive Director, and Parliamentarian.
- ➡ Agendize development of three to five questions reflecting consistent criteria to trigger a Bylaws change.

- ➡ Add to Bylaws proposed revision list for future discussion: Term limits: Commission Co-Chairs, three two-year terms; Committee Co-Chairs, four one-year terms; all Commissioners, three two-year terms, minimum one year off before reapplication. At time of evaluating proposal, consider waiving term limits for Institutional seats.

**6. CO-CHAIR REPORT:**

**A. Public Comment - Follow-Up:**

- Ms. Bivens-Davis noted there was a request at the last meeting to discuss Public Comment. A work group met on the topic. It recommended two Public Comment opportunities - one each after the break and in the afternoon.
- Mr. Rosales noted Public Comment was moved from the start to the end of Commission meetings because people came in the dozens to berate the Commission, often about items later on the agenda. The goal in moving it to the end was to ensure people stayed for the full meeting and commented on specific topics as they were addressed.
- He noted most Public Comments are Announcements so suggested an Announcements item earlier, encouraging attendees to submit Public Comment forms for items they are interested in, and a general Public Comment at the end.
- Mr. Green recently talked with a disabled, elderly man at Being Alive who exemplifies PLWH who would find it hard to wait until the end of a meeting to comment on a service. Such people were why it was at the start to begin with.
- Mr. Rosales suggested a compromise to include two Public Comments with only Non-Agendized early in the meeting.
- Mr. Stalter reported Mr. Green and Ms. Cataldo have volunteered for door duty to greet people and make them aware of the Public Comment Forms in English and Spanish. He encouraged others to arrive early to help.

**MOTION #3:** Revise Commission Agenda as follows: add Announcements item after break, encourage attendees to submit Public Comment forms for Agendized items, retain Non-Agendized Public Comment at the end; and include brief definitions of Announcements, Agendized Public Comments, and Non-Agendized Public Comments on Agenda (**Passed:** Campbell, Daniels, Donnelly, Gordon, Green, Preciado, Bivens-Davis, Stalter **Ayes;** None **No;** None **Abstentions**).

- B. SPA 1 - Van Pool Options:** ➡ Once details for the 7/19/2018 SPA 1 Call To Action meeting have been determined, staff will contact Commissioners to identify potential van pool participants.

**7. POLICIES AND PROCEDURES:**

**A. Policy #08.1301: Commission Representation at Conferences - Review:**

- Mr. Rosales said three people applied for United States Conference on AIDS (USCA) scholarships. He, Ms. Granados, and Ms. Barrit followed the Policy in making the decision, but it was questioned so was being presented for review.
- Mr. Green recommended adding a UC to the review panel in order to garner that perspective. Mr. Rosales noted this pertains to the budget which is the purview of the Co-Chairs and Executive Director, but Mr. Green felt vetting was not a budget issue. He suggested adding a UC Consumer Caucus Co-Chair, but Ms. Granados felt that could impart bias. Several commented on whether a UC selected for the vetting group should decline to apply personally.
- Mr. Fox commented the Commission elects leadership whose job is to make decisions. Sometimes they make decisions with which some will disagree. He is seeing more undercutting of Co-Chair decisions. As that increases, they cease to be leaders and no longer have the power to make decisions that need to be made and cannot be made by 42 people.
- Mr. Green raised the suggestion of adding a UC because he received questions on the process and thought they would have been resolved if he had been involved. Ms. Granados replied people with questions on a decision should ask the decision-maker. Ms. Bivens-Davis distinguished between requesting social support around an issue from a fellow Commissioner and taking questions about decisions to the decision-makers as one does in other areas of life. If that is a challenge, then that needs to be addressed because it influences all the recommendations.
- Mr. Fox reminded all of the Brown Act's prohibition against serial meeting discussion of Commission business.
- Ms. Barrit clarified that there is no specific conference travel or scholarship funding for UCs so funds could be used for any Commissioner representing the Commission. In practice, funds have historically been prioritized for UCs as they are less likely to have the opportunity to attend than agency staff whose expenses are often paid by their agencies.
- Consequently, email invitations were only sent to UCs. The original deadline was in April, but response was poor. It was extended to 5/4/2018 and Mr. Brown, Ms. Daniels, and Abad Lopez submitted applications, all with good narratives on how they would represent the Commission. Ms. Barrit forwarded applications to Mr. Rosales and Ms. Granados for review per the Policy. The Co-Chairs selected Ms. Daniels to receive funding for the one scholarship available.
- The Policy does not specify that underrepresentation of a particular community is a deciding factor. Who stands to benefit most from participation was one of the key determining areas.
- Mr. Rosales said it was a hard decision. The recent Consumer Caucus SPA 1 discussion weighed in Ms. Daniel's favor.

- Mr. Brown disclosed he raised the question of underserved populations with Ms. Barrit. The USCA application lists four races - not including American Indian. He had to create the box and then check it to register as American Indian. That population is the most underserved, yet he is still not recognized as American Indian despite always registering as such.
- Ms. Shaw lives in Skid Row and is appointed to a Black Homelessness Ad Hoc Committee. She works to represent that voice, but has not yet learned how to attract invitations or scholarships. She asked several people about support to attend USCA, but had no clear response. Ms. Bivens-Davis urged Commissioners to be more mindful about responding to enquiries, e.g., by referencing the Policy to provide context.
- Mr. Fox added scholarship applications for the 9/6-9/2018 USCA in Orlando Florida can be submitted until 6/29/2018. The registration fee and some travel expenses are covered. Mr. Rosales reported he, Ms. Granados, and Ms. Barrit also decided to help the other Commission applicants apply to USCA for scholarships. Ms. Campbell recommended adding a stipulation that applicants should first have applied for a scholarship and been rejected to leverage Commission funds.
- Ms. Barrit reported the total annual RWP Commission travel budget for members and staff is \$5,000. Net County Cost (NCC) funds are used for travel that is not HRSA required. Ms. Barrit often funds herself to preserve funds for UCs.
- Ms. Gordon urged increasing funds to send more UCs and not pit them against each other. RWP-funded agencies and other community resources should help. Ms. Shaw noted other support option, e.g., help to fill out applications.
- ➔ Continue this discussion at next meeting, including suggestions to: ask on application if people applied to and were rejected for other scholarships; add a UC to the vetting body; and include underrepresentation in a particular demographic to evaluation criteria.
- ➔ Send written feedback to NMAC, 2018 USCA sponsor, regarding lack of recognition for the American Indian population on application in order to influence future acknowledgement. Mario Pérez, MPH, Director, DHSP, is on the Board.
- ➔ Agendize refresher on the Brown Act.

**B. Commission Co-Chair Duty Statement - Review:** Postponed to next meeting.

**8. MEMBERSHIP MANAGEMENT REPORT:**

➔ Lead next meeting Agenda with Membership Management Report.

**A. 2018 Proposed Membership Slate Preparation:**

**(1) Review Interview Questions:** Mr. Rosales noted several questions are so similar that answering one covers several.

**(2) Interview Schedule:**

- Ms. Bivens-Davis noted seven renewal interviews done, 12 remaining, and four for new candidates. Erika Davies, Mr. Pérez, and Mr. Rosales are on institutional seats so will not be interviewed. More panel members are needed. Where possible, renewal interviews are being scheduled before or after the members' Committee meeting.
- Ms. Granados asked about accommodations for those whose first language is not English. Interview questions are complex so a person may communicate better in their native language even if they speak some English. She also urged translating documents, e.g., providing the application in a different language is the bare minimum for parity.
- ➔ Open interview panel participation beyond Operations and Executive Committee members to any interested Commissioner who is not renewing. Pair volunteers not experienced in the interview process with those who are experienced to provide mentoring. Mr. Green volunteered to help with interview panels.
- ➔ Provide Ms. Shaw assistance in completing her application.
- ➔ Ask all candidates to identify their preferred language for their interview and discuss translation options, if needed. Commissioners available for Spanish language interviews are: Ms. Granados, Mr. Preciado, and Mr. Rosales.
- ➔ All interviews must be complete and ranked for the 6/28/2018 Operations meeting to present the slate in July.
- ➔ Staff will send out a Doodle poll of possible interview panel dates.
- ➔ Extend 6/28/2018 Operations Committee to 9:00 am to 12:00 noon to address membership slate.

**B. Recruitment and Retention Plan:**

**(1) Ad Hoc Awards Work Group - Update:**

- Ms. Bivens-Davis called attention to the Work Group notes in the packet. The Work Group plans to present a package of awards recommendations and a process at the September Operations Committee meeting.
- If approved at that and the September Executive Committee meeting, the package will move to the October Commission meeting for approval. Annual Award presentations are planned to begin at the 2019 Annual Meeting.
- Awards were recommended by Operations to recognize people in the community for their service and dedication.

**9. COMMUNITY ENGAGEMENT REPORT:**

**A. 4/27/2018 Community Advisory Board (CAB) Meet & Greet - Follow-Up:**

- Mr. Green reported the debrief planned for that day was being rescheduled. The last CAB Meet and Greet at Maggiano's was full. While it went well, he felt holding it at a restaurant was distracting.
- Two more CAB Meet and Greets are being planned, hopefully one in Spanish, prior to the CAB Fab on 3/27/2018.

**V. NEXT STEPS**

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

**11. AGENDA DEVELOPMENT FOR NEXT MEETING:** There were no additional items.

**VI. ANNOUNCEMENTS**

**12. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:**

- Ms. Campbell reported there will be an HIV Cure discussion and training on 6/4/2018, 10:00 am to 1:00 pm, at APLA, Baldwin Hills. Contact her to RSVP.
- Mr. Brown and Mr. Rosales attended a We Rise mental health event in the Arts District. It will run through Memorial Day.
- Ms. Gordon received a California Department of Mental Health grant for a free parenting workshop on childhood trauma.
- Ms. Shaw attended a 5/23/2018 Los Angeles Homeless Services Authority (LAHSA) Coordinated Entry System (CES) meeting and learned about a 5% priority list for housing. She will also provide a list of community meetings for distribution.
- Mr. Green reported the 31st Annual Strength for the Journey will be 8/6-10/2018 at Camp Colby in the Angeles National Forest. The fee is \$300, but is commonly waived for those who cannot afford it. It offers a broad range of activities. Some 50% of attendees are people of color. He will provide the flyer for distribution.

**VII. ADJOURNMENT**

**13. ADJOURNMENT:** The meeting adjourned at 12:17 pm.