



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**

September 26, 2019



MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Traci Bivens-Davis, <i>Co-Chair</i>	Juan Preciado, <i>Co-Chair (LoA)</i>	None	Cheryl Barrit, MPIA
Miguel Alvarez	Michele Daniels/Craig Scott, MA		Dawn McClendon
Danielle Campbell, MPH	Susan Forrest	DHSP STAFF	Jane Nachazel
Carlos Moreno	Bridget Gordon	None	Julie Tolentino, MPH
	Joseph Green		Sonja Wright, MS, Lac
	Kayla Walker-Heltzel, MPH (<i>Alt.</i>)		
	Greg Wilson		

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 9/26/2019
- 2) **Code:** Code of Conduct, 4/11/2019
- 3) **Minutes:** Operations Committee Meeting Minutes, 8/22/2019
- 4) **Table:** Los Angeles County Commission on HIV, 2019 Work Plan (WP) Template, Operations Committee, 9/25/2019
- 5) **Questions:** Operations Committee Guiding Questions for COH By-Law, Policy, and/or Procedural Changes, 7/24/2018
- 6) **Policy/Procedure:** #08.3302: Intra-Commission Grievance and Sanctions Procedures, *Proposed Draft for 8/22/2019*
- 7) **Policy/Procedure:** Conflict Resolution (San Francisco EMA), *Passed 10/24/2016*
- 8) **Policy/Procedure:** Metro St. Louis HIV Health Services Planning Council (PC), Process to File an Internal Complaint, 3/5/2018
- 9) **PowerPoint:** Assessment of the Efficiency of the Administrative Mechanism (AAM), 9/26/2016
- 10) **Outline:** Focus Area 1: Commission on HIV (COH) Perspectives
- 11) **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), *Updated 3/19/2019*
- 12) **Guide:** Mentorship Program Guide, Los Angeles County Commission on HIV, 7/31/2019
- 13) **Guide:** Skills for Successful Mentoring, Competencies of Outstanding Mentors and Mentees
- 14) **Flyer:** Los Angeles County Commission on HIV, Mandatory Annual Training, 6/27/2019
- 15) **Agenda:** Annual Member Training Agenda
- 16) **PowerPoint:** 2019 Annual Member Training, October 10, 2019, Thank you for your service!
- 17) **Quiz:** Test Your Knowledge of the Ryan White Legislation and the Work of the Planning Council, 2018
- 18) **Quiz:** What's My "Part"?, 2018
- 19) **Roster:** 2019 Membership Roster, *Updated 9/19/2019*
- 20) **Table:** Planning Council Reflectiveness, *Updated 9/24/2019*
- 21) **Table:** 2019 Attendance Record for Commissioners
- 22) **Letter:** Jazielle Newsome, 6/7/2019
- 23) **Policy/Procedure:** #08.3204: Intra-Commission and Committee Meeting Absences, 7/11/2019

CALL TO ORDER-INTRODUCTIONS-CONFLICTS OF INTEREST: Ms. Bivens-Davis called the meeting to order at 10:10 am.

I. ADMINISTRATIVE MATTERS

1. APPROVAL OF AGENDA

MOTION #1: Approve the Agenda Order, as presented (*Postponed*).

2. APPROVAL OF MEETING MINUTES

MOTION #2: Approve the 8/22/2019 Operations Committee Meeting Minutes, as presented (*Postponed*).

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: There were no items.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

A. Consumer Caucus and PLWH Leadership:

- Ms. Barrit reported on behalf of the Caucus that it continues development of a memorandum to Executive Committee on ways to further support Unaffiliated Consumer (UC) Commissioner leadership. Specifically, the Caucus is considering changing the Bylaws to require one of the Commission and one of each of the Committee Co-Chairs to be an UC.
- They continue to discuss key policy and procedural issues, e.g., what kind of support would be needed and whether or not eligible "UCs" should include those who are at risk of HIV as well as PLWH.
- The next meeting will be 10/7/2019, 10:30 to 11:30 am, at the Commission offices. The Caucus generally meets after the Commission, but will be unable to do so on 10/10/2019 because of the Commission's mandatory Member Training. The meeting will focus on the leadership issue. Attendees may also stay for the Public Policy Committee at 1:00 pm.
- ➡ Ms. Barrit has sent out a reminder for the meeting and will send out an additional reminder.

6. CO-CHAIR REPORT

A. Team Building Exercise - "Getting to Know You": This exercise was postponed.

B. Committee Work Plan:

- Ms. Wright reviewed updates to the Work Plan in the packet. Many items were completed and lined out.
- An additional update under Consumer Caucus requested trainings was a 9/12/2019 AltaMed presentation on Trauma Informed Care. It was so well received that the Caucus requested a follow-up presentation.
- Overall, Ms. Bivens-Davis noted Operations was in good standing with agreed work for the year.

C. Holiday Meeting Schedule:

- Ms. Bivens-Davis noted the November meeting falls on Thanksgiving and the December meeting is the day after Christmas. Executive had not yet discussed the topic, but options are to cancel, reschedule, or combine meetings.
- ➡ Agendize determining holiday meeting schedule.

7. POLICIES AND PROCEDURES

A. Policy/Procedure # 08.3302 - Intra-Commission Grievance and Sanctions Procedures - Draft:

- Ms. Bivens-Davis noted the Policy/Procedure in the packet with revisions to date in red. Comparable documents from the San Francisco and St. Louis Eligible Metropolitan Areas (EMAs) were in the packet for review as well. The San Francisco document is more collegial while the St. Louis document is more legalistic, draws on more resources, and designates specific individuals with whom the grieving party would consult which could feel unsafe in some cases.
- Ms. McClendon noted the Commission's draft already incorporates key themes from the other documents. Previously, there was no formal Intra-Commission Grievance Policy/Procedure. Conflicts were referred to the Executive Director and the Commission Co-Chairs who worked informally to resolve them. There has been a request for a formal process.
- ➡ Add a section for a summary of the grieving party's process to date including steps taken to resolve the matter.

- Return Policy/Procedure with updates to next meeting for further review and motion for potential approval.

8. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM)

- Ms. Barrit reviewed an AAM PowerPoint refresher on Planning Council (PC)/Commission responsibilities as mandated by the Ryan White Act. Commission staff contribute to the annual Part A application report on the last AAM and response to recommendations. Scope includes the procurement process, contracting, subrecipient reimbursement, and use of funds.
- The report completed last year was extensive and is summarized in the Recommendations Matrix in the packet. As part of the Commission's responsibilities, Operations will address expanding questions around PC operations to all Commissioners and expanding key informant interviews to a sampling of newer providers who have gone through the most recent Request For Proposals (RFPs) process from start to finish for a fresh perspective on that process.
- Referring to the "Challenges" PowerPoint slide, page 3, Ms. Barrit stressed the PC may not address how the Administrative Agency (DHSP) monitors providers, e.g., asking how an agency implements a service. It is appropriate to ask what is being done to achieve the HIV Continuum across each service category. This protects neutrality against Conflicts of Interest.
- A.J. King has been engaged as consultant. A neutral party is warranted as Commissioner questions include staff evaluation.
- Focus Area 1 revision recommendations:
 - ↳ 1. Delete second use of "assessed" following "other information."
 - ↳ 2. and 3. Delete "adequate/adequately," add a scale for each question rather than yes/no, and provide an opportunity to offer more information.
 - ↳ Revise the first item 4. to "Is the Los Angeles County Commission..." and add questions with 4.a. If the PC was effective, then what was effective; and, 4.b. if it was not effective, then what was not effective.
 - ↳ Renumber the second 4. to 5., 5. to 6., and 6. to 7.
 - ↳ For new 5., add "If so, why?" after each question.
 - ↳ For new 6., revise to "...established by the COH in 2018 were followed..." and add "If so, why?"
 - ↳ For new 7., revise to "...2018 planning cycle..." and add an option for "none of the above."
- Focus Area 3 revision recommendations:
 - ↳ For all interviewer probe directions, set off with bolding and color.
 - ↳ Revise 4. to: "Are RFPs written in a language that provides clear direction?"
 - ↳ Revise 6. to: "What best practices are employed by your agency?"
- Staff will incorporate Focus Areas 1 and 3 revisions and email to the Committee for their review prior to forwarding to Mr. King for his review. The document will come back to the Committee next month. Mr. King will also attend that meeting.

9. TRAINING AND LEADERSHIP DEVELOPMENT

A. Mentorship Program - Update:

- Ms. Barrit noted staff was asked to articulate a more formal program. All will need to participate for its effectiveness.
- Staff will email the Mentorship Program Guide to the Committee to review for a motion to approve next month.

B. Mandatory Member Training - 10/10/2019:

- Ms. Barrit said the Commission meeting will start at its usual time of 9:00 am. After a brief break to get lunch, the training is expected to start by 1:00 pm. It should last no longer than 4:00 pm. The actual content is three hours.
- The training flyer, agenda, slides, and quizzes were in the packet for review. Co-Chairs will present as noted on slides.

10. MEMBERSHIP MANAGEMENT REPORT

A. Attendance - Review:

- In attendance table review, Ms. Bivens-Davis noted Diamante Johnson was out of town with family. He has attended six Commission, but just one Planning, Priorities and Allocations (PP&A) Committee, meeting since January 2019.
- Pamela Coffey was appointed in June 2019. She has attended one of three Commission meetings and neither of two Public Policy Committee meetings. Recommended by LaShonda Spencer, MD, she interviewed well, but marked near zero on her application regarding readiness to serve. Ms. Wright spoke with her and felt nerves increased after seating especially about Public Policy. Ms. Wright provided background and offered an ear, but has not heard from her since.
- Thomas Green and Juan Preciado are currently on Leaves of Absence.
- Ms. Barrit will send a letter to Mr. Johnson noting his Committee attendance and offering other Committee options.
- Ms. Barrit will call Ms. Coffey and Ms. Bivens-Davis will consider a possible mentor for her.

B. Jazielle Newsome - Vacate Seat:

- Ms. McClendon reported Ms. Newsome has moved out of state. Prior to that, she was afforded a Leave of Absence to expire 9/6/2019 per the letter in the packet. She was asked to advise staff of her intentions, but had not done so.

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- ➡ Jazielle Newsome was vacated from Seat 51, HIV Stakeholder Representative #8, due to loss of eligibility for Commission membership from moving out of state. The Alternate for the seat remains Miguel Alvarez.

C. Noah Kaplan - Update: Mr. Kaplan has rescinded his Committee Only application to Standards and Best Practices (SBP). The Commission approved his application at its last meeting, but he is leaving his agency.

11. RECRUITMENT, RETENTION, AND ENGAGEMENT: New interviews are hoped for next month to help fill the 11 vacancies.

A. 2019 HIV Service Awards - Update:

- Ms. McClendon recommended tabling this project until next year due to additional work pertaining to Ending the HIV Epidemic (EtHE) and other staff commitments. Participation has been low and it is important to launch well.
 - Ms. Campbell stressed that a lot of time, including hers, was invested in this project. Tabling it makes her reticent to invest time in future especially as she did not feel the decision-making process in tabling it was transparent.
 - Ms. McClendon noted tabling it until January or February 2020 was discussed at the Committee and there was some additional discussion offline. Operations may certainly choose to move forward, but Commissioners would need to take the lead. Staff would do its best to support a Commissioner effort, but does not now have the capacity to lead.
- ➡ Agreed to table the project and add to next year's Committee Work Plan.

V. NEXT STEPS

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

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

VI. ANNOUNCEMENTS

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

VII. ADJOURNMENT

15. ADJOURNMENT: The meeting adjourned at 11:34 am.