



LOS ANGELES COUNTY
COMMISSION ON HIV



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**OPERATIONS
COMMITTEE MEETING MINUTES**

December 5, 2019



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

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 12/5/2019
- 2) **Minutes:** Operations Committee Meeting Minutes, 10/24/2019
- 3) **Survey:** 2019 Annual Meeting Evaluation Results, Renewed Opportunities & Collaborations in Times of Urgency to End the HIV Epidemic, 2019
- 4) **Table:** Los Angeles County Commission on HIV 2019 Work Plan (WP) Template, Operations Committee, 10/25/2019
- 5) **Policy/Procedure:** #08.1104: Commission and Committee Co-Chair Elections and Terms, 9/12/2019
- 6) **Recommendations:** (Revised) Black/African American Community (BAAC) Task Force Recommendations, 10/10/2019
- 7) **Policy/Procedure:** #08.3302: Intra-Commission Grievance and Sanctions Procedures, *Proposed Draft for 8/22/2019 Review*
- 8) **Application:** Harold Glenn San Agustin, MD, 9/23/2019
- 9) **Application:** Tony Spears, 11/11/2019
- 10) **Roster:** 2019 Membership Roster, *Updated 11/20/2019*

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 (*Passed by Consensus*).

2. APPROVAL OF MEETING MINUTES

MOTION #2: Approve the 10/24/2019 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:

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- Mr. Gonzalez reported the Consumer Caucus will present a letter to the Executive Committee which includes urging recruiting and engaging more Unaffiliated Consumers (UCs) at all levels of the Commission to elevate the voice of PLWH.
- Mr. Donnelly congratulated Miguel Alvarez on receiving the City of West Hollywood's Paul Andrew Starke Warrior Award.

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 recruitment and retention of UCs on the Commission.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

A. Annual Meeting - Evaluation and Follow-up

- Ms. Barrit thanked the Executive Committee for guidance in constructing the day and Commission staff for execution of it. She has welcomed the blessed dilemma of running out of chairs, food, or packets at a meeting. Packets did run out, chairs were scarce, and food was reordered to serve 198 attendees who signed in plus those who skipped the sign-in.
- She reiterated that the Annual Meeting was not a singular conversation needed to End the HIV Epidemic (EtHE). The conversation around engaging newer voices and PLWH around the Commission table and beyond will be ongoing work.
- Evaluation results were in the packet. The ability to directly ask panelists questions was very appreciated. One panel was devoted to Los Angeles County's (LAC) safety net with the Department of Public Health (DPH) and the Community Clinics Association of Los Angeles County (CCLAC). Typically, patients enter one of these systems first for prevention, care, and treatment. More partners could have been invited, but there were time limits for this first meeting.
- Evaluations include what people liked and suggestions to improve future meetings. Key words for the Commission are community engagement, a greater role in the dissemination of information and research findings from research partners, identification and commitment to engage new partners around the table, and identification of ways for Commissioners to bring back information from the community to the body.
- Staff are thinking through possible recommendations for an overall work plan with an EtHE focus. Each Committee would have additional work pertaining to it, but the plan would relate work to the EtHE. For example, community engagement is an Operations Committee responsibility. It might choose to address that by holding fewer Committee meetings at the Commission office and, instead, attending meetings of other bodies such as Community Advisory Boards (CABs) to do EtHE work out in the community. Strategic time management will be needed to address new roles.
- The Operations Committee can also play a greater role in more clearly defining community engagement and developing performance metrics and outcomes for the Commission.
- December 2019, and January and February 2020 meetings will need to be flexible to accommodate EtHC requirements. For example, the Centers for Disease Control and Prevention (CDC) draft local EtHE plan is due 12/30/2019. It has four components: Part 1, Community Engagement and the process of accelerated planning (drafted by Ms. Barrit); Part 2, Situational Analysis, similar to a strategic planning exercise defining strengths, weaknesses, and opportunities; Part 3, Organizing EtHE Strategies by the Four Pillars - Diagnose, Treat, Protect, Respond; Part 4, Epidemiological Profile.
- The federal government is clear that the 12/30/2019 submission is a draft while commitment and the requirement to have an ongoing dialogue is continuous. Consequently, staff will recommend to the Executive Committee that the 12/12/2019 Commission Meeting include a community discussion on clarifying Commission and DHSP roles. For example, the Los Angeles County HIV/AIDS Strategy (LACHAS) defines the role of the Commission as to monitor, track, and make appropriate recommendations to the Board of Supervisors (Board). Even so, community members often ask Commissioners or staff what the Commission has done to meet goals though it has no service delivery role.
- There have also been proposals for a separate EtHE planning process. That prompts questions about whether that entails a separate body; if so, what form it would take; and how the body's work would align with the Commission.
- The CDC expects documentation of concurrence with the EtHE plan from the community at large affirming alignment with needs and that priorities reflect data on them. Commission meetings are well-suited to address that concurrence.
- Staff agenda recommendations to the Executive Committee for upcoming Commission Meetings are: January 2020, DHSP report back on the CDC submission; and, February 2020, EtHE conversation especially geared to consumers. The February meeting arrangements might be adjusted to encourage consumer participation, e.g., holding it in the evening.

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- Mr. Alvarez asked about Board representation at the Annual Meeting. Ms. Barrit replied Supervisors and their Health Deputies were invited. Several Health Deputies attended as did representatives from: Housing For Health (HFH); Homeless Initiative, Chief Executive Office (CEO); Department of Mental Health (DMH); Director, Community Engagement, Los Angeles Homeless Services Authority (LAHSA); and key people from substance abuse and other health plans. It was intentional for representatives to listen to and interact with Commissioners and public at the tables.
- Ms. Barrit would like, assuming Executive Committee and Commission support, holding another dedicated town hall meeting using the same format with those additional leaders. It could build on questions raised at the 11/14/2019 meeting and address the desired level of commitment from those other partners. Ms. Gordon added many of these public and private organizations receive public funding to serve PLWH so have a responsibility to participate.
- Ms. Bivens-Davis noted Supervisor Mark Ridley-Thomas will term out and be replaced in the 3/3/2020 election. District 2 includes South Los Angeles and is highly impacted so she recommended not engaging the Board until after the election when the new Board is constituted. Ms. Barrit replied Commission Co-Chairs typically make more than one round of Board visits per year, in particular, an introductory round early in the year when there is a new Co-Chair.
- Regarding a question on Health Deputy Meetings, Ms. Barrit said staff review agendas for HIV and/or STD items. She often attends, even just to hear a budget item, but Commissioners are marshaled to attend for important items. Mr. Donnelly noted anyone can also attend Board Meetings and make public comments there.
- Mr. Gonzalez said, while all PLWH populations are important, African American and Latinx populations are most impacted, yet often unfamiliar with PrEP or the Commission. He felt a more reflective work force would foster comfort.
- ➡ Recommendation: Identify top three evaluation requests, monitor response, and report back at next Annual Meeting.
- ➡ Use Board Office visits as opportunity to build voice of District representatives by including them whenever possible.

6. CO-CHAIR REPORT

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

- ➡ Agendize the Team Building Exercise - "Getting to Know You" for the 2/27/2020 Operations meeting.

B. Committee Work Plan

- Ms. Bivens-Davis reviewed the Work Plan. Crossed out items are complete while those listing past dates are ongoing.
- Work began last month on Intra-Commission Grievance and Sanctions Policy/Procedures and was agendized today.
- ➡ The Commission approved the Mentorship Program so it will return to Operations for implementation. The prior mentor assignment program was on hiatus pending the new program, but some assignments remained active.

C. Co-Chair Open Nominations

- Eligible candidates should be full Commission members who have served on the Operations Committee for at least 12 months. Members may self-nominate. Eligible Operations members are: Ms. Campbell, Ms. Daniels, Mr. Green, and current Co-Chairs Ms. Bivens-Davis and Mr. Preciado. Mr. Green nominated Ms. Daniels, but she declined.
- Mr. Green reported the Consumer Caucus letter to the Executive Committee will recommend one Co-Chair for the Commission and each Committee be an Unaffiliated HIV+ Consumer (UC) to help elevate the consumer voice. While the Bylaws have not yet been changed, the discussion has begun and some Committees already meet that criterion.
- ➡ Nominations remain open until elections at the next meeting.

D. Black/African American Community (BAAC) Task Force - Recommendations

- Ms. McClendon noted each Committee is reviewing recommendations to determine how best to contribute.
- Mr. Green suggested BAAC present on its recommendations at the Consumer Caucus. He felt people were distracted during the 10/10/2019 Commission meeting presentation which came on the heels of Co-Chair elections, but Ms. Gordon felt that presentation was sufficient and it was time for each Committee and Task Force to identify its work.
- Ms. Barrit noted the draft Directives Memorandum was updated to recommend DHSP implement the BAAC recommendations in full since many of them pertain to program delivery. Ms. Bivens-Davis added the consumer voice is especially important precisely to ensure program delivery is appropriate. Ms. Gordon continued it is critical that barriers are addressed. She encouraged consumers to speak their truth to elevate issues.
- ➡ Ms. Bivens-Davis committed to work with Ms. Barrit and Ms. McClendon in January on developing an interactive overview at the Consumer Caucus with information sharing and gathering to generate an actionable step and report back to Operations. Invite consumer representatives of the Women's Caucus, Transgender Service Provider Network, and attendees from the Consumer Advisory Board (CAB) Conference.

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7. POLICIES AND PROCEDURES

A. Policy/Procedure # 08.3302 - Intra-Commission Grievance Procedure (Draft) - Review and Discussion

- Ms. McClendon noted this Policy/Procedure has been on the agenda since August 2019. At that time, staff also provided other jurisdiction policies for comparison. The iteration in the packet incorporates revisions to date.

MOTION #1: (Moreno/Green) Approve Policy/Procedure # 08.3302: Intra-Commission Grievance and Sanctions Procedures, as presented, and agendize at January 2020 Executive Committee meeting for approval and forward to Commission meeting for approval (*Passed by Consensus*).

8. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM)

A. Supplemental Survey Questionnaire - Update

- Ms. McClendon noted Operations discussed the Commissioner questionnaire and additional provider interviews in depth with AJ King, MPH, consultant, on 10/24/2019. Mr. King made revisions and emailed Commissioners that week.
- Commissioners who have not received the survey questionnaire should contact Ms. McClendon.
- Mr. King will report out at Operations once he has compiled responses and completed a draft report.

9. TRAINING AND LEADERSHIP DEVELOPMENT

A. Mentorship Program

- Ms. McClendon reported the Mentorship Program was passed by the Commission. She did not include the document in the packet as it is large and had been included multiple times, but will provide it when the issue was agendized again.
- Agendize Mentorship Program implementation for the 2/27/2020 Operations meeting.

10. MEMBERSHIP MANAGEMENT REPORT

A. New Membership Applications

- Harold Glenn San Agustin, MD: Ms. Bivens-Davis reported she, Mr. Moreno, and Ms. Walker-Heltzel interviewed the candidate that morning and provided Ms. Barrit with a recommendation. He is a new HIV specialist at JWCH with a primary population in East Hollywood where he is implementing PrEP. They did discuss a concern raised in the past around the Commission being clinician heavy, but also acknowledged the value of clinician expertise.
- Tony Spears: This candidate works for Capital Drugs and could reflect the pharmacy perspective previously represented by Russell Ybarra from the same organization. As a PLWH, he can also reflect consumer pharmacy issues.
- Both candidates have attended prior meetings. Materials were provided in the packet for Committee advance review.
- Agendize votes on membership for these candidates at the 1/23/2020 Operations meeting.

B. Seat Review

- Carlos Moreno - Review Seat Change: Mr. Moreno has been hired by Children's Hospital Los Angeles (CHLA). It has Ryan White Program (RWP) contracts so he can no longer sit on the UC, Supervisorial District 1 seat.
- Felipe Gonzalez - Review Seat Change: No change is required to Mr. Gonzalez's UC, At-Large #3 seat because the City of Pasadena, Department of Public Health has no RWP contracts at this time.
- Diamante Johnson - Committee Reassignment Review: Mr. Johnson was sent a letter regarding his attendance pursuant to discussion at the last Operations meeting. He called Sonja Wright, MS, Lac and requested reassignment to Operations to facilitate better attendance. His Commission meeting attendance has not been a significant issue.
- Pamela Coffey - Committee Reassignment Review: Ms. Coffey has also requested a move to facilitate her attendance.
- Greg Wilson - Executive Committee At-Large Resignation: Mr. Wilson will be resigning this position, but At-Large elections were due shortly so no additional action was needed. It was not known whether Mr. Wilson wished to remain on the Operations Committee, but his attendance for the Committee should be considered in that regard.
- Miguel Martinez, MSW, MPH - Resignation: Mr. Martinez's resignation will be effective as of 12/31/2019.
- Derrick Knight - Application Revisit: Mr. Knight's application was reviewed some months ago. Consensus was to revisit it after he had an opportunity to attend Commission and Committee meetings but, as he has not done so, it is moot.
- Agreed to move Carlos Moreno to Provider Representative #1 seat.
- Ms. McClendon suggested no change now for Mr. Johnson and Ms. Coffey because she and Ms. Barrit were reviewing the entire assignment roster for reflectiveness and representation across Committees. Mr. Wilson's attendance at Operations will also be considered. Once complete, recommendations will be presented to the Co-Chairs for approval and then will be returned to Operations for review prior to implementation.

11. RECRUITMENT, RETENTION, AND ENGAGEMENT

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- Mr. Gonzalez highlighted the need to focus on UCs, but also urged a special emphasis on People Of Color (POC). He suggested asking various populations about their particular barriers to participation and highlighting candidates with Undetectable Equals Untransmittable (U=U) experience to elevate that important discussion.
- Mr. Moreno noted we can only interview those who apply so the first step should actually be outreach to the specific populations we want to increase on the Commission. He encouraged considering different approaches, e.g., he highlights Commission information on his social media and people often attend meetings as a result. Commissioners might be provided materials to take with them when they attend other events. Outreach tables at events might also be helpful, but staff would need help to man such tables. All Commissioners should engage in some outreach on a regular basis.
- Ms. Walker-Heltzel said she is a UC, but did not engage notably in the community so needed guidance on how to help.
- Mr. Gonzalez felt providers should recruit, as long requested. Then, people like Ms. Walker-Heltzel, can mentor recruits.
- Ms. Daniels said, due to confidentiality, she does not know who is HIV+ and so does not engage in outreach.
- Ms. Bivens-Davis felt the fundamental conversation is to define "community engagement." A Community Engagement Subcommittee of Operations met around the time of the LACHAS release. It convened several population specific town halls to elevate consumer voices via provider and individual peer group outreach as part of an effort to increase membership.
- Having done that already, she felt it was time to step back and develop a consensus about what community engagement is, looks like, and means; who is accountable for those things; and what resources are available to address them. For example, it might be talking one-on-one with a friend or it might be presenting to a group. Those things require different steps.
- Mr. Donnelly participated in a Health Resources Services Administration (HRSA) training in January 2019 on how to educate consumers on participating in these kinds of discussions. It was helpful in organizing the March 2019 CAB Confab. He was willing to work on developing a program if that would be helpful.
- Ms. Gordon pointed out that often it is hard to get through these doors for consumers or those needing to be on PrEP because they live in a community rich in HIV transmission. Sometimes, just someone to hold your hand helps. The person need not be the same color or gender. She called to mind Social Determinants of Health (SDH) and how hard it is to build relationships in our society, how hard it is to build trust. Much is based on how we reach out to people, regardless of color, and how we express what is here for them, how we can support them in changing the face of their city.
- Ms. Bivens-Davis felt this should be the norm for any Commissioner having a conversation with someone who might be a candidate. The question for her was what Commissioners need to be able to establish that as their norm.
- There was also a question about the response when someone attends a meeting, but does not return. If the person was recruited through a provider, do we ask the provider for feedback? Or, if the person came due to personal outreach by a Commissioner, do we ask the Commissioner to follow-up? Was something confusing? Or challenging?
- Mr. Gonzalez added he did not know he was eligible for mileage and stipends until after he had joined the Commission. He had been out of work for five years so it was a very important incentive for him. He felt advising UCs of options would help remove barriers to serving. Ms. Bivens-Davis, however, noted incentives can backfire. Attendees at a focus group who were offered a \$50 gift card walked out because they felt funders should consider their health more important than \$50 dollars. The Commission is a large responsibility so, as planners, it is incumbent to take into consideration both those who find incentives helpful and those who would be insulted by them. A common understanding of how to proceed is needed.
- Mr. Moreno suggested exploring other types of incentives and information about access to services, e.g., a different service might be offered each month after the Commission meeting such as a food bank or employment services.
- Mr. Brown noted the DMH Commission recently piggy-backed its meeting on a town hall at Garfield High School with 40 resource tables, lunch, the meeting, and a question/answer session. It drew several hundred people.
- ➡ Staff will work with Ms. Bivens-Davis on drafting a definition of "community engagement" for continued discussion.

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 comments.

VII. ADJOURNMENT

15. **ADJOURNMENT:** The meeting adjourned at 12:00 noon.