



LOS ANGELES COUNTY
COMMISSION ON HIV



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**OPERATIONS
COMMITTEE MEETING MINUTES**

April 25, 2019

MEMBERS PRESENT	MEMBERS PRESENT (cont.)	PUBLIC	COMM STAFF/ CONSULTANTS
Traci Bivens-Davis, <i>Co-Chair</i>	Joseph Green	Jason Brown	Cheryl Barrit, MPIA
Juan Preciado, <i>Co-Chair</i>	Carlos Moreno	Joshua Ray	Dawn McClendon
Danielle Campbell, MPH	Greg Wilson	Craig Scott, MA	Jane Nachazel
Raquel Cataldo		Amiya Wilson	Julie Tolentino, MPH
Michele Daniels	MEMBERS ABSENT		Sonja Wright, MS, Lac
Susan Forrest	Alexander Fuller	DHSP STAFF	
Bridget Gordon		None	

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 4/25/2019
- 2) **Minutes:** Operations Committee Meeting Minutes, 3/28/2019
- 3) **Code:** Code of Conduct, 4/11/2019
- 4) **Primer:** Ryan White HIV/AIDS Program Part A Planning Council Primer, June 2018
- 5) **Table:** Los Angeles County Commission on HIV 2019 Work Plan (WP) Template, Operations Committee, 3/28/2019
- 6) **Questions:** Operations Committee Guiding Questions for COH By-Law, Policy, and/or Procedural Changes, 7/24/2018
- 7) **Policy/Procedure:** #08.3204: Excused Absences, 7/24/2017
- 8) **Policy/Procedure:** #09.1007: Non-Commissioner Committee Appointments, 11/10/2016
- 9) **Policy/Procedure:** #09.4205: Page 9, Item 9.d., Item 10.d., 5/10/2018
- 10) **Municode:** Page 7 of 9, Item E., 2/18/2015
- 11) **Roster:** 2019 Membership Roster, Updated 4/19/2019
- 12) **Table:** Planning Council Reflectiveness, Updated 3/26/2019
- 13) **Roster:** 2019 (Proposed) Membership Slate, 4/23/2019
- 14) **Policy/Procedure:** #09.4205: Commission Membership Evaluation and Nomination Process, 5/10/2018
- 15) **Table:** 2018 Attendance Record for Commissioners
- 16) **Notes:** Assessment of Administrative Mechanism (AAM) Work Group, Meeting Notes, 3/7/2019
- 17) **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 3/19/2019
- 18) **Application:** Craig Scott, MA, Membership Application, 8/07/2018
- 19) **Application:** Pamela Coffey Membership Application, 9/13/2018
- 20) **Application:** Thomas Green Membership Application, 7/25/2018
- 21) **Application:** Kayla Walker-Heltzel, MPH, Membership Application, 7/31/2018
- 22) **Application:** Joshua Ray, RN, Membership Application, 9/18/2018
- 23) **Application:** Amiya Wilson Membership Application, 1/10/2019

24) **Application:** Miguel Alvarez Membership Application, 1/10/2019

25) **Application:** Nestor Rogel Membership Application, 1/10/2019

CALL TO ORDER - INTRODUCTIONS - STATEMENT: CONFLICT OF INTEREST: Ms. Bivens-Davis called the meeting to order at 10:03 am and attendees introduced themselves.

I. ADMINISTRATIVE MATTERS

1. APPROVAL OF AGENDA

- Mr. Green made an emergency motion to address what he believed to be a Brown Act violation on 2/28/2019 including of both written and oral established policies and procedures. He wanted to address this in Operations, as a Committee matter, now rather than have to address it in May alone with seven people that he felt allowed the violations to occur.
- Ms. Barrit affirmed that Operations is the pertinent Committee to clarify policies and procedures. Under the Brown Act as well as Board of Supervisors (BOS) and County Counsel guidance, however, an "emergency" is defined as an issue with a very limited opportunity to be addressed, e.g., a time sensitive law suit. In this case, the issue raised is an opportunity for clarification on the standing issue of the Brown Act and parliamentary procedures.
- If there was interest in the group, she recommended carving out time on the agenda. That would allow other interested Commissioners to attend and James Stewart, Parliamentarian, could be invited as well.
- Ms. Barrit added she had responded privately to the individuals to whom Mr. Green had sent a formal grievance. As private communications, Commission policy and guidance, and BOS standards defines that matter as between those individuals. That meeting should also move forward to be able to address the matter in a positive, collaborative matter. She wanted to be able to present a plan of action to address concerns in a no blame space.
- Mr. Green acknowledged the necessity of the meeting considering his grievance, but felt it a hostile environment.
- Meanwhile, he would like to agendize addressing bias and discrimination as part of Commission social justice training at the next Operations meeting. He did not feel safe or welcome and believed the core issue was empowering or disempowering consumers. He felt what happened during the election changed its outcome. While not challenging the outcome, he felt what happened, which occurred without comment from staff, should be addressed at Operations where he felt safer.
- Ms. McClendon was unsure if she had the liberty, but did relate that Ms. Barrit, Commission leadership, and herself met with Mr. Stewart. He confirmed that no Brown Act nor Robert's Rules of Order violations took place.
- Ms. Cataldo felt sad that Mr. Green was hurting and did not feel safe. Last year, Ms. Bivens-Davis had said she did not feel safe. Whenever colleagues and friends say that, it breaks her heart and she apologized for any part in it she played.
- ➡ Agendize for next Operations meeting, and additional meetings as needed, discussion of the Brown Act, parliamentary procedures, and implicit bias and discrimination. Mr. Stewart will be asked to attend.
- ➡ Agendize, as previously planned, discussion of Mentor Program including, e.g., information regarding elections.

MOTION #1A: (Green/Daniels) Suppress rules to allow discussion on Brown Act violations **(Passed by Consensus)**.

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

2. APPROVAL OF MEETING MINUTES

MOTION #2: Approve the 3/28/2019 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:** Mr. Brown stated for the record that he left the room when voting began for the 2/28/2019 Operations Co-Chair election and did not return until the last vote was being counted. Consequently, although he was named in Mr. Green's email, he was not in attendance during the election. He is a member of the public in regards to Operations and attends to represent the Planning, Priorities and Allocations (PP&A) Committee as one of its Co-Chairs.

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 other comments.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

A. Los Angeles County HIV/AIDS Strategy (LACHAS):

- Ms. Barrit noted Steven Shoptaw, PhD, UCLA Family Health Center, spoke during the World AIDS Day event about ongoing meth issues. "HIV and Meth in Los Angeles County: The Crisis Continues" will offer more information on 5/22/2019, 8:30 am to 12:30 pm, St. Anne's Conference Center, 155 N. Occidental Blvd., Los Angeles. CA 90026.
- ➡ Staff will distribute the "HIV and Meth" flyer.

B. Ryan White HIV/AIDS Program Planning Council Primer:

- Ms. Barrit noted the Primer in the packet, also distributed at the April Commission meeting. While this body is called a Commission on HIV, Planning Council (PC) is the federal designation for bodies carrying out Ryan White HIV/AIDS Program (RWHAP) Part A planning tasks such as for the Los Angeles County (LAC) Eligible Metropolitan Area (EMA).
- This Primer is the main guide for the Commission. She encouraged everyone to review it on their own.
- In particular, she called attention to page 14. It provides a table reflecting roles and responsibilities of the Chief Elected Official which receives funds, the BOS in LAC; the recipient which administers funds, DHSP in LAC; and the PC which is responsible for Priority Setting and Resource Allocation (PSRA), the Commission in LAC. For example, procurement and contract monitoring are solely the responsibility of DHSP.
- The Primer also addresses membership, page 15, including the requirement that membership overall and consumer membership, at least one third of the body, meet reflectiveness and representation goals. That is an Operations role.

6. CO-CHAIR REPORT

A. **Welcome New Executive At-Large Members:** Ms. Bivens-Davis welcomed the new At-Large Members: Michele Daniels, Bridget Gordon, and Greg Wilson.

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

- Mr. Preciado was born and raised in Los Angeles. He came out at 26, but even at 6 his father tied him to a tree and beat him because play with a little brother seemed feminine to his father. His family watched from a window and cried, but did not intervene. That level of ignorance, even from family, was traumatizing and ostracizing, but sparked advocacy.
 - His first STI again sparked a feeling of alienation. He ignored symptoms as long as he could. When he did seek services, they were hard to access, confusing, and not inviting. Even as a teen, he always wanted to give back and provide a safe space for everyone. Sex should be beautiful, not shamed, and we should take care of ourselves.
 - He is the advocate in his family. The one who brings up STIs and HIV despite the stigma. The first images he saw of HIV were tied to Pedro Zamora on "The Real World," but there was tension in the room when those scenes came on and the family changed the channel. At that time, he knew he was gay and already felt guilty without understanding stigma.
 - He is passionate about the work of breaking down stigma and stereotypes. He began in prevention and then moved into delivery of services and treatment with the Medical Care Coordination (MCC) program in San Fernando and SPA 2. They also have many clients from Palmdale and Lancaster where STI clinics are only offered once or twice a week.
 - It is important to him to normalize the services to maximize them. He loves what he is doing and plans to go back to school for his Master's degree in order to continue to grow in the field. He would like to bring more of his clients to the Commission but, though it is only 20 miles away, that is a long way for his clients.
 - Though born here, he is often the closest representative to the Latinx population. There are many senioras testing HIV+ who have never had a sexual partner besides their husbands. They have trouble acknowledging the situation, much less telling husbands that they transmitted HIV. He wants to bring everyone impacted by the epidemic to the table.
- ➡ Mr. Wilson volunteered for the May meeting "Getting to Know You" segment.

C. Committee Work Plan:

- Ms. Bivens-Davis noted the Work Plan in the packet. Grey-shaded items were done as well as other items noted.
- The Assessment of Administrative Mechanism (AAM) memorandum was received by the Executive Office and approval is being finalized to transmit it to all recipients. The AAM Work Group to implement recommendations has met once, but schedule shifts meant that only Ms. Barrit, Michael Green, PhD, MHSA, and herself could attend.
- Although not yet shaded, the Attendance Matrix Quarterly review has begun. That was on the agenda that day.
- The Community Service Award project was slightly behind. The PowerPoint was presented to the Commission, but nominations materials were still in development so the call for nominations was somewhat delayed.

- Consumer Centered Leadership Development Training is an ongoing task. Trainings have begun at the Consumer Caucus. Updates on the progress of trainings throughout the year will come back to Operations.
- Parity, Inclusion, and Representation (PIR) data was in the packet for review as was a slate with recommendations.
- On Policies/Procedures, the revised Code of Conduct was adopted at the April Commission. Going forward, all Commissioners will be asked to sign and acknowledge it. Other policies/procedures were being reviewed this month.
- As noted earlier, the Mentorship Program will be reviewed in May. Engagement and retention work is ongoing.

7. POLICIES AND PROCEDURES

A. Policy/Procedure # 08.3204 - Excused Absences:

- Staff should be notified of an Excused Absence (EA) claim by two weeks prior to the pertinent Commission/Committee meeting for vacation and/or out-of-town business. Commissioners may notify staff of an EA claim up to two days after a meeting if the claim is due to a personal/family emergency or sickness in consideration of the circumstance.
- Mr. Green suggested reviewing EAs, even when valid, if they constitute more than half of meetings. Mr. Preciado supported review and potential replacement for most causes, but felt medical issues should not trigger review.
- Ms. Forrest added, while EAs should still be tracked, Commissioners with Alternates do have someone who can represent them, as intended. Ms. McClendon noted only unaffiliated consumers are eligible for Alternates. The Commission has historically also provided leeway for medical doctors because their expertise is needed at the table despite often problematic schedules. Mr. Brown added he was present at Standards and Best Practices (SBP) when Joseph Cadden, MD was nominated as Co-Chair. He stated then that his rounds conflicted with Executive.
- Ms. Forrest suggested weighting Committees more heavily and allowing one absence per quarter for the Commission.
- Ms. Cataldo noted many people have missed more than six meetings in a year, even if many were EAs. She suggested tightening enforcement before changing policy. Nearly everyone at the table has constraints and sacrifices to attend.
- Ms. Barrit said staff send a reminder letter if a Commissioner approaches the Unexcused Absence (UA) limit. Staff are bringing this policy for review because some people are approaching that limit and not communicating with staff.
- Mr. Green suggested allowing Commissioners to make up an EA or UA by attending another Committee or Caucus. They would not count toward quorum, but could be an opportunity to learn about other aspects of the Commission. Mr. Preciado was concerned that could encourage inconsistent attendance at any Committee and continuity at none.
- The body discussed clarifying application of EA in place of UA, at what point(s) consequences should apply, and the possibility of an overall meeting requirement such as 70% of assigned meetings in order to support quorum.
- Communication with staff can help identify possible options, e.g., changing Committees to resolve a schedule conflict.
- ➡ Agreed to revise title from "Excused Absences" to "Absences."
- ➡ The body will review the Absences Policy/Procedure for further discussion at the May meeting, specifically to present questions for clarification and to provide any revision recommendations.

B. Policy/Procedure # 09.1007 - Non-Commissioner Committee Appointments:

- This was referred for Operations review due to a question on whether the cap of two employees of one agency on the Commission applied only to Commissioners or also to directly appointed Committee Members. It was initiated some years ago to foster diverse agency voices, specifically at the Commission table, when one agency had several seats.
- Mr. Green suggested assuring a consumer/provider balance so appointments do not overwhelm the consumer voice.
- Ms. McClendon clarified that the purpose of such appointments is to provide professional subject matter expertise to Committees. The BOS may appoint candidates directly to a Committee who may not wish to be a Commissioner. They are vetted and function as full Committee members and vote in that Committee, but are not Commissioners.
- Ms. Barrit added Bylaws only reference the Commission. That lends to confusion. The Standards and Best Practices (SBP) Committee put forward a Committee candidate whose application was being held for further clarity on this topic.
- Ms. Forrest said most Committee work passes on consensus. She attended Committees for 20 years before she was a Commissioner and never felt her voice was not taken seriously. She felt having the vote was unnecessary.
- ➡ The body will review the Non-Commissioner Committee Appointments and Bylaws Policies/Procedures for discussion at the May meeting, specifically to present questions for clarification and to provide any revision recommendations.

8. MEMBERSHIP MANAGEMENT REPORT

A. Membership Applications:

- Ms. Bivens-Davis welcomed Craig Scott and Amiya Wilson whose applications were being brought forward. Eleven applications were considered at the March Operations meeting and seats were identified as delineated in the minutes,

page 4-5. The three institutional seats moved forward, were approved at the April Commission meeting, and will come before the BOS for adoption on 4/30/2019. These are the remaining eight, of which seven are Unaffiliated Consumers.

- Mr. Green suggested taking into consideration whether applicants attended Commission meetings since applying. He and Ms. Forrest encouraged two people they interviewed to attend meetings to both learn about the Commission and evidence interest. Thomas Green has attended several meetings, but he could not recall the other person.
- While he accepted the motion to facilitate the meeting, Mr. Green recommended tracking attendance in future.

MOTION #3: Approve membership applications, as presented, and forward to 5/9/2019 Commission meeting for recommendation to Board of Supervisors, as follows: Craig Scott, MA (Alternate), Pamela Coffey (Unaffiliated Consumer), Thomas Green (Alternate), Kayla Walker-Heltzel, MPH (Alternate), Amiya Wilson (Unaffiliated Consumer), Joshua Ray, RN (Unaffiliated Consumer), Miguel Alvarez (Alternate), and Nestor Rogel (Alternate); see proposed Membership Roster
(Passed by Consensus)

- (i) **Craig Scott, MA - Alternate:**
- (ii) **Pamela Coffey - Unaffiliated Consumer:**
- (iii) **Thomas Green - Alternate:**
- (iv) **Kayla Walker-Heltzel, MPH - Alternate:**
- (v) **Joshua Ray, RN - Unaffiliated Consumer:**
- (vi) **Amiya Wilson - Unaffiliated Consumer:**
- (vii) **Miguel Alvarez - Alternate:**
- (viii) **Nestor Rogel - Alternate:**

B. 2019 Membership Slate Process - Review:

- Commissioners whose terms end June 30th have been reminded and renewal applications are coming in. The goal is to submit the renewal slate at the May Operations meeting so it can go to the June Commission meeting. It usually takes two weeks for the slate to be placed on the BOS agenda so that should ensure seating of the new slate by June 30th.
- 1. **Interview Availability:**
 - The deadline to submit renewal applications was 4/26/2019 so interviews will likely begin the next week.
 - ➡ Committee Members were asked to advise Ms. Wright that day of their ability to participate on the two to three person interview panels. Renewal interviews tend to be briefer and may be conducted by phone.
- 2. **Timeline:** There was no additional discussion.

C. 2018 Attendance Report - Review:

- Ms. Cataldo suggested, with respect to physicians, those with serious conflicts may be better as subject matter experts.
- Indicating Medical Leave (ML) when pertinent was suggested, but that would violate confidentiality.
- Mr. Moreno asked about calling in. Ms. Barrit noted Brown Act rules include posting the location 72 hours in advance, ensuring a publicly accessible site, and providing packet materials. Mr. Moreno suggested an alternative might be to obtain clinic approval to simply allow the meeting to be viewed, e.g., in a waiting room, to increase interest.
- ➡ Agreed to send reminder letter to anyone who misses a total of six EA or UA meetings. Staff will work with the Co-Chairs to review the letter and adapt it to reflect that it will now go to those with both EA and UA.
- ➡ Agreed to wait to see whether Raphael Peña applies to renew. Discuss attendance with him if he does.

9. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):

A. AAM Work Group - Next Steps:

- Ms. Bivens-Davis called attention to the Meeting Notes and the Matrix in the packet with updates in red.
- The meeting Notes reflect a hardy discussion. She found it energizing to see how DHSP has taken feedback to heart.
- Ms. Barrit reported staff was working to finalize an agreement for a neutral contractor to expand key informant interviews to all Commissioners and additional providers.
- ➡ The AAM Work Group was seeking new members. Ms. Campbell volunteered to join.

10. RECRUITMENT, RETENTION, AND ENGAGEMENT:

- A. 2019 HIV Service Awards:** The Work Group will be scheduling a meeting soon to review nominations process language.

11. TRAINING AND LEADERSHIP DEVELOPMENT:

- A. 2019 Training Schedule:** Ms. Barrit reported mini-trainings at Committees were continuing as time permits. Staff will be working with the Co-Chairs to develop the full Orientation in October 2019.

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:

- Mr. Green did not attend the last meeting as he was serving the Red Cross in Texas. LAC provided a scholarship for that so he felt LAC should offer scholarships for Commissioners to go to the International AIDS Conference in San Francisco in 2020.
- Ms. Forrest was opening three programs next month so will be unusually busy. Their house's second site will open 15 more beds for LGBT currently homeless people in outpatient substance abuse treatment. A new space in East Los Angeles will include 20 units of permanent housing and about 30 units of Residential Bridge Housing. The agency is pushing back at making the new site all LGBT so it will be targeted for PLWH or those at risk of acquiring HIV. Hopefully, that will expand to include LGBT and other women. The Measure H funding is through Substance Abuse Prevention and Control (SAPC).
- AIDS Healthcare Foundation (AHF) was also doing a housing project. AHF clients have priority, but others are also welcome.

VII. ADJOURNMENT

15. **ADJOURNMENT:** The meeting adjourned at 11:50 am.