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HIVCOMM@LACHIV.ORG • <http://hiv.lacounty.gov> • VIRTUAL WEBEX MEETING

Presence at virtual meetings is recorded based on the attendance roll call. Only members of the Commission on HIV are accorded voting privileges and must verbally acknowledge their attendance in order to vote. Approved meeting minutes are available on the Commission's website; meeting recordings are available upon request.

OPERATIONS VIRTUAL MEETING MINUTES
April 22, 2021

OPERATIONS MEMBERS									
P=Present A=Absent									
Carlos Moreno <i>Co-Chair</i>	P	Juan Preciado <i>Co-Chair</i>	A	Miguel Alvarez	P	Danielle Campbell	A	Michele Daniels (Alt)	P
Felipe Findley, PA-C, MPAS, AAHIVS	P	Joe Green	P	Kayla Heltzel-Walker (Alt)	A	Justin Valerio, MPA <i>Exec, At-Large</i>	P		
COMMISSION STAFF & CONSULTANTS									
Cheryl Barrit, MPIA, <i>Executive Director</i>		Dawn Mc Clendon <i>Assistant Director</i>		Sonja Wright, MS, LAc					

*Some participants may not have been captured electronically. Attendance can be corrected by emailing the Commission.

*Members of the public may confirm their attendance by contacting Commission staff at hivcomm@lachiv.org.

*Meeting minutes may be corrected up to one year from the date of approval

Meeting agenda and materials can be found on the Commission's website at

http://hiv.lacounty.gov/Portals/HIV/Commission%20Meetings/2021/Package/Pkt-Ops_4_22_21-final.pdf?ver=mXJMHXABlylv-NLYeJ8svw%3d%3d

ALL TO ORDER – INTRODUCTIONS – CONFLICTS OF INTEREST: Mr. Carlos Moreno called the meeting to order at 10:03 am. Committee Members introduced themselves and identified care and/or prevention conflicts of interest.

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 4/22/2021 Operations Committee Meeting Minutes (*Passed by Consensus*).

II. PUBLIC COMMENT

3. OPPORTUNITY FOR PUBLIC TO ADDRESS COMMISSION ON ITEMS OF INTEREST WITHIN COMMISSION JURISDICTION:

None.

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 new items.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

A. Commission and Committee Updates

- Cheryl Barrit highlighted the work of the committees as follows:
- Public Policy (PP) Committee met on May 3rd, 2021 to approve the 2021 legislative docket which will appear in the cycle of Commission on HIV (COH) approvals. PP has done an excellent job targeting and discussing legislation that is specific to the needs of highly impacted populations for HIV and sexually transmitted diseases taking into consideration social determinants, racism, and disparities in healthcare within Los Angeles County and across the United States. C. Barrit acknowledged the COH Co-Chairs, Bridget Gordon and David Lee, as well as the PP Co-Chairs, Lee Kochems and Katja Nelson, for their continued focus on discussions of the STD crisis; their motivation and attention to this topic is attuned to the rise of STDs that is occurring simultaneously during the COVID pandemic. The national reports from the Centers for Disease Control and Prevention (CDC) confirms this phenomenon, which warrants the acknowledgement of the COH and PP Co-Chairs for continuously bringing this to the forefront in discussions with Mario Perez, Director, DHSP, and other senior-level staff at the Department of Public Health (DPH). Data is being published regarding the STD crisis resulting in PP beginning to assess the landscape for how to approach the STD-response conversation.
- Standards and Best Practices (SBP) Committee continues to update (1) Home-Based Case Management, (2) Benefits Specialty Services, and (3) Substance Abuse Treatment – Residential. They are slated to approve the Child Care Service Standards at the May 4th, 2021 meeting. Note: the provider survey regarding childcare services and language, presented by Paulina Zamudio, is now available on the COH website as well as the SBP packet for April. The Women’s Caucus has reviewed and approved this information and the Division of HIV and STD Programs (DHSP) will present this at the full body meeting on May 13th, 2021. There are matters to resolve with respect to bridging the level of need for childcare and language service versus the capacity issues for providers and what they are able to deliver.
- Planning, Priorities, and Allocations (PP&A) Committee heard DHSP’s report on how well the expenditures for the Ryan White Program is going; the results will be presented to the Executive Committee this afternoon. There is data which indicates spending is going well with Ryan White Part A dollars resulting in minimal rollover for the Minority AIDS Initiative (MAI) funding. The final report is expected in June/July.
- Consumer Caucus will have the above-mentioned expenditure data presented to them in addition to service rankings, expense reports, and the program directives as part of their ongoing trainings and to assist them in their understanding of how decisions are made. They met after the Commission meeting on May 13th to discuss the proposed new dates for the NMAC Building Leaders of Color (BLOC) training for Los Angeles consumers.
- Aging Task Force (ATF) sponsored a training on age sensitivity, *Trading Ages*, on May 6th, 2021 in collaboration with SCAN. The ATF met on April 6th and heard feedback from DHSP on the recommendations they have put together. In the upcoming months, the ATF will focus on designing an ideal program for what geriatric care would look like in Los Angeles county; more specifically, they are looking at the University of San Francisco (UCSF) Golden Compass model as a way to design clinical and quality care models for geriatric care.
- Black African American Community (BAAC) Task Force continues to be active in their ongoing conversations with DHSP regarding clarifying the details of four recommendations : (1) PrEP uptake, (2) social marketing,(3) Implicit Bias training, and (4) engaging the larger community for overall access to care for the black and African American community. The Co-Chairs, Danielle Campbell and Greg Wilson, are organizing their schedules so that they can attend committee and subgroup meetings to ensure a platform that allows for working relationships in supporting BAAC in the implementation of their recommendations.
- Women’s Caucus: BAAC Co-Chair, D. Campbell, shared the slides she presented at the Conference on Retroviruses and Opportunistic Infections (CROI) on the topic *Choices for Increasing Biomedical Prevention for Cisgender Women Around PrEP Uptake and PrEP Clinical Trials*, as a response to women being underscored and underrepresented in this discussion globally. Data shows that women, specifically African American women, have the highest rates of new diagnosis and new infection rates. The COH is hoping to bring this information to the full commission.
- Transgender Caucus will meet on May 25th to continue their discussion regarding policies specific to those that uphold the health of the transgender community.
- 2021 COH Work Plan remains the same. The focus in the Executive Committee meeting will be on finding the commissioner who will act as the liaison for the DHSP Steering Committee; their primary responsibility will be ensuring ongoing, effective communication between this committee and the commission.

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- HealthHIV Survey closed on April 9th. There was an 80% response rate (i.e., 40 commissioners participated in the survey). C. Barrit acknowledged the effort Commission Co-Chair, B. Gordon, made in reaching out to fellow commissioners encouraging them to respond. HealthHIV staff presented their initial findings at the May 13th commission meeting.
- Ending the Epidemic (EHE) space will continue to be provided for questions/concerns and feedback regarding EHE activities in Los Angeles. The main groups set to lead this effort are within the COH and DHSP's EHE Steering Committee.
A question was asked regarding what encompasses EHE activities. C. Barrit explained meaningful ways for the COH, various subcommittees, task forces, and caucuses to get engaged with EHE (ex: tool kit) and how the COH would like to talk about EHE in terms of promoting, testing, etc. C. Barrit noted that there will be differences between the commissioners and providers in their specific language and activities. Note: staff will create the tool kit and present it to the full body for feedback and refinement.

6. Co-Chair's Report

A. *So You Want to Talk About Race?* – Book Reading Activity

- C. Moreno read chapter 2, *What is racism?*

B. 2021 Work Plan

C. Moreno reviewed the 2021 Operations Work Plan. Cross-throughs indicate progress on: (1) the planning council effectiveness survey administered by HealthHIV closed April 9th; the final results will be presented to the full body, (2) BAAC and ATF feedback/guidance re: recommendations are still ongoing, (3) updated membership application pending approvals, (4) consumer engagement and retention strategies is ongoing, (5) consumer leadership and training is ongoing and NMAC BLOC series training is postponed until September 2021, staff will provide updates, (6) review of membership and Parity, Inclusion, and Representation (PIR) is done quarterly, last done in February, and (7) attendance review was completed in April and is done on a quarterly basis.

7. MEMBERSHIP MANAGEMENT REPORT

- Dawn McClendon pointed out that the committee should be aware that staff will no longer include membership applications in the actual packet, they will be projected on the screen. Now that packets and other literature is being distributed electronically and posted on the website, the COH cannot control where the membership applications go and there is sensitive information that is included in the applications. A cover page will take the place of the application within the packet and if anyone has questions about the applications they are kept on file. Joe Green added that with in-person meetings the applications were collected at the end of the meeting.
- New Member Application: Mikhalea Cielo, MD I Part D Representative – Motion #3: C. Moreno had the opportunity to interview Dr. Cielo who is an HIV specialist, working with youth, women, and mothers living with HIV. He stated she had great answers for the questions asked and appears ready to work with the Commission. He added, she brings 10 years of experience in working with women living with HIV. J. Green interviewed Dr. Cielo as well and indicated the aspect he took issue with was that she had not attended any meetings, but he expressed content in knowing that staff was going to encourage her to attend the commission meetings. He also acknowledged the seat she will occupy is an institutional seat so it is slightly different, however in the past the Operations Committee had required applicants to attend a minimum of 2-3 meetings as a way to become familiar with the Commission and to personally gauge and assess their interest prior to being placed on the agenda; outside of this he was supportive of the application moving forward.

Motion # 3: roll call vote; application approved at the Operations level and elevated to the Executive Committee.

- New Member Application: Mallery Robinson I Alternate #25: C. Moreno participated in the interview and thought M. Robinson was wonderful. She is an advocate for the trans community and involved in the Trans Connection. C. Moreno also stated he appreciates M. Robinson's continued dedication and contributions to ending the epidemic. B. Gordon also interviewed M. Robinson and indicated she is an excellent candidate that will be a valuable asset to the Commission. B. Gordon also noted that she has been in the community and has been active in the Transgender Caucus and Commission meetings.

Motion #4: roll call vote; application approved at the Operations level and elevated to the Executive Committee.

B. Attendance Review

- The attendance review covered the period of January through March. The Commission's attendance as a whole was fairly good for the first quarter in terms of the full body meetings. It was agreed that attendance letters would not be sent to those commissioners who had two consecutive unexcused absences as the policy specifically states the requirement of three consecutive unexcused absences.
 - C. Barrit indicated that she had spoken to Guadalupe Velazquez who expressed having personal challenges but will make every effort to attend meetings. C. Barrit articulated life happens and there are challenges with family therefore we need to extend grace towards one another.
 - Tony Spears, who has received an attendance letter in the past, was able to communicate via email and indicated he was unable to notify us of his absence the last time around due to traveling but will try to make future meetings.
 - It was relayed that staff is diligent about reaching out to those with excessive absences but pointed out that it might be meaningful and helpful if the Operations co-chairs and/or members reached out to those with excessive absences to see how they are doing and if they need any additional support; those with excessive committee meeting absences can be offered a committee assignment more suitable to their schedule.
 - Joshua Ray is pretty good about sending staff emails regarding how he is doing. He indicated some challenges in terms of his personal situation but pops in and out of meetings even if it's just for a few minutes. Also, J. Ray is the only commissioner who provides feedback on materials such as the standards of care, which indicates he has a level of engagement.
 - There was an in-depth and robust discussion regarding commissioners' level of engagement in spite of sporadic meeting attendance; there was sentiment expressed that although some commissioners' attendance might be irregular they are still maintaining commitment to their role as a commissioner by engaging in other ways.
 - A question was asked regarding the specificity of the attendance policy in regard to specific minimum requirements that must be met (ex: the amount of time spent in a meeting, "popping" in and out of meetings, etc.,) or just recommendations for guidance that can be given to someone who is in a current social situation like J. Ray. D. McClendon explained there is nothing that provides that specific guidance outside of the stipend policy which states that attendance must be at least 75% of the meeting to be eligible to receive a stipend. D. McClendon also expressed that as much as J. Ray's environment is unstable at most times he does his best to stay engaged whether it is by texting or providing input by email so this should be considered as well verses T. Spears, for example, who has received attendance letters and has excessive unexcused absences. A letter was sent to him outlining corrective action steps and although he responded and indicated he would attend subsequent meetings he has not done so. This scenario provides two different sets of circumstances that should be considered when talking about attendance and/or levels of engagement. Justin Valero highlighted that the situation with J. Ray might be emblematic of issues with unaffiliated consumers being a part of the Commission. They are needed in their roles, however this might open an opportunity for discussion on how we engage and involve unaffiliated consumers outside of the normal role of commissioners as they are unique.
 - Agendize the attendance policy.
 - Email the attendance policy to commissioners on a monthly basis. It was reiterated that hearing from staff is one thing but hearing from your fellow colleagues as an expression of caring, compassion, and checking to see how you can be supportive has value.

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C. Membership Application Redesign – Motion #5

- This is the final version that incorporates all of the feedback to date including feedback from the last Operations Committee meeting. This is intended to be the final draft version barring any additional edits from the Executive Committee meeting. Upon approval, it will be forwarded to County Counsel to ensure it complies with any legal requirements. Thereafter, it will go to the Commission for final approval.

The final review of the draft application revisions are as follows:

- Question 1: confirmation was given that the answer to whether you are a new or returning commissioner does not change the questions
 - Question 3: clarification was provided that the “*” signifies that an answer is required. Add a third option which indicates “none” or “not applicable” (not N/A as some may not know what it means).
 - Question 5: due to the in-depth discussion regarding Hep B/C, this item was removed in its entirety and added to question #15. The Operations Committee was informed that applications will no longer be provided to commission members during review for confidentiality purposes; this is in alignment with what other jurisdictions are doing and as a response to the inquiry regarding why someone’s Hep status is being asked. A summary sheet will be presented in lieu of the application.
 - Question 7: the “I’m not sure” option is good in reference to Ryan White services
 - Question 8: include examples of CDC HIV Prevention services (ex: testing and PrEP.).
 - Question 11: instead of using “other” include an option for self-identification
 - Question 13: it was clarified that the link provides an option for the applicant to input their address to determine which SPA and Supervisorial District the applicant lives, works, and/or receives services in. The applicant can select more than one box.
 - Question 14: clarification was provided that the institutional seats require a recommendation
 - Question 15: add PLWH and “not applicable”. (Note: Ms. McClendon has added people living with Hep B/C)
 - Question 16: change “community” to “nation”
 - Question 18: the suggestion made to add a text box, so the response is not limited
 - Questions 19 and 20: can link together with the recommendation to add additional language as a way to provide examples. For example, spell out CV (curriculum vitae) and add resume as some may be more familiar with resumes. Clarification was provided that applicants are able to upload certificates and letters of recommendation along with other supporting documentation.
 - Question 21: add “not yet prepared” versus “not prepared”
 - Question 23: add language that stipulates alternates are required to attend meetings
 - Question 26: for clarity and appearance, a recommendation was made to separate the paragraphs for the Statement of Qualifications (SOQ) and add “click here”. Note: Ms. McClendon explained that the SOQ and Financial Disclosures are Board required documents that must be submitted with the applications, there is no way around it.
 - Question 28: Ms. McClendon indicated she would make this question more consumer friendly. Mr. Moreno suggested adding language that indicates information will not be disclosed publicly.
- Motion # 5: roll call vote; updated membership application approved at the Operations level and elevated to the Executive Committee.
- Ms. McClendon will provide a version of the hardcopy once the application is finalized

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D. 2021 Membership Renewal Slate Process

- The renewal process consists of sending out an application to all renewing commissioners with a fixed deadline attached. Once all renewing applications are received by the deadline, the renewal slate is drafted and placed on the Operations agenda as a motion for approval. Once the renewal slate is approved by the Operations Committee, it elevates to the Executive Committee and then to the full Commission. After the commissioners' oath and approval by the full body, the renewal slate is sent to the Board of Supervisors (BOS) to be agendized for final approval. Operations is hoping to have the updated membership application back from County Counsel in May.
 - Agendize application interview process.

V. DISCUSSIONS

7. RECRUITMENT, RETENTION, AND ENGAGEMENT:

- C. Moreno highlighted the Commission is receiving numerous applications and conducting a lot of interviews which can be taken as testament to whatever the Commission is doing should be continued along the same lines; continue to spread the word, attend meetings, speak about the Commission at places of employment and anywhere that you see fit for individuals who might be interested, and on social media. C. Moreno inquired if the Commission could use past testimonies from YouTube on its website and social media handles; staff will follow-up and verify whether it can be done.

VI. NEXT STEPS

10. TASK/ASSIGNMENTS RECAP:

- Staff will consult with parliamentarian Jim Stewart and County Counsel regarding whether commissioners can state their conflicts of interests are in the packet versus verbally stating each one.

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

VIII. ADJOURNMENT

- Meeting adjourned in memory of Dr. William King's father.

13. ADJOURNMENT: The meeting adjourned at 12:14pm.