



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
7/26/2018

OPERATIONS
COMMITTEE MEETING MINUTES

June 28, 2018

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

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 6/28/2018
- 2) **Minutes:** Operations Committee Meeting Minutes, 5/24/2018
- 3) **Schedule:** 2018 Commission on HIV/Los Angeles County HIV/AIDS Strategy, Updated 6/26/2018
- 4) **Flyer:** Los Angeles County HIV/AIDS Strategy for 2020 and Beyond, Continuing the Community Dialogue in the Antelope Valley, 6/28/2018
- 5) **Notes:** Los Angeles County HIV/AIDS Strategy Call to Action Meeting, Continuing the Dialogue in San Gabriel Valley, Breakout Group Discussion Notes, 6/14/2018
- 6) **Executive Summary:** Los Angeles County Commission on HIV, Assessment of the Administrative Mechanism, RWCA Fiscal Years 24, 25, 26, June 2014
- 7) **Table:** 2018 (Proposed) Membership Slate, 6/28/2018
- 8) **Notes:** Awards Framework Ad Hoc Committee Notes, 6/21/2018
- 9) **Questions:** Operations Committee Guiding Questions for COH By-Law, Policy and/or Procedural Changes, 6/28/2018
- 10) **Policy/Procedure:** #10.1002: e-Dissemination of Non-Commission Sponsored Information and Materials, 6/4/2018

CALL TO ORDER: Ms. Bivens-Davis called the meeting to order at 10:00 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 5/24/2018 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:**

- Ms. Barrit noted the schedule of meetings in the packet. The next meeting will be a regular Commission meeting on 7/12/2018 at St. Anne's Conference Center. Key agenda items will be: the membership slate; a colloquium pertaining to transgender women's health care by Cathy Reback, PhD; a 2018 Homeless Count update by Los Angeles Homeless Services Authority (LAHSA) staff, including programmatic and/or policy staff; and a presentation on the Assessment of the Administrative Mechanism (AAM) by Marc Haupert, Consultant. The busy meeting was anticipated to run somewhat long.
- The next Los Angeles County HIV/AIDS Strategy (LACHAS) Call to Action meeting will be 7/19/2018 in the Antelope Valley. Ms. Barrit has contacted Erick Matos, Health and Legislative Affairs Deputy, Supervisorial District 5, about the meeting and encouraged him to advertise it. She especially thanked Ms. Cataldo who helped organize the meeting, the optional tour afterwards, and transportation. Ms. McClendon also sent out an email on car pooling which garnered three responses of people with seats available and one who might need a ride. The 11:00 am to 1:00 pm meeting will include lunch.
- Ms. Bivens-Davis and David P. Lee, MPH are helping coordinate the 8/9/2018 Commission meeting and community event on the Martin Luther King Campus at Bateman Hall followed by a tour of the campus and nearby agencies. Potential West Los Angeles Service Planning Area (SPA) 5 sites are still being identified for the 8/16/2018 Call to Action meeting.
- Ms. Barrit noted, due to reservation conflicts, the usual September and November meeting sites have been switched with the 9/13/2018 Commission meeting at the Music Center and the 11/8/2018 Annual Meeting at St. Anne's Conference Center. An additional Health District Community Meeting has been added on 9/19/2018 targeting SPA 7, but the 12/13/2018 Commission meeting is cancelled due to conflict with the 12/11-14/2018 Ryan White Conference.
- Breakout group discussion notes from the 6/14/2018 LACHAS meeting in El Monte were in the packet. Feedback was consistent with that from the San Fernando Valley meeting, e.g., the need for more education on using Health Districts (HDs) as a planning model, how to contextualize LACHAS implementation with community level activism and advocacy, and ensuring interpretation of performance metrics for the HD are easier for consumers and providers to understand. There were some more questions on programmatic coordination pertaining to support from DHSP and PrEP Centers of Excellence.
- Mr. Stalter noted a recently interviewed candidate from the San Gabriel Valley felt the presentation by Mario Pérez, MPH was more a Los Angeles County (LAC) overview than a presentation that explored the San Gabriel Valley and its issues. In addition, many people have mentioned it would be helpful to have the slides for the presentation.
- ➡ Ms. McClendon will resend the car pooling invitation email.
- ➡ Contact the West Side Pavilion for a possible West Los Angeles Service Planning Area (SPA) 5 site. The venue is in the process of closing, but has a large community room with chairs that may be available.
- ➡ Ms. Barrit will provide Mr. Donnelly with flyers for the Antelope Valley LACHAS event with transportation information.

6. **CO-CHAIR REPORT:**

- ➡ Add to July agenda: Determine whether or not to hold special election to fill the balance of Mr. Donnelly's At-Large term.

V. DISCUSSIONS

7. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM) UPDATE:**

- Mr. Haupert reminded the body that this AAM was designed both to catch up and provide a recollection from the past three years during which there was no AAM as well as identify new items to address in future. It is narrative in nature since it was designed to address perceptions on the landscape of funding delivery. The Executive Summary was in the packet.
- The three identified focus areas are: Commission perspectives represented by interviews with members of the Executive and Operations Committees; LAC perspectives represented by interviews with representatives of DHSP, the Department of

Public Health (DPH), and the Executive Office; and agency perspectives by representatives selected via a randomized, anonymized list of service contracts. Variables used for agency sampling were service type, size, and type of contract resulting in representatives of 17 agencies that were ultimately interviewed in depth.

- The overall determination was that the AAM system comprised of the Commission, DHSP, DPH, and the Board of Supervisors (BOS) works fairly well. One proviso is that LAC is a big and complicated county, everything is difficult, everything takes forever, but people are used to it after 25 years. That observation may, or may not, be a useful one.
- Some recommendations pertain to how to conduct future AAMs. DPH and DHSP interviewees, in particular, called attention to a couple of exercises that are starting to review how LAC does contracting overall.
- Commissioner interviewees reported a high level of satisfaction with high marks for efficiency of the operation and competency of staff. This is the first time the AAM has overtly studied Commission effectiveness so how best to address that is still being developed. In future, he recommended a survey of all Commissioners as they are most engaged in the AAM and include questions on the DHSP, DPH, and agency surveys to assess their perspectives on Commission efficiency.
- DHSP and DPH interviewees had significant staffing concerns including the change of contracting staff from DHSP to DPH. Other DHSP concerns were a shortage of DHSP staff positions, the time needed to fill vacancies, and differences in salary structures between DHSP and DPH staff which can prompt people to move. One DHSP interviewee recommended reviewing the impact of LAC human resources and finance systems on contracting services.
- Another theme was time required to complete Requests For Proposals (RFPs), especially due to difficulty recruiting competent reviewers. He suggested establishing a pool of qualified reviewers and compensating them for their time.
- There are other ways of contracting, e.g., grants are more efficient, but the BOS prohibits DHSP from using them. Another option is to engage an agency for a specific project via the LAC temporary personnel solicitation, now open until 2023.
- As previously recommended, all focus areas suggested more overt outreach to and support for new potential providers.
- Several agency interviewees noted variability in the quality of DHSP monitoring. Generally, fiscal monitoring was rated higher than programmatic monitoring, but lack of uniformity was noted across programmatic reviewers.
- CaseWatch was again raised as an issue, especially the need for multiple eligibility processes. Several agencies have developed approaches to increase efficiency, including for CaseWatch, so a best practices summit could be valuable.
- Mr. Hauptert suggested the Operations and Executive Committees consider whether to focus on a few, major recommendations or to address those items that can be implemented most readily while reserving others for a later time.
- The complex 24-month procurement process has not changed much over the past ten years. Periodically, pieces are added, e.g., due to a law suit, but they are rarely removed. It could be streamlined, but that would require everyone at the table.
- Mr. Hauptert noted he worked on three past AAMs and received lists of contract timelines. They were not available for this AAM, but would be valuable in future by showing time per step which helps identify areas for potential improvement.
- There were some 75 agencies spanning contracts over the three years with a decent sample of 17 surveyed. Some did not wish to participate despite anonymity, but those responding were forthcoming. Some agencies assembled teams to offer input. Surveying all agencies would be valuable. Incentives could be offered to encourage participation.
- Ms. Barrit noted DPH is consolidating contracting into one budget code, but DHSP will maintain its own fiscal contractual unit. DPH anticipates efficiencies, but it is not yet known if the new effort will be more successful than earlier efforts.
- Mr. Stalter noted some things have been reported repeatedly in AAMs such as multiple eligibility processes to register in CaseWatch at different agencies. That discourages people from applying for services and should be addressed as part of the Los Angeles County HIV/AIDS Strategy (LACHAS) if LACHAS is to succeed. Mr. Rosales, however, noted liability issues.
- Mr. Hauptert said several LAC staff suggested there may be new opportunities to review issues due to new Supervisors.
- Ms. Cataldo asked why DHSP has the ability to redact the AAM. Ms. Barrit replied DHSP reviews all Commission documents, e.g., DHSP weighs in on standards. It is not so much a matter of redacting as of offering input. If DHSP has concerns about some language, then concerns should be heard in the Operations Committee and talked through in a transparent matter.
- She was reviewing the full document for clarity. Once the report is final, then the Operations and Executive Committees will prioritize key recommendations and determine a timeframe for implementation. System-wide issues will be at the BOS level and would require major transformational changes in policies and procedures across all departments.
- Mr. Stalter supported recommendations that might be implemented more quickly such as lifting the prohibition on grants.
- ➡ Correct Memorandum of Understanding (MOU) between the Commission and DHSP from calling for an AAM every three to five years to an annual AAM, as required by the Health Resources and Services Administration (HRSA).
- ➡ Forward AAM Executive Summary to the Executive Committee with a recommendation to go to the 7/12/2018 Commission meeting. It should also contain sufficient information to inform application work by Pamela Ogata, MPH so that the Operations Committee can take more time to develop the full AAM.

8. MEMBERSHIP MANAGEMENT:

A. 2018 Proposed Membership Slate:

- Ms Bivens-Davis noted the slate in the packet is based on recommendations from the separate membership meeting the prior week. Additions are: Alexander Fuller and Jazielle Newsome for HIV Stakeholder Representatives #6 and #8; Diamante Johnson for Unaffiliated Consumer, Supervisorial District 5; and new alternates Alasdair Burton and Carlos Moreno. David Lee, MPH, LCSW was also moved from alternate to Provider Representative #2.
- David Cunningham interviewed just that morning so was not reflected on the slate.
- Mr. Donnelly was the only Commissioner who chose not to renew. He was thanked for his service.
- Karl Halfman, MS, Acting Chief, HIV Care Branch, Office of AIDS (OA), has advised Ms. Barrit that a new OA Chief is expected by the end of the year. OA will continue to report at Commission meetings, but will not submit a new Part B Representative application to replace Majel Arnold, MA-HSA while changes are ongoing.
- ➡ Ms. Barrit has spoken with the Southern Regional Medi-Cal representative regarding an application. She was waiting for her supervisor's approval, but has not called back so Ms. Barrit will follow-up.
- ➡ Provide reflectiveness table to accompany the slate for the 7/12/2018 Commission meeting.
- ➡ Revise application race/ethnicity selection from "Hispanic" to "Hispanic/Latino/Latinx."

MOTION #3: Approve the 2018 Proposed Membership Slate, as presented, and forward to Executive Committee for approval (*Passed by Consensus*).

B. Recruitment and Retention Efforts & Opportunities:

1. **Ad Hoc Awards Work Group - Update:** The 6/14/2018 Awards Work Group notes were in the packet. The Work Group was working on the actual process and associated documents. The Framework is updated after each meeting.
2. **COH Staff Participation at Community Events:**
 - Ms. McClendon noted this agenda item was to inform Operations that staff do participate at community events to promote LACHAS and recruit new members. Ms. Bivens-Davis added Julie Tolentino, MPH has been very helpful with Consumer Advisory Board (CAB) efforts and Ms. Wright with body composition information.
 - Ms. Barrit said staff also check out how other LAC and City commissions and councils function, how different systems coordinate, how they are relevant to the Commission and, if relevant, how best to engage.
3. **Unaffiliated Consumer Recruitment Strategies:**
 - Ms. Bivens-Davis noted Unaffiliated Consumer (UC) vacancies in Supervisorial Districts 1 to 4; and in SPAs 4 and 6.
 - Mr. Green suggested: 1. encourage each UC to bring another UC to each Commission meeting; 2. like the Commission's Facebook page and invite those people's friends to like the page as well; ask each UC to promote the LACHAS in one way or another each month and then report back.
 - Mr. Stalter said DHSP contracts require agencies to participate at Commission meetings so they can be urged to actively recruit. Mr. Green added Mr. Hauptert identified 70 to 80 contracts so more agencies should participate.
 - Ms. Barrit reported the Commission has a contractor working to build out its Facebook account. She and Ms. McClendon were on a call regarding concepts to promote it for more traction. A recruitment message, flyer, and reminders about Facebook will go out at least once per month. Mr. Stalter said it is important to post more often to generate interest, e.g., start with a post on Facebook once per week and build to three or four times per week.
 - Ms. Granados felt Susan Forrest is an outreach role model. She partners with a person, sits next to them, makes introductions, and answers questions. She ensures familiarity with the Commission before they apply.
 - Ms Granados met the prior week with a Black AIDS Institute (BAI) representative and discussed recruitment. BAI has offered HIV education and recently opened A Clinic for Us (C4U) with St. John's Well Child and Family Center.
 - ➡ Ms. Barrit will follow-up to determine whether it is possible to place ads on social media, e.g., Scruff.
 - ➡ Translate the Commission recruitment flyer into Spanish.
 - ➡ Ms. Barrit will discuss with DHSP a letter from contract officers to remind providers of Commission responsibilities.
 - ➡ Mr. Stalter will ask Al Ballesteros, MBA about an ad in *Adelante Magazine* which targets the Latino community.
 - ➡ Forward additional recruitment strategy ideas to Ms. Barrit.
4. **Leadership Development Strategies in Collaboration with Consumer Caucus:**
 - Ms. Bivens-Davis noted this topic was a major discussion last month. Ms. Barrit continued the goal is to develop a program or training profile to recruit and retain consumers on the Commission while increasing their skills.
 - ➡ The 7/12/2018 Consumer Caucus will dedicate some time to identifying the most critical skill sets to address.

9. POLICIES AND PROCEDURES:

A. Develop Guiding Principles for By-Law/Policy Changes:

- Ms. Bivens-Davis noted the draft of guiding principal questions in the packet for discussion. Ms. Barrit continued that the Standards and Best Practices Committee uses a set of questions in developing or updating standards. The questions are reviewed annually to ensure they are still relevant and adequate for service categories to be addressed.
- That internal practice can also help the Operations Committee ensure that all Policy/Procedure updates are considered in a standard, meaningful, and well thought out manner.
- ➡ Revise "changing the bylaws," "the bylaw change," and "a bylaw change" to "the change" so as to address all changes.
- ➡ Adopt with revisions as noted above and present with any Bylaws or Policies/Procedures to be developed or revised.

B. COH e-Distribution Policy:

- Ms. McClendon noted the Commission receives many requests to disseminate information, but has never created a formal policy delineating what types of materials can be disseminated and what types should not be disseminated.
- Ms. Barrit added development of the Policy/Procedure was prompted by numerous recent requests to disseminate information not related to HIV. Commissioners who would like specific other Commissioner emails or Committee groups may request them and, if the desired party(ies) agree, email(s) can be provided for the Commissioner's use.
- Mr. Stalter suggested Ms. Barrit email highest priority items, but it was felt identifying those could be cumbersome.
- ➡ Refer key items to Ms. Tolentino to post on social media.
- ➡ Adopt Policy/Procedure #10-1002, e-Distribution of Non-Commission Sponsored Information and Materials.

10. COMMUNITY ENGAGEMENT:

- Mr. Green reported the Consumer Caucus has not yet elected the two additional Co-Chairs. The 7/12/2018 meeting will discuss retaining Raphael Péna, Yolanda Sumpter, and himself as Co-Chairs until the end of the year in order to provide more time to actively recruit HIV- consumer and community co-chairs.
- The other two main topics will be key learning objectives with prioritization of skill sets and recruitment.
- Mr. Stalter noted he had been absent from the Caucus for a long time, but will be attending again. He offered his support.

A. Community Advisory Board (CAB) - Meet & Greet:

- Mr. Green reported the Spanish-language CAB Meet and Greet is being planned for early August or late September 2018. Potential venues are Alegria, East Los Angeles Women's Center, and the Wall Las Memorias. Ms. Bivens-Davis added various sponsors are being considered including the Wall, AltaMed, Bienestar, and Clínica Monseñor Oscar A. Romero. A letter has been drafted to introduce local providers to this event and the larger one planned for 2019.
- Ms. Barrit added former Commissioner Octavio Vallejo, MPH, MD is now with a pharmaceutical company. He has contacted Ms. Barrit and offered to support Commission activities. He may be able to sponsor the event.
- Mr. Stalter noted BOS Health Deputies all have a home base so may be able to provide a space in the area.
- Mr. Green noted Ms. Granados and Mr. Rosales have been identified as potential presenters. Ms. Bivens-Davis added there was interest in inviting the presenter from the University of California, Los Angeles on HIV and immigration. Mr. Brown noted Alonzo Batiste, AltaMed, also presented on undocumented issues at the Coping With Hope Conference.
- Mr. Stalter's fiancé works for JWCH in benefits management and is fluent in Spanish so could be of assistance.
- One more English-language CAB Meet and Greet is planned before the main 3/27/2019 event at California Endowment.

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: Mr. Green announced the 31st Annual Strength for the Journey will be 8/6-10/2018 at Camp Colby. There are 20 to 30 workshops and he will present on the Commission, community engagement, and LACHAS. There is a fee, but no one is turned away for lack of ability to pay.

VII. ADJOURNMENT

13. ADJOURNMENT: The meeting adjourned at 11:47 am.