



LOS ANGELES COUNTY
COMMISSION ON HIV



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Transgender Caucus

Virtual Meeting

Be a part of the HIV movement

Tuesday, February 22, 2022

10:00AM-12:00PM (PST)

Agenda and meeting materials will be posted on
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Meeting password: TRANSGENDER

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**TRANSGENDER CAUCUS (TG)
VIRTUAL MEETING AGENDA**

TUESDAY, FEBRUARY 22, 2022

10:00 AM – 12:00 PM

TO JOIN BY COMPUTER

<https://tinyurl.com/yckz4nfd>

MEETING PASSWORD: TRANSGENDER

TO JOIN BY PHONE: +1-213-306-3065 MEETING #/ACCESS CODE: 2594 152 4515

1. Welcome and Introductions
2. Co-Chairs Report
 - a. Commission Caucus Purpose Review
 - b. Co-Chair Duty Statement and Responsibilities Summary
 - c. Co-Chair Elections
3. 2022 Workplan Review and Approval
4. Virtual Educational Activities Calendar Review
 - a. Plan virtual educational activity for March 22 to commemorate Day of Trans Visibility (3/31)
 - b. When: March 22 10am to 11:30am
 - c. Determine theme or title for the event?
 - d. Formulate objectives for the event
 - e. Identify panelists/speakers (up to 3)
 - f. Identify moderator from TG Caucus
 - g. Appoint TGC members who will contact and confirm speakers by March 4
5. Executive Director/Staff Report
 - a. Best Practices Development for Prevention and Care
 - b. Comprehensive HIV Plan 2022-2026
6. Meeting Confirmation and Agenda Development for Next Meeting
7. Public Comments and Announcements
8. Adjournment



VIRTUAL MEETING—TRANSGENDER (TG) CAUCUS
Tuesday, January 25, 2022 | 10:00am to 12:00noon
MEETING SUMMARY

In attendance:

Genevieve Clavreul	Xelestial Moreno	Isabella Rodriguez
Paul Miller	R. Monk	Melissa Bernabe
Joshua Tapia	Cheryl Barrit (COH Staff)	Jose Rangel-Garibay (COH Staff)
AJ King		

1. Co-Chairs Report

a. Co-Chair Nominations/Elections

Isabella Rodriguez, Luckie Alexander, Mallery Robinson, and Xelestial Moreno were nominated as co-chairs for the Transgender Caucus.

2. 2021 Workplan Review

Cheryl Barrit went over the 2021 Workplan Review and highlighted the following activities that were completed in 2021:

- Track implementation and funding for AB2218 (Transgender Wellness Fund)
- Track SB 225 – The Bodily Autonomy, Dignity, and Choice Act
- Track AB 453 – Sexual battery: nonconsensual condom removal

The following activities are ongoing:

- Integrate mini trainings at all meetings on how decisions are made on the Commission. Keep training as a standing meeting agenda item.
- Monitor implementation of the Division of HIV and STD Programs (DHSP) Ending the Epidemic Plan (EHE); provide feedback. Keep EHE discussion as a standing meeting agenda item.
- Collaborate with the Public Policy Committee on policies specific to transgender issues.

3. 2022 Workplan Review and Discussion

C. Barrit went over the 2022 Workplan Review and Discussion which included the following:

- Develop the Comprehensive HIV Plan (2022-2026)
 - This will remain as a standing meeting agenda item for the Transgender Caucus.
- Address Areas of Improvement from the HealthHIV Planning Council Effectiveness Assessment
- Strengthen core planning council responsibilities
 - This includes ranking services categories for people living with HIV (PLWH),

allocating funding, and understanding HIV continuum data.

- Implement Transgender Caucus 2022 meeting and educational activities schedule
 - The purpose of this is to raise awareness about issues facing the transgender community. Activities will be implemented throughout the year.
- Integrate mini trainings at meetings on how decisions are made on the Commission. Keep training as a standing meeting agenda item.
- Monitor implementation of the DHSP Ending the Epidemic Plan; provide feedback. Keep EHE discussion as a standing meeting agenda item.
- Collaborate with the Public Policy Committee on policies specific to Transgender issues and STD response.

4. Discussion | Strengthening the Transgender Caucus

- C. Barrit invited the group to provide feedback on strategies to strengthen the Transgender Caucus.
- I. Rodriguez suggested the following: 1) holding Transgender Caucus meetings monthly, rather than bi-monthly and 2) inviting Talia Mae Bettcher, Cal State Los Angeles Professor and author, to speak on transgender issues.
- X. Moreno supported holding monthly meetings.

5. Virtual Educational Activities Draft Plan Review

a. Plan virtual education activity for March 22 to commemorate Day of Trans Visibility (3/31)

- C. Barrit presented the Transgender Caucus 2022 Meeting and Activities Schedule found in the meeting packet.
- C. Barrit discussed potential collaboration with the Women's Caucus. I. Rodriguez and X. Moreno supported this idea.
- X. Moreno inquired if funding is available to host a Day of Trans Visibility event. C. Barrit responded that the Commission is able to offer gift card incentives to participating panelists.

6. Executive Director/Staff Report

a. Best Practices Development for Prevention and Care

- Jose Rangel-Garibay, COH Staff, discussed Special Populations Best Practices Guiding Tenets, found in the meeting packet. The document includes key resources regarding best practices.

b. Comprehensive HIV Plan 2022-2026

- AJ King gave a presentation on guidance on the development of the CHP, which can be found in the meeting packet.
- Key concepts in the 2022-2026 CHP include:
 - A status neutral approach
 - Address syndemics
 - Address social issues that are related to HIV, such as drug use and

- homelessness
- Build off of existing plans
- The CHP Goals and Objectives pertain to the four EHE pillars:
 1. Diagnose
 2. Treat
 3. Prevent
 4. Respond
- X. Moreno commented on the importance of community engagement when developing the CHP. A. King suggested distributing surveys to collect feedback on community engagement from PLWH. X. Moreno recommended sending these surveys to HIV-related organizations who provide services to the target population.
- X. Moreno suggested an outdoor, in-person event to enhance community engagement.
- X. Moreno stated that at-home HIV testing kits have been effective in improving HIV testing numbers.
- A. King emphasized pre-exposure prophylaxis (PrEP) and syringe services as valuable HIV prevention services.
- I. Rodriguez discussed involving community members in the planning and development of the CHP by holding a town hall meeting.

7. Meeting Confirmation and Agenda Development for Next Meeting

- The Transgender Caucus will meet next on February 22nd from 10am – 12pm.
- AJ King will attend the February meeting to discuss to CHP.
- The Transgender Caucus will plan the March 22 event for Day of Trans Visibility.

8. Announcements

- X. Moreno announced REACH LA is hiring a Trans Program Specialist.
- Joshua Tapia announced the USC Project for PrEP-AP is holding assessments and currently looking for participants to interview.

9. Adjournment

- The meeting adjourned at approximately 11:30 am.



LOS ANGELES COUNTY COMMISSION ON HIV

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POLICY/PROCEDURE #08.1102	Subordinate Commission Working Units	Page 1 of 12
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**FINAL Revised
Approved 8/11/16**

SUBJECT: The role(s), structures and governing rules of the Commission's various types of subordinate committees and working groups.

PURPOSE: To describe the purpose, status, structure, rules, work and timeframes of various subordinate working groups that facilitate advancement, review and completion/fulfillment of Commission responsibilities, tasks, work and projects.

BACKGROUND:

- Federal Ryan White legislation is the largest source of non-entitlement funding for HIV care and treatment in the country. Part A funding is directed to the most impacted urban jurisdictions across the country. The Ryan White Treatment and Modernization Act of 2009 requires all Part A jurisdictions established before 2008 to create local HIV planning councils. The Health Resources and Services Administration (HRSA) in the US Department of Health and Human Services (DHHS) administers the Ryan White Program nationally.
- The Los Angeles County Commission on HIV serves as LA County's Ryan White and Centers for Disease Control (CDC) prevention HIV planning council. The County has chartered the Commission in County Code, Ordinance 3.29. Both roles as the Ryan White HIV planning council and a County-chartered commission carry specific responsibilities and expectations. The Commission's annual work plan is driven and governed by all of these sources (Ryan White legislation, HRSA and CDC guidance, and County directive/need), yielding an annual schedule of review, discussion, decision-making and work product.
- In order to fulfill its responsibilities and accomplish the work assigned to it, the Commission adopted a strategy in 2003 that relies almost entirely on its committees to perform initial analysis of, generate recommendations to and implement actions for the full Commission. Since then, the Commission's committees have had an indispensable impact on the Commission's capacity to fulfill its varied responsibilities and advance significant initiatives benefiting people with HIV/AIDS/STDs in LA County.

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- While the Commission generates, modifies and/or finalizes work and/or decisions, it rarely prepares the work directly as a full body. Rather, it relies on the standing committees and other working groups to forward recommended decisions or work for consideration by the full body. As a result, the Commission counts on the committees and related work units to complete more focused analysis. The committees, in turn, may rely on different types of working units to which they assign/delegate the work. This policy details the various working units the Commission and its committees can access to advance and expedite its decisions and work as needed.

POLICY:

- 1) Policy/Procedure Description:** These policies and descriptions define and detail the organization, structure and governing rules/procedures of various working units the Los Angeles County Commission on HIV can engage to generate, develop and complete tasks and work necessary to fulfill its mission and purpose.
- 2) Committee-Driven Process:** The Commission is an HIV community planning body that regularly generates planning and implementation decisions and work product consistent with federal Ryan White legislative and Los Angeles County Charter requirements and guidance. Generally, the Commission's work flow and process is "committee-driven," meaning that recommended decisions, actions and work are typically proposed by the Commission's standing committees or other working units to the full Commission for review, consideration, and final decision-making. While the Commission generates, modifies and/or finalizes work and/or decisions, it rarely performs the work directly as a full body.
- 3) Standing Committees:** The Commission's primary working units are the five standing committees—the Executive, Public Policy (PP), Operations, Planning, Priorities and Allocations, (PP&A) and Standards and Best Practices (SBP). Each of the standing committees has specific responsibilities detailed in the Commission's By-Laws, which they, in turn, implement through ongoing analysis, study, discussion, debate, decision-making, work product, action and/or implementation.
- 4) Annual Work Planning:** The Executive Director in consultation with the Co-Chairs and Committee Co-Chairs will develop an Annual Work Plan at the beginning of the program year (March – February). The annual work plan will be aligned with the Comprehensive HIV Plan's Goals and Objectives Section.
- 5) Role of the Working Units:** The Commission, its Co-Chairs, the Executive Committee and the Commission's standing committees are entitled to establish caucuses, subcommittees, ad-hoc committees, task forces and various types of working groups to more thoroughly address responsibilities, decisions, work, tasks and projects in accordance with their and the Commission's work plan.

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- 6) Openness and Transparency Requirements:** Like the Commission, the standing committees are covered by the Ralph M. Brown Act, comply with HRSA guidance and other “sunshine” law requirements regarding meeting transparency and related agendas, notices and preparations; meeting conduct, voting procedures and decision-making; public participation; and meeting record-keeping.
- 7) Caucus(es):** The Commission establishes caucuses, as needed, to provide a forum for Commission members of designated “special populations” to discuss their Commission-related experiences and to strengthen that population’s voice in Commission deliberations. Caucuses are not, by definition, Brown Act-covered bodies, and are not required to comply with open meeting, public participation and other, related “sunshine” requirements. With Commission consent, caucuses determine their membership, meeting conduct and timelines, work plans, and activities.
- 8) Ad-Hoc Committee(s):** The Commission, its Co-Chairs and/or the Executive Committee can create ad-hoc committees to address longer-term Commission special projects or initiatives that require more than one standing committee’s input, involvement and/or representation. Once the project has been completed, the ad-hoc committee automatically sunsets. The Commission Co-Chairs are responsible for assigning Commission members to the ad-hoc committees, and during their tenure, ad-hoc committees maintain the same stature and reporting expectations as other standing committees. Ad-hoc committees are required to comply with all of the same Brown Act and other transparency requirements as the Commission and its standing committees.
- 9) Subcommittee(s):** Standing Committees and/or their co-chairs may establish subcommittees to address and carry out work, tasks and activities to address one of the committee’s primary responsibilities. Consequently, subcommittees are not necessarily time-limited, but the committee can extend, suspend, amend and or conclude the subcommittee’s work at any time. The committee may delegate certain authorities to the subcommittee, and the subcommittee’s work plan is incorporated into the committee work plan. The committee’s co-chairs assign committee, and possibly other Commission, members to the subcommittee. Sub-committees are required to comply with all of the same Brown Act and other transparency requirements as their respective committees.
- 10) Task Forces(s):** Task Forces can be created by the Commission, its Co-Chairs and/or the Executive Committee, and are intended to address a significant Commission priority that may entail multiple levels of work or activity and are envisioned as longer-term in nature. Task forces are similar to ad-hoc committees, except that their membership is expected to include at least as many non-Commission members as Commission members. Task force decisions, work, activities and plans must be reported to and approved by the Executive Committee. While, technically, task forces do not have to comply with Brown Act and other

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transparency requirements, it is encouraged that they do so in the spirit of the law. Various community task forces are **not** formal Commission working units, unless recognized as such by the Commission; however, they are invited to report and recommend actions to the Commission.

- 11) Work Group(s):** Work groups are primarily created by the committees for work on a single, short-term project that the committee cannot as thoroughly address during its regular meetings. By definition, work groups—which can come in many different forms—are only operational for short, time-limited periods. Commission and non-Commission members may participate in a work group, but no more Commission members than the originating committee’s quorum. Work groups are not covered by the Brown Act and other transparency laws, and the final decisions/recommendations/work serve as a record of the work group’s deliberations and must be forwarded to the originating committee for review, consideration and modification/approval.
- 12) Organizational Purpose, Structure and Responsibilities:** The following procedures comprehensively describe the various types of subordinate Commission working units; their role(s) and purpose(s); the conditions under which they can be established; and what rules, governance, processes and expectations guide their activities. Each working unit description approximates the following organization:
 - Establishing authority
 - Definition, standing and reporting responsibilities
 - Role and purpose
 - Necessary conditions/provisions
 - Legal requirements
 - Organization, membership and leadership
 - Scope of responsibility and timeframe
 - Staff support, and
 - Other distinctions.

PROCEDURE(S):

- 1. Work Plan Implementation:** The Commission develops an annual work plan for the federal Ryan White program year (March – February) detailing the tasks and work projects it expects to complete in the year and that serves as the Commission’s primary work outline. Each of the Commission’s standing committees and caucuses prepares an individual work plan, and the compilation of those work plans is modified/ approved by the Commission.
 - a. Commission decisions and work products are guided by federal Ryan White legislation, Health Resources and Services Administration (HRSA), Centers for Disease Control and Prevention (CDC) and County Ordinance requirements and guidance.
 - b. The work plan is a “living document” that may change as unanticipated pressing, urgent and/or time-sensitive issues need to be addressed during the course of the year.

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- c. Various types of subordinate working units are created at the Commission to carry out and fulfill work and decision-making responsibilities in accordance with that workplan. The organization, structures, rules, work activities and timelines for each type of working group are defined in the following procedures.
- d. The group's work objectives and timeframe for completing them will dictate which type of working unit is necessary to carry out those responsibilities.

2. **Standing Committee(s):** The Commission's standing committees and their respective responsibilities are authorized by and defined in the Commission's By-Laws (*see Pol/Proc #06.1000: Commission By-Laws*). The standing committees:

- are continuing work units;
 - meet monthly or more frequently;
 - concurrently juggle multiple tasks and activities within their respective purviews; and
 - are the Commission's primary means of discharging its duties and responsibilities.
- a. All of the Commission's major function(s) and responsibilities are assigned to at least one of the standing committees. While the standing committees primarily generate recommendations and propose work products for the Commission's modification/approval, they are authorized to make some limited final decisions—such as document revisions in the Operations and Standards and Best Practices (SBP) Committees, policy position modifications in the Public Policy (PP) Committee, and final appeals at the Planning, Priorities and Allocations (PP&A) Committee.
 - b. Standing committees forward reports, completed work and Committee-approved decisions/recommendations to the Executive Committee and the Commission, as appropriate, understanding agenda items at those meetings.
 - c. As the Commission's fundamental working units and in the spirit of transparent and open decision-making, the standing committees are subject to Ralph M. Brown Act, HRSA and other applicable sunshine law requirements. As such, the standing committees must adhere to the relevant rules governing:
 - meetings open to the public;
 - public participation and comment periods;
 - development, notification and posting of agendas;
 - quorums and voting procedures; and
 - meeting record-keeping, audio-recording, and minutes.
 - 1) The Commission's standing committees perform their work, conduct their business, and discuss and deliberate in open, public settings and meetings (except for rare closed Committee sessions that are consistent with Brown Act provisions).
 - 2) Members of the public are encouraged to attend and participate in standing committee meetings.

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- 3) Agendas detailing topics to be addressed are developed for all meetings, and meeting agendas are posted 72 hours in advance.
 - 4) A quorum must be present at any meeting in which votes are taken and only Board of Supervisor (BOS)-appointed Commission members are entitled to cast votes.
 - 5) All meetings are electronically recorded and minutes summarizing meeting discussions and actions are subsequently produced and approved.
- d. Standing committee voting privileges are only conferred on Board of Supervisors (BOS)-appointed Commission members who have been assigned to the Committee by the Commission's Co-Chairs, or designated OAPP representatives consistent with the By-Laws.
- 1) There is no limit to the number of Commission members who can be assigned to a standing committee.
 - 2) The standing committee quorum equals one member more than 50% of the assigned membership.
 - 3) A quorum is required before votes can be taken at a meeting. While all of the Commission's working groups aim for consensus, votes may be necessary to arrive at a decision or for record-keeping purposes.
 - 4) A motion is successful when more than half of the voting members at the meeting support it.
- e. Standing committees elect their committee co-chairs from among their designated membership.
- 1) Although a standing committee meeting can proceed without a quorum (however no voting allowed), it cannot proceed without at least one of the Committee or Commission Co-Chairs to lead the meeting.
 - 2) The Commission's Ordinance and By-Laws dictate that all standing committee co-chairs also serve on the Commission's Executive Committee.
- f. Standing committees determine their scope of responsibilities in accordance the standing committee's charge in the Commission By-Laws. The committee outlines how it intends to fulfill those responsibilities by detailing the projecting work tasks/activities and when they will be performed in its annual work plan.
- 1) Work priorities are determined by the committee and its co-chairs, shifted accordingly throughout the year due to unforeseen circumstances.
 - 2) The Commission, its Co-Chairs and/or Executive Committee may also shift standing committee work priorities in consideration of overall Commission priorities and/or existing resources to support the entirety and scheduling of the anticipated Commission workload.
- g. The Executive Director assigns each standing committee one lead and at least one support staff person from among the Commission Office staff.

3. Caucus(es): Only the Commission is authorized to create Commission caucuses. When establishing a caucus, the Commission must balance the number of existing caucuses, their

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workloads and schedules, and determine that staff resources exist to provide adequate support to the roster of caucuses and committees.

- a. Only caucuses created by the Commission with BOS-appointed membership are formally recognized as formal working units of the Commission.
 - 1) Commission caucuses maintain the same stature as the Commission's standing committees, including monthly reporting responsibilities to the Commission.
 - 2) Consistent with the Commission's By-laws, caucuses do not maintain representative seats on the Executive Committee.
- b. The caucus was developed as a vehicle to provide a safe and judgement-free setting where the Commission's caucus members can easily and freely discuss their reactions and experiences, share their insights, and exchange perceptions of issues addressed by the Commission among other Commission members who are more likely to share/understand those perspectives. Second, the caucus was intended to develop a more organized voice to ensure that the caucus population's perspective is effectively heard when relevant issues are raised and discussed at the Commission. Thus, each caucus has four primary responsibilities:
 - 1) Facilitating a forum for a dialogue among the caucus members;
 - 2) Developing the caucus voice at the Commission and in the community;
 - 3) Providing the caucus perspective on various Commission issues; and
 - 4) Cultivating leadership in the caucus membership and population.
- c. When forming a caucus, the Commission must adhere to the following criteria:
 - 1) the population proposed to be represented by the caucus must be one of the Commission's designated "special populations" ;
 - 2) the Commission must conclude that the population's voice can be strengthened by caucus representation; and
 - 3) caucus membership must include more than five Commission members and fewer members than the Commission quorum.
- d. Since the caucus structurally does not comprise a quorum of the Commission or any of its standing committees, the Commission's caucuses are not governed by the Brown Act, HRSA, CDC or other rules and requirements that apply to the Commission's other committees. Consequently:
 - 1) the caucus is not required to adhere to quorum requirements;
 - 2) posted agendas are not required for the Caucuses; and
 - 3) caucus meetings are not open to Commission membership or the public, unless the caucus chooses to do so;
 - 4) caucus meetings are not audio recorded and meeting minutes are not produced, however the caucus may use meeting summaries to ensure operational efficiency.
- e. Decisions about the caucus organization, structure, membership, process and schedule are left to the caucus membership:

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- 1) all Commission members of the designated population are considered members of the established caucus, whether or not they choose to participate;
 - 2) the caucus determines its leadership and leadership responsibilities;
 - 3) the caucus determines how and when to involve the broader Commission and community in its meetings and activities;
 - 4) the caucus determines its internal organization and meeting/activity schedule.
- f. The caucus determines what and how many issues it will address throughout the year by establishing its own scope of responsibility and identifying the work and type of activities in which it will engage. Among the activities it may use to advance its work are education and dialogue, mobilization and advocacy, written communications, presentations, member recruitment, improved representation, events, community involvement, and other options.
- 1) Like the standing committees, caucuses are expected to develop annual workplans, which, in turn, are included in the Commission's annual workplan.
 - 2) The Executive Committee's and Commission's modifications to caucus workplans and final approval of the annual Commission workplan constitute acceptance of the caucus' self-defined scope and timeframe of responsibility.
- g. The Executive Director is responsible for determining who among the Commission staff is the most suited to provide staff support to the caucus.
- 4. Subcommittee(s):** Standing committees create subcommittees, as needed, to carry out one or more of the standing committee's major areas of responsibility. The standing committee can "sunset" a subcommittee or continue, amend, suspend, extend and/or reclaim the work or responsibility or parts of it at will.
- a. The subcommittee's work priorities are established by its respective standing committee as the standing committee deems appropriate as it endeavors to fulfill its responsibilities and determines that it does not have the time to address the topic as specifically as needed in the context of its regular meetings.
 - b. Subcommittees must forward their decisions, recommendations and work products to their respective standing committees for consideration, review, modification and/or approval, unless the standing committee has instructed otherwise.
 - 1) Subcommittee reports are regularly agendaized for their respective standing committee meetings.
 - 2) The standing committee may delegate a portion of the committee's decision-making authority to the subcommittee or instruct the subcommittee to report its decisions/actions directly to the full Commission.
 - c. During its tenure, the subcommittee is considered a formal working unit of the Commission, and, as such, must comply with the same Brown Act, HRSA and other, related legal operational rules and requirements as standing committees (*see Procedure #2.c*).

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- d. The standing committee co-chairs are entitled to assign members of their committee to any subcommittees the committee establishes, and to determine if they will accept other Commission members who volunteer for the designated subcommittee(s).
 - 1) Standing committee rules governing membership, voting privileges and meeting conduct also apply to subcommittees (*see Procedure #2.d*)
 - 2) Only Commission or standing committee members with voting privileges are entitled to membership on subcommittees—although the public are invited to attend and participate in subcommittee meetings.
 - 3) Like the standing committees, subcommittees elect their own co-chairs. At least one of the standing committee co-chairs should attend and lead the first subcommittee meeting in order for the subcommittee to choose its own leadership.
 - e. While the standing committee determines the subcommittee's scope and limits of responsibility, the subcommittee may elaborate on that topic, extend, revise or modify it, and design the appropriate work strategies to address it, with the standing committee's or its co-chairs' consent.
 - 1) The subcommittee's annual work plan is incorporated into the standing committee's annual work plan.
 - 2) That responsibility may be time-limited or assumed to be a long-term or permanent delegation of the standing committee's authority.
 - f. The respective standing committee staff support also staffs its subcommittees.
 - 1) With the Executive Director, the standing committee must balance the number of its subcommittees, its work-load and schedule to determine if staff resources are adequate to provide the necessary support to a subcommittee.
- 5. Ad-Hoc Committee(s):** The Commission, its Co-Chairs or the Executive Committee are entitled to create ad-hoc committees, as needed and appropriate.
- a. For the duration of an ad-hoc committee's work, the ad-hoc committee maintains the stature of Standing Committees, including regular inclusion on the agenda and reports to the Executive Committee and the Commission.
 - 1) Consistent with the Commission By-Laws, ad-hoc committees do not maintain representative seats on the Executive Committee.
 - b. Ad-hoc committees are "special project"-focused in nature, meaning they are assigned one significant project, versus limited-activity or short-term projects that can be addressed by other working units or as part of a standing committee's or subcommittee's more expansive agenda.
 - c. Ad-hoc committees are created for special projects that extend beyond a single standing committee's authority or purview and require membership from multiple committees.
 - 1) The Commission Co-Chairs determine who will serve on an ad-hoc committee by assigning members and/or accepting volunteers.

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- d. The ad-hoc committee determines rules, activities and schedules regarding its organization, membership and leadership.
 - 1) Ad-hoc committees must comply with all of the same legal requirements and guidance governing meeting preparations and their conduct as standing committees and subcommittees.
 - e. Given its defined purpose to address a single, significant Commission special project, an ad-hoc committee is established for a distinct time period and automatically sunsets at the conclusion or completion of the project.
 - f. Executive Committee staff support provides staff support to ad-hoc committees, unless the Executive Director designates other staff support.
- 6. Task Force(s):** Task Forces can be created by the Commission, its Co-Chairs or the Executive Committee. Task forces are intended to address a topic that is broader and more expansive in nature, encompassing multiple activities and a continuing, longer-term time frame.
- a. Unlike ad-hoc committees or subcommittees with similar purposes, task forces are created to include Commission members and non-Commission members alike, generally at equal proportions, or with Commission members forming a minority of the task force membership.
 - b. Task forces report to the Executive Committee, to which they forward their recommendations and work. Since membership is not confined to solely Commission members, any recommendation or action from a Task Force must be approved by the Executive Committee before advancing it to the full Commission.
 - 1) The Commission's task forces are expected to provide periodic reports to the full body.
 - c. Technically—only unless the Task Force membership comprises a majority of Commission members from one of its working units—it does not have to comply with public noticing and other Brown Act rules; practicality, though, suggests compliance with those rules, even if not specifically mandated.
 - d. The task force membership is empowered to determine its own leadership, structure, and schedule.
 - e. The task force assumes its scope of responsibility and develops its work plan(s) in consultation with the Executive Committee and the Executive Director.
 - 1) The task force work plan, scheduling and timeline is incorporated into the Executive Committee's annual work plan.
 - f. Executive Committee staff support provides staff support to ad-hoc committees, unless the Executive Director designates other staff support.

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- g. It is important to note that the HIV community has created a number of population- and service-centered task forces that are **not** Commission working units, unless formally recognized by the Commission.
 - 1) Community task forces are welcome, though, to report their recommendations or work to the Commission under the standing “Task Force” agenda item, as needed and appropriate.

7. Work Groups: The committees are primarily responsible for establishing work groups, the most informal of the Commission’s subordinate working units. Work groups are created to complete a specific short-term, single-focused task, resulting in a final work product that concludes the work group’s activities.

- a. Most frequently, work groups are established to work in more specific detail on a task that the committee does not have time to address in its regular meetings, or to finish a task that requires direct involvement and input from the work group members (e.g., such as developing plans, reviewing and generating documents and/or conducting studies, among other possible activities).
 - 1) All work group actions must be approved by the committee of origin, as work groups are only performing work on the committee’s behalf and request.
- b. Due to their short-term timeframe, specific work assignment and limited membership, work groups are not governed by the Brown Act or other sunshine law requirements.
- c. Work groups cannot include more members than the originating standing committee’s quorum, otherwise additional meeting preparation, membership, timeline and management requirements will be invoked.
 - 1) Work group meetings are not intended to be open to the public, or subject to transparency and public participation requirements.
 - 2) Work group meetings are, instead, intended to be working meetings that produce decisions, documents and/or other products that will be presented for open, public discussion, debate and/or consideration at the originating standing or other committee.
 - 3) Agendas and meeting minutes are not needed for work groups. Summaries may be provided, if needed, to capture information discussed at prior meetings or to ensure continuity and progress of meeting discussions.
 - 4) Generally, the final documentation and/or work product from the work group serves as a record of the work group meeting proceedings.
- d. Work groups can come in many forms: as a committee work group, an expert review panel, a focus group or in other formats.
- e. Non-Commission members can be included in the work group with the consent of the standing committee or the Executive Director, as needed.
 - 1) Due to the mix of Commission and non-Commission members on work groups, votes and voting procedures are not used at work group meetings.

Policy #08.1102: Subordinate Commission Working Units

Prepared: *November 4, 2010, Revised 7/25/16, Approved 8/11/16*

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- 2) Due to its short-term nature, work groups do not require formal leadership.
- f. The work group's scope of responsibility is defined by the originating committee, are short-term limited, and range from one to a dozen meetings in total.
 - 1) More frequently work groups meet only once or twice and finish their assigned projects within a month (for example, by the committee's next meeting).
- g. Work groups are staffed by one of the committee's support staff and the work is not intended to exceed six months, at the maximum.

**NOTED AND
APPROVED:**



**EFFECTIVE
DATE:**

December 9, 2010;
8/11/16

Original Approval: 12/9/10

Revision(s): 7/25/16



LOS ANGELES COUNTY
COMMISSION ON HIV



510 S. Vermont Ave, 14th Floor • Los Angeles, CA 90020 • TEL (213) 738-2816 • FAX (213) 637-4748
HIVCOMM@LACHIV.ORG • <https://hiv.lacounty.gov>

CAUCUS CO-CHAIR RESPONSIBILITIES SUMMARY

- Review agenda and respond within due dates
- Collaborate with Commission on HIV (COH) staff on agenda development, workplan implementation, training, and other COH-related items.
- Lead and facilitate Caucus meetings
- Summarize next steps at the end of meetings
- Follow-up with tasks and assignments discussed at meetings
- Provide brief reports at the Executive Committee and full COH monthly meetings
- At least of the Caucus Co-Chairs must be a Commissioner



DUTY STATEMENT

COMMITTEE CO-CHAIR

(APPROVED 3-28-17)

In order to provide effective direction and guidance for the Commission on HIV, Committee Co-Chairs must meet the following demands of their office, representation and leadership:

COMMITTEE LEADERSHIP:

- ① Serves as Co-Chair of a standing Commission Committee, and leads those monthly meetings
- ② Leads Committee decision-making processes, as needed
- ③ Meets monthly with Executive Director, or his/her designee, to prepare the Committee meeting agendas, course of action and assists Commission staff in the preparation of motions, backup materials and information for meetings, as necessary and appropriate
- ④ Assigns and delegates work to Subcommittees, task forces and work groups
- ⑤ Serves as a member of the Commission's **Executive Committee**

MEETING MANAGEMENT:

- ① Serves as the Presiding Officer at the Committee meetings
- ② In consultation with other Co-Chair and senior Commission staff member(s), leads the Committee meetings,
 - conducting business in accordance with Commission actions/interests
 - recognizing speakers, stakeholders and the public for comment at the appropriate times
 - controlling decorum during discussion and debate and at all times in the meeting;
 - imposing meeting rules, requirements and limitations
 - calling meetings to order, for recesses and adjournment in a timely fashion and according to schedule, or extending meetings as needed
 - determining consensus, objections, votes, and announcing roll call vote results
 - ensuring fluid and smooth meeting logistics and progress
 - finding resolution when other alternatives are not apparent
 - ruling on issues requiring settlement and/or conclusion
- ③ Ability to put aside personal advocacy interests, when needed, in deference to role as the Committee's Presiding Officer.

REPRESENTATION:

In consultation with the Executive Director, Committee Co-Chairs:

- ① May **ONLY** serve as Committee spokesperson at various events/gatherings, in the public, with public officials and to the media if approved by the Commission Co-Chairs and Executive Director
- ② Take action on behalf of the Committee, when necessary

Duty Statement: Committee Co-Chair

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- ③ Generates, signs and submits official documentation and communication on behalf of the Committee
- ③ Present Committee findings, reports and other information to the full Commission, Executive Committee, and, as appropriate, other entities
- ⑤ Represent the Committee to the Commission, on the Executive Committee, and to other entities
- ⑥ Support and promote decisions resolved and made by the Committee when representing it, regardless of personal views

KNOWLEDGE:

- ① CDC HIV Prevention Program, Ryan White Program (RWP), and HIV/AIDS and STI policy and information
- ② LA County Comprehensive HIV Plan and Comprehensive HIV Continuum
- ③ LA County's HIV/AIDS and STI, and other service delivery systems
- ④ County policies, practices and stakeholders
- ⑤ Ryan White Program legislation, State Brown Act, applicable conflict of interest laws
- ⑥ County Ordinance and practices, and Commission Bylaws
- ⑦ Topical and subject area of Committee's purview
- ⑧ **Minimum of one year active Committee membership prior to Co-Chair role**

SKILLS/ATTITUDES:

- ① Sensitivity to the diversity of audiences and able to address varying needs at their levels
- ② Life and professional background reflecting a commitment to HIV/AIDS and STI-related issues
- ③ Ability to demonstrate parity, inclusion and representation
- ④ Take-charge, "doer", action-oriented; ability to recruit involvement and interest
- ⑤ Unintimidated by conflict/confrontation, but striving for consensus whenever possible
- ⑥ Firm, decisive and fair decision-making practices

COMMITMENT AND ACCOUNTABILITY TO THE OFFICE:

- ① Put personal agenda aside and advocate for what's in the best interest of the Commission
- ② Devote adequate time and availability to the Commission and its business
- ③ Assure that members' and stakeholders' rights are not abridged
- ④ Advocate strongly and consistently on behalf of Commission's and people living with and at risk for HIV, interests
- ⑤ Always consider the views of others with an open mind
- ⑥ Actively and regularly participate in and lead ongoing, transparent decision-making processes
- ⑦ Respect the views of other regardless of their race, ethnicity, sexual orientation, HIV status or other factors



Transgender Caucus Workplan 2022
DRAFT 12.15.21/Revised 2.4.22

PURPOSE OF THIS DOCUMENT: To identify activities and priorities the Transgender Caucus will lead and advance throughout 2022.

CAUCUS RESPONSIBILITIES: 1) Facilitate dialogue among caucus members, 2) develop caucus voice at the Commission and in the community, 3) provide the caucus perspective on various Commission issues, and 4) cultivate leadership within the caucus membership and consumer community.

#	Activities & Lead/Champion(s)	Description	Target Deadline	Status/Notes
1	Develop the Comprehensive HIV Plan 2022-2026	<ul style="list-style-type: none"> • All Committee and subgroup will contribute to shaping the CHP • Commission, committees and subgroup activities should aim to align with the CHP and support the EHE goals • CHP discussion agenda at all Committee and subgroup meetings 	October 2022	The TG Caucus provide initial feedback on the CHP to AJ King on 1/25/22. Additional ideas may be emailed to AJ King.
2	Address Areas of Improvement from the HealthHIV Planning Council Effectiveness Assessment	<p>Member Recruitment and Retention</p> <ol style="list-style-type: none"> 1. Recruiting to get more representation of populations impacted by HIV in LAC 2. Orientation/mentoring of new members 3. Improving retention of new members <p>Community Engagement / Representation</p>	Ongoing	

		<ol style="list-style-type: none"> 1. Encouraging trust between the community and Commission 2. Increasing visibility of the LAC COH in the community 3. Normalizing education on HIV and STIs in healthcare and school-based settings <p>Streamlining the LAC COH's Work</p> <ol style="list-style-type: none"> 1. Streamline priorities and meeting agendas 2. Strengthen relationships between members 3. Reduce barriers for participation in meetings (increase accessibility and training for new members) 		
3	Strengthen core planning council responsibilities		Ongoing	
4	Implement Transgender Caucus 2022 meeting and educational activities schedule	Refer to schedule for focus of each meeting and educational activities	Ongoing	

<p>5 Integrate mini training at meetings on how decisions are made on the Commission. Keep training as a standing meeting agenda item.</p>		<p>Ongoing STARTED</p>	<p>Training topics: Commission overview/committee functions and relationship with caucuses; priority setting and resource allocation (PSRA) process; service standards development; Ryan White Care system vs other HIV funding streams; understanding housing services, systems, and funding streams; other topics as determined by Caucus members. Conducted mini training on COH vs DHSP Roles and Responsibilities in July 2021. Conducted min training on PSRA in September 2021</p>
<p>6 Monitor implementation of the DHSP Ending the HIV Epidemic Plan; provide feedback. Keep EHE discussion as a standing meeting agenda item.</p>		<p>Ongoing</p>	
<p>7 Collaborate with the Public Policy Committee on policies specific to Transgender issues and STD response</p>		<p>Ongoing</p>	



**TRANSGENDER CAUCUS 2022 MEETING AND ACTIVITIES SCHEDULE
FOR DISCUSSION AND PLANNING PURPOSES**

Revised 2.4.22

PRIORITIES:

1. Ensure representation of trans issues in the development of the Comprehensive HIV Plan (CHP)
2. Develop best practices for HIV/STD prevention and care for the transgender community
3. Increase awareness of HIV/STD and other relevant health issues affecting the transgender community

Standing Meeting Date *all meetings are from 10am to 12noon	Key Agenda Items	Suggestions/Notes
January 25	<ol style="list-style-type: none"> 1. CHP 2. Best Practices 3. Plan virtual educational activity for March 22 	Convene panel of 3 to 4 speakers to highlight key health issues affecting the transgender community. Dovetail virtual educational activity for March 22 to commemorate Day of Trans Visibility (3/31)
February 22	Plan virtual educational activity for March 22	Time: 10am to 11:30am Title/Theme: Panelists/Speakers: Who will contact speakers:
March 22	Virtual event commemorating Day of Trans Visibility	
April 26	Best Practices project	
May 24	Plan virtual educational activity for July 26	
June 28	Plan virtual educational activity for July 26	
July 26	Virtual educational activity	The burdens we carry: Sex work, sexual violence, and mental health
August 23		
September 27	Plan virtual educational activity for Nov. 22	

October 25		
November 22 Thanksgiving week (may need to cancel meeting)	Virtual educational activity	Could tackle a range of issues or focus on specific topic such as youth, PrEP, etc.
December 27 (may need to cancel meeting)		
Note: Cheryl is working with Drs. Rao and Gardner to explore partnership opportunities to hold space to highlight transgender care and wellness at a COH meeting. Attempting to setup up a meeting.		