



LOS ANGELES COUNTY
COMMISSION ON HIV



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Join us in developing a progressive and inclusive agenda to address the disproportionate impact of HIV/STDs in the Black community

BLACK CAUCUS

Virtual Meeting

Thursday, August 17, 2023

4:00-5:00PM (PST)

Agenda and meeting materials will be posted on <http://hiv.lacounty.gov/Meetings> *Other Meetings

REGISTRATION NOT REQUIRED + SIMULTANEOUS TRANSLATION IN SPANISH AND OTHER LANGUAGES NOW AVAILABLE VIA CLOSED CAPTION FEATURE WHEN JOINING VIA WEBEX. [CLICK HERE](#) FOR MORE INFO.

TO JOIN BY COMPUTER:

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/j.php?MTID=mc9d209ef4ffb3cd13142c57d776cd34b>

Meeting Password: BLACK

TO JOIN BY PHONE:

1-213-306-3065 Access Code/Event #: 2539 421 0245

For a brief tutorial on how to use WebEx, please check out this video: <https://www.youtube.com/watch?v=iQSSJYcrglk>

**For those using iOS devices - iPhone and iPad - a new version of the WebEx app is now available and is optimized for mobile devices. Visit your Apple App store to download.*

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BLACK CAUCUS Virtual Meeting Agenda

Thursday, August 17, 2023 @ 4:00PM-5:00PM

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<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/j.php?MTID=mc9d209ef4ffb3cd13142c57d776cd34b>

Join by phone: 1-213-306-3065

Password: BLACK Access code: 2539 421 0245

1. WELCOME, INTRODUCTIONS & MEETING GUIDELINES 4:00PM-4:05PM
2. COH STAFF REPORT/UPDATES 4:05PM-4:07PM
 - October 18-19th Community Partnership Opportunity w/ Dr. Ijeoma Opara
 - COH Bylaws Review Taskforce | UPDATES
 - Upcoming COH Events and Activities
3. CO-CHAIR REPORT 4:07PM-4:10PM
4. UPDATES+DISCUSSION 4:10PM-4:50PM
 - Organizational Capacity Needs Assessment
 - Community Listening Sessions
 - i. Funding Opportunity: [Reunion Project](#)
 - Worlds AIDS Day (WAD) Partnership w/ Supervisor Holly Mitchell's Office
 - October 21st Taste of Soul Participation
5. RECAP AND NEXT STEPS 4:50PM-4:55PM
6. PUBLIC COMMENT & ANNOUNCEMENTS 4:55PM-5:00PM
7. ADJOURNMENT 5:00PM



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Approved by COH
6/8/23

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CODE OF CONDUCT

The Commission on HIV welcomes commissioners, guests, and the public into a space where people of all opinions and backgrounds are able to contribute. In this space, we challenge ourselves to be self-reflective and committed to an ongoing understanding of each other and the complex intersectionality of the lives we live. We create a safe environment where we celebrate differences while striving for consensus in the fights against our common enemies: HIV and STDs. We build trust in each other by having honest, respectful, and productive conversations. As a result, the Commission has adopted and is consistently committed to implementing the following guidelines for Commission, committee, and associated meetings.

All participants and stakeholders should adhere to the following:

- 1) We approach all our interactions with compassion, respect, and transparency.**
- 2) We respect others' time by starting and ending meetings on time, being punctual, and staying present.**
- 3) We listen with intent, avoid interrupting others, and elevate each other's voices.**
- 4) We encourage all to bring forth ideas for discussion, community planning, and consensus.**
- 5) We focus on the issue, not the person raising the issue.**
- 6) Be flexible, open-minded, and solution-focused.**
- 7) We give and accept respectful and constructive feedback.**
- 8) We keep all issues on the table (no "hidden agendas"), avoid monopolizing discussions and minimize side conversations.**
- 9) We have no place in our deliberations for racist, sexist, homophobic, transphobic, and other discriminatory statements, and "-isms" including misogyny, ableism, and ageism.**
- 10) We give ourselves permission to learn from our mistakes.**

In response to violation of the Code of Conduct which results in meeting disruption, Include provisions of SB 1100 which states in part, ". . . authorize the presiding member of the legislative body conducting a meeting or their designee to remove, or cause the removal of, an individual for disrupting the meeting . . . Removal to be preceded by a warning to the individual by the presiding member of the legislative body or their designee that the individual's behavior is disrupting the meeting and that the individual's failure to cease their behavior may result in their removal." Complaints related to internal Commission matters such as alleged violation of the Code of Conduct or other disputes among members are addressed and resolved in adherence to Policy/Procedure #08.3302." (Commission Bylaws, Article VII, Section 4.)

APPROVED BY OPERATIONS COMMITTEE ON 05/25/23; COH 06/08/23

Approved (11/12/1998); Revised (2/10/2005; 9/6/2005); Revised (4/11/19; 3/3/22, 3/23/23; 5/30/23)

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BLACK/AA CAUCUS

ORGANIZATIONAL CAPACITY NEEDS ASSESSMENT

FEEDBACK

Following is feedback provided from the July 20, 2023 Caucus meeting regarding the Organizational Capacity Needs Assessment:

	LOCATION	MEMBER/STAFF	RECOMMENDATION
1	Introduction; 2 nd paragraph, 1 st sentence	LM	“Defined as organized public health actions” – provide examples of what this may look like.
2	Section 2: #16	LM	Delete unless it’s specific to applications to DHSP
3	Section 2: #17	LM	Delete it doesn’t seem relevant.
4	Section 2: #20		Delete because it seems like we are asking Grantee to know the ins and outs of a grantor’s process. It could be worded differently “What are 3 things you think Grantor’s should be aware of when they are creating new RFP’s?”
5	Section 3: #20-29		Delete 20 – 29. These questions seem to be redundant and would be answered upon completing an application.
6	Section 3: #30		Makes sense to assess and ask.
7	Overall	DMC	Update language throughout removing POC references
8	Intro/Guiding Questions	DPM	Add “Black-servicing”
9	KII: Question #1	DMC/GG	Specify “priorities”, i.e., funding, programmatic. Pull language from survey tool to include as prompting questions.
10	KII: Question #5(a)	DMC/GG	Clarify whether interviewee is responding as an individual, i.e., senior leadership or on behalf of the organization.
11	KII: Question #5(b)	DMC/GG	Add prompting question providing an opportunity for the interviewee to respond as an individual, i.e., senior leadership and on behalf of the organization; include throughout KII.
12	KII: Question #10	DMC/GG	Is there an awareness of funding opportunities? Use the survey tool to compliment/support the KII questions, i.e., survey tool: Section 1 #5.
13	Overall	LM	Survey Tool & KII – long; will be difficult for senior leadership to create time/space to complete.



BLACK/AA CAUCUS

ORGANIZATIONAL CAPACITY NEEDS ASSESSMENT PLANNING

****For July 20, 2023 Meeting****

The nine organizations listed below reflect Black-led and Black-servicing agencies in Los Angeles County identified by the Black Caucus to participate in an organizational capacity needs assessment to determine technical assistance needs in successfully competing for County contracts. For purposes of this needs assessment, the nine organizations identified are considered “non-traditional” in that they do not currently receive County/DHSP contracts.

1. Black Women for Wellness
2. First to Serve, Inc.
3. Healing with Hope
4. Invisible Men
5. Jenesse Center, Inc.
6. Umma Community Clinic
7. Unique Women’s Coalition
8. W. King Medical Group *pilot participant
9. YWCA



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BLACK CAUCUS: Community Listening Sessions Workgroup Virtual Meeting RECAP

Tuesday, August 8, 2023 @ 11:00AM-12:00PM

- As a reminder, the community listening sessions are designed to quantify the sexual health needs of our Black communities in LA County to improve the HIV prevention and care service delivery system in a way that is culturally responsive to their needs. The information collected from the sessions will assist in developing a framework that will provide a roadmap to create a/improve existing service delivery system(s) to meet the sexual health needs of our Black communities throughout LA County.
- The sessions are intended to be interactive and engaging and will focus on the key populations provided in the fka Black/African American Community Task Force (BAAC) recommendations and those identified during Caucus discussions. It is important that the sessions “meet the people where they are” and therefore planners may need to adjust each session to align with the needs of the respective key population, i.e., youth/young adults=evening/night; women=Saturday; non-traditional HIV medical providers=partner w/ Dr. King + Dr. Jefferson during monthly consortium dinner
- The listening sessions are divided into seven (7) key populations and workgroup members have been assigned to lead the planning of each session follows (updates included):

	Key Population/Community	Workgroup Members Assigned	Notes/Comments
1	Women	Danielle Campbell, Roxanne Lewis & Sandra Rogers	**PENDING PROPOSAL**
2	MSM/Same Gender Loving Men	David Lee, Leon Maulsby & Damone Thomas	See planning notes
3	Youth/Young Adult + Justice Involved	Leon Maulsby, Felipe Findley, Lambert Talley & Damone Thomas	See planning notes
4	Non US Born + Caribbean Immigrants	Damone Thomas	**PENDING PROPOSAL** D. Thomas identified a CLS venue (restaurant) located @ Century/Van Ness which will accommodate 45ppl w/ food

			purchase.
5	Non-Traditional HIV Healthcare Providers	Felipe Findley, Sandra Rogers & Dr. William King	See planning notes
6	Faith-Based	Lambert Talley + Gerald Garth	**PENDING PROPOSAL**
7	Transgender/Gender Non-Conforming	TBD	**PENDING PROPOSAL** Gerald Garth to reach out to Diamond Polk @ AMAAD. Opportunity to partner w/ COH Transgender Caucus

- Clarification was made regarding the definition of “speakers” for the sessions and it was agreed that the speakers are essentially moderators who are respected community members and represent the key populations. The moderators will engage the community and lead the discussions according to the guiding questions developed by the workgroup members.
 - ✓ The group agreed that two (2) moderators are sufficient per listening session + staff support to assist w/ technical items, set up/break down, and other event management activities.
 - ✓ Gerald indicated AMAAD can assist with moderation according to key population which aligns with their EHE efforts
 - ✓ Guiding questions should be “open-ended”
- Staff shared that the COH has allotted a budget of \$1500 for the sessions, to include \$25 Target gift cards for participants. Staff noted that the COH’s budget has already been submitted for the planning year and there are multiple competing community engagement activities that are being funded/planned by the COH. Although appreciative, the group expressed concerns regarding the budget and amount of the gift cards which may not be sufficient incentive to attract participation and engagement. Members are encouraged to identify additional sources of funding to help leverage the costs.
 - ✓ Leon indicated that CDU has access to CFAR grant funding that may be used to help support the sessions – will provide an update at the next meeting.
 - ✓ Danielle indicated she will look for funding opportunities – see the Reunion Project RFP info above
 - ✓ Staff to follow up with Supervisor Holly Mitchell’s office regarding WAD event community funding application
 - ✓ Staff to assess gift card inventory to determine how many gift cards the COH will be able to provide per session – will provide an update at the next meeting
- Next meeting will focus on:
 - ✓ Hearing the proposals for the final four – Women, Non-US Born/Caribbean immigrants, faith-based, and trans community **refer to the proposal submitted for the other key pops for guidance (attached)*
 - ✓ Discuss additional funding opportunities/budget
 - ✓ Create timeline; session scheduling
 - ✓ Finalize “master plan”
- NEXT STEPS:

- ✓ Next meeting to be held in the next two weeks; staff to send Doodle Poll. Please provide your availability via Doodle Poll: <https://doodle.com/meeting/participate/id/e9gNYkDb>
- ✓ The remaining four key pop groups (women, non-US born/Caribbean immigrants, faith-based and trans community) to meet and provide their proposal to include:
 - recommended moderators/facilitators
 - guiding questions (open ended)
 - venues
 - additional items related to the respective key pop

ANNOUNCEMENT/FUNDING OPPORTUNITY: The Reunion Project is accepting RFPs for a mini-grant intended for communities to develop and host their own peer-led community meeting, with a focus on educating supporting, and networking with people living with HIV. This could prove to be a great resource for funding the listening sessions.

Please take a moment to review the RFP information [HERE](#). Given time is of the essence, if you are interested in partnering with Danielle to submit an application on behalf of the Caucus to help support the listening sessions, please let staff know no later than Wednesday, August 16th.

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Peer-Led Town Hall Expansion Project (PLTHEP)

The Reunion Project is excited to announce the Request for Proposals (RFP) for a mini-grant, intended for communities to develop and host their own peer-led town hall community meeting, with a focus on educating, supporting, and networking with people living with HIV. The Reunion Project (TRP) is seeking proposals from community-based organizations, advocacy groups, or individuals who have not received previous support from The Reunion Project for a town hall meeting in their city and whose project aligns with TRP's mission and values.

Eligibility requirements for applicants are as follows:

- Applicants must be a 501c3 community-based organization, advocacy group, or individual;
- Applicants must have experience working with people living with HIV and/or long-term survivors of the HIV epidemic;
- Applicants must demonstrate their ability to organize and successfully host a peer-led community town hall meeting in their geographic area or region;
- Applicants must have a proposed budget for the use of awarded funds and commit to utilizing all awarded funds for the development and implementation of the town hall

meetings.



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The Reunion Project (TRP) is offering four (4) mini-grants of up to \$4,000 each in 2023 to eligible applicants for the development and implementation of peer-led community town hall meetings in their geographic area or region. The grant recipients will be expected to utilize the awarded funds as proposed in their project proposals. The grants will have a duration of nine (9) months, from September 1, 2023, through April 30, 2024. TRP will also provide some in-kind support to the grant awardees.

Proposal Requirements:

All proposals should be submitted in English and include the following information:

- A cover letter with the organization's name, address, contact person, and contact information (phone number and email address).
- A project proposal, no longer than three (3) pages, that includes the following:
 - A. Project title and summary
 - B. Project goals and objectives
 - C. Prioritized audience
 - D. Proposed activities and timeline
 - E. Expected measurable outcomes
 - F. Budget breakdown of how awarded funds will be used
 - G. Plans for measuring success
- A list of previous projects, events, or initiatives related to HIV/AIDS or long-term survivors of the HIV epidemic that the applicant has implemented or participated in.



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Process: Submit your proposal via email to info@reunionproject.net, or via the file upload link provided below. If submitting by email, the subject line should read "Mini-grant Proposal - [Organization or Individual Name]". Proposals must be received no later than 5:00 PM EDT on Monday, August 14, 2023. Late submissions will not be considered. Applicants may be contacted for additional information or to schedule an interview. If submitting as an individual, you must include a letter of support from a 501c3 organization, and funds will be disbursed to that same organization.

Evaluation Criteria:

Proposals will be evaluated on the following criteria:

- Alignment with the mission and values of TRP.
- Show a commitment to diversity, equity, and inclusion.
- Feasibility of the proposed project.
- Clarity and completeness of the proposal.
- Creativity and innovation of proposed activities.
- Justification and accountability of the budget.
- Experience and track record of the applicant in implementing projects related to HIV/AIDS or long-term survivors of the HIV epidemic.

Award Notification:

Grant awardees will be notified by email and/or phone by **Monday, August 28, 2023**. The notification will include instructions on how to accept the award and the terms and conditions for accepting the award.



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****DRAFT PROPOSAL****

Commission on HIV (COH) Black Caucus and Supervisorial District 2 (SD2) 2023 World AIDS Day (WAD) Commemorative Event

Date/Time/Location: TBD

*Agenda times, items, and presenters subject to change; final agenda contingent upon
Black Caucus & SD2 approval*

9:00AM-9:05AM	Welcome Cheryl Barrit, Executive Director, Los Angeles County Commission on HIV
9:05AM-9:10AM	Brief Remarks in Commemoration of WAD Danielle M. Campbell, MPH and Gerald Garth, MBA, Co-Chairs, Black Caucus
9:10AM-9:15AM	Historical Moment of Silence Danielle M. Campbell, MPH, Co-Chair, Black Caucus
9:15AM-9:25AM	Welcome and Brief Remarks Supervisor Holly J. Mitchell
9:25AM-9:45AM	Artistic Moment (e.g., Spoken word, Dance, Brief Movie Clip) **TBD**
9:45AM-10:00AM	SD2 HIV/STI Epidemiological Presentation LAC Department of Public Health, Division of HIV and STD Programs (DHSP)
10:00AM-10:30AM	Ending the HIV Syndemics Overview and Panel Discussion Representative, Ending the HIV Epidemic (EHE) Steering Committee COH HOPWA Representative COH Representative, Public Policy Committee COH Representative, Standards and Best Practices Committee
10:30AM-10:45AM	Q&A
10:45AM-10:55AM	BREAK
10:55AM-11:25AM	HIV from a Population Perspective Faith-Based Community Leader COH Representative, Transgender Caucus COH Representative, Black Caucus COH Representative, Aging Caucus COH Representative, Consumer Caucus

11:25AM-11:35AM	Q&A
11:35AM-11:45AM	Bringing the Movement Full Circle Inspirational/Motivational **Speaker TBD**
11:45AM – 12:00PM	Walking Charge and Closing Remarks **TBD**