



LOS ANGELES COUNTY COMMISSION ON HIV

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OPERATIONS COMMITTEE MEETING MINUTES

January 23, 2017

Approved
2/21/2017

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMMISSION STAFF
Kevin Stalter, Co- Chair	Moroni Cortes	Jason Brown	Cheryl Barrit, MPIA
Terrell Winder, <i>Co-Chair</i>	Sabel Samone-Loreca	Bradley Land	Dina N. Jauregui
Traci Bivens-Davis	<i>(Full to Danielle Campbell, MPH)</i>	Ricky Rosales	Dawn McClendon
Kevin Donnelly	John Palomo		
Bridget Gordon			
Juan Rivera			DHSP STAFF
			None

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 01/23/2017
- 2) **Minutes:** Operations Committee Meeting Minutes, 11/28/2016
- 3) **Policy/Procedure:** # 08.2104, Transfer of Meeting Authority to the Parliamentarian in the Absence of Co-Chairs
- 4) **Policy/Procedure:** # 08.2301, Voting Procedures
- 5) **Policy/Procedure:** #08.2107, Consent Calendar
- 6) **Policy/Procedure:** #09.2102, Executive Committee At-Large Member Elections and Terms
- 7) **Applications:** Commission Membership Applications for Ace Robinson, MPH and Matthew Emons, MD, MBA
- 8) **Record:** Attendance Record for Commissioners, Draft
- 9) **Roster:** Commission on HIV Membership Roster, 01/18/2017
- 10) **Schedule:** 2017 Training Schedule for Commissioners

1. **CALL TO ORDER:** Co-Chair Kevin Stalter called the Operations Committee meeting to order at 10:00 a.m. Attendees introduced themselves.
2. **APPROVAL OF THE AGENDA:**
MOTION #1: Approve the Agenda Order *(Passed by Consensus)*.
3. **APPROVAL OF THE MEETING MINUTES:**
MOTION #2: Approve the Operations Meeting Minutes for 11/28/2016 *(Passed by Consensus)*
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** No comments were provided.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):** No comments were provided.
6. **EXECUTIVE DIRECTOR'S REPORT:**
 - A. **2017 Workplan**
 - Ms. Barrit reported on the 2017 Workplan, which includes the Assessment of Administrative Mechanism (AAM) as a key item decided by this Committee. COH is currently in the process of working with the Executive Office to procure a consultant to assist with the AAM.
 - Ms. Barrit shared her own 2017 Workplan with members. Ms. Barrit has identified the following key areas as priorities:
 - Develop prevention standards.
 - Continue working on the AAM.
 - Implement at least one activity under each goal of the Comprehensive HIV Plan.
 - Assist Commissioners Bridget Gordon and Al Ballesteros in the health framework of the Integration Advisory Board (IAB), specifically with the Ryan-White model.
 - Train and build the capacity of COH staff and Commissioners.

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- Ms. Barrit announced that the Board of Supervisors has appointed a new Director for the Department of Public Health, Dr. Barbara Ferrer. Her swearing-in ceremony is on February 6, 2017 at 2:30 p.m. The RSVP deadline is by January 30, 2017 at 5 p.m. Ms. McClendon has already sent an email to all Commissioners providing this information. All Commissioners are invited; she encouraged them to attend.

7. CO-CHAIR'S REPORT:

MOTION # 3: Approve the Election of Commissioners Kevin Stalter and Traci Bivens-Davis as Operations Committee Co-Chairs for 2017 (*Passed by Consensus*)

- Ms. Barrit indicated that she received nominations for Kevin Stalter and Traci Bivens-Davis during the nomination period. No other names were received.
- Mr. Stalter and Ms. Barrit thanked Mr. Winder for serving as a Co-Chair last year.
- Mr. Stalter thanked Ms. Bivens-Davis for stepping up and taking on this leadership role.

8. POLICIES AND PROCEDURES:

- Ms. Barrit indicated that it is a good practice to review the policies and procedures at least once a year. Minor changes may be approved at the Operations Committee level.

09. 2102: Executive Committee At-Large Member Elections and Terms (*Revisions approved as presented*)

- Ms. Barrit reminded members that Mr. Stewart reviewed this policy at the last commission meeting.
- Ms. Barrit explained that the policy is not being changed. Only the wording is being updated.
- Ms. Barrit notified members that Commissioner Anthony Mills has formally resigned from his Executive Committee At-Large position. He is now assigned to the Priorities, Planning and Allocations Committee.
- Mr. Stalter reminded members that it is in the bylaws that the three at-large commissioners serve in the Operations Committee as well. Thus, Mr. Mills had to resign from the at-large seat and from serving in the Operations Committee.
- Mr. Stalter also reminded members that elections for the Executive-at-Large seats will be held at the next full commission meeting.
- Members agreed to accept the updated changes as presented.

08.2301: Voting Procedures (*Revisions approved as presented*)

- Ms. Barrit explained that the most recent version of this policy was approved and dated July 13, 2006. The policy and procedure follow what the Robert Rules of Order define as the right procedures for engaging in any vote.
- Members agreed to accept the updated changes as presented.

08.2107: Consent Calendar (*Revisions approved as presented*)

- Mr. Stalter defined the Consent Calendar as containing any non-controversial topic. Any item under the Consent Calendar may be pulled off at the beginning of the meeting by any commissioner and be brought to the full body for discussion.
- Members agreed to accept the updated changes as presented.

08.2104: Transfer of Meeting Authority to the Parliamentarian in the Absence of Co-Chairs (*Revisions approved as presented*)

- Mr. Stalter explained that this policy states that the Parliamentarian takes authority when both Co-Chairs are absent from a meeting. He reminded members that this procedure is also part of the Robert Rules of Order.
- Ms. Barrit read the policy section as "the authority of running the meetings must be transferred to the Parliamentarian, not any commission staff." The language is clear to ensure that a situation like this is rare. If the Co-Chairs and the Parliamentarian were absent, then the meeting would be adjourned. It is the responsibility and the accountability of the Co-Chairs to be present at meetings as much as possible.
- Ms. Barrit highlighted the importance of establishing quorum to comply with the Brown Act policy in order to proceed with a meeting. If there is no quorum, then the meeting is adjourned.
- Members agreed to accept the updated changes as presented.

9. MEMBERSHIP MANAGEMENT

A. Membership applications:

- Mr. Stalter reported that Commissioners Moroni Cortes and Sterling Walker were removed from the Consumer seats because of poor attendance. Mr. Stalter reported that several attempts were made for Mr. Cortes and Mr. Walker to make every effort to attend meetings.
 - Ms. Barrit reported that she spoke with them. She encouraged them to communicate with COH staff if they were going to be absent. They both expressed that they were committed. However, despite the repeated attempts, the behavior did not change; they continued to be absent at Commission and Committee meetings.
 - Ms. Barrit informed the Committee that, in addition to her calls, she reaches out to other Commissioners to get a hold of Commissioners who are frequently absent to find out if they are doing well and if they intend to continue their service on the Commission. If a Commissioner does not change their behavior, then she will make a formal recommendation for the Commissioner to be removed.
 - Ms. Barrit acknowledged that some Commissioners are very good at communicating to COH staff via either email or text on whether they will be attending a meeting.
 - Mr. Stalter encouraged members to engage other Commissioners in COH activities, including the trainings for new commissioners.
 - Mr. Stalter reported that there are 43 seats filled and with the two other seats pending, there will be 45 seats filled.
- (1) **MOTION #4:** New Member Application for Matthew F. Emons, MD, MBA for the Local Health/Hospital Planning Agency Representative (*Passed by Consensus*)
- Mr. Stalter indicated that Dr. Emons will be replacing Dr. Clayton Chau's seat.

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- (2) **MOTION #5** : New Member Application for Ace Robinson, MPH for the HIV Stakeholder Representative #2 seat
(Passed by Consensus)

- Mr. Stalter reported that Mr. Robinson was interviewed by him, Mr. Donnelly and Ms. Barrit on Friday, January 20, 2017. It was a great interview. Mr. Robinson possesses great experience.

B. Membership Attendance

- Ms. Barrit explained that staff tracks attendance in order to accurately report the information to Commission Services under the Executive Office. Ms. Jauregui works closely with Commission Services and manages data entry to ensure attendance is recorded.
- Ms. Barrit referred to the Draft Attendance Record for Commissioners and contains many details that need to be reviewed by members.
- Ms. Barrit reminded members that the Operations Committee had previously suggested providing the attendance report to each Commissioner. She acknowledged that some Commissioners are very good about signing-in on the roster, but some Commissioners forget to do so. Some also are good at informing COH Staff if they are running late or cannot make it to a meeting. Thus, COH Staff annotates that as excused absences. If there are mistakes, COH Staff will correct them.
- Ms. Barrit mentioned that the Attendance Record for Commissioners contains a pattern of Commissioners who are frequently absent. Ms. McClendon and Ms. Barrit have been tracking the record closely to ensure that they follow-up with the Commissioners and reach out to the Co-Chairs to provide peer support.
- Mr. Stalter suggested informing Commissioners to provide a written notification to correct any discrepancies on the attendance record.
- Mr. Stalter thanked COH Staff for keeping a record of attendance.
- Ms. Barrit explained that some entries on the attendance record reflect "N/A" because a Commissioner was not assigned to the Commission, not assigned to a Committee at that time or they left the Commission.
- Ms. Bivens-Davis noted the attendance for Alternates as reflected on the Attendance Record for Commissioners. She noticed that there are some Commissioners who have Alternates, but the Alternates seldom attend because the Commissioners are usually present at the meetings. Mr. Stalter explained that some Alternates were going to be given opportunities to attend based on where the gaps exist. Any changes to Alternates' roles will require a change in the Commission bylaws.
- ➡ Mr. Stalter suggested adding more colors to differentiate the abbreviations of "E" for Excused and "UA" for Unexcused Absence.
- Mr. Stalter also suggested for the Commission on HIV Membership Roster to include dual committee assignments for Co-Chairs that have two. For instance, his name only lists him in the Operations Committee Assignment, but he is also a member of the Executive Committee.
- ➡ Mr. Brown requested a correction for his attendance in August 2016. He attended the meeting, but he was marked as unexcused absence.

C. Membership Drive and Recruitment

(1) Vacancies and Outreach

- Mr. Stalter noted the Operations Committee will continue its recruitment efforts.
- Ms. Barrit reported that the Board of Supervisors has officially approved Danielle Campbell and Michele Daniels as new Commissioners. Ms. Daniels will be filling the Service Planning Area 1 (SPA) Unaffiliated Consumer seat.

10. TRAINING/ORIENTATION

A. Training/Orientation Schedule

- Ms. Barrit referred to the 2017 Training Schedule for Commissioners as she reported on the January 19th training. About nine to ten people signed-up. Half attended. Commissioners that show-up at the trainings without an RSVP will not be turned away. Ms. Barrit clarified that these trainings are highly recommended. The next training will be held on January 31, 2017 on "Effective Communication and Active Listening."
- Members inquired about the mandatory Sexual Harassment Prevention training. Some indicated that they are still experiencing technical difficulties when accessing the Los Angeles County online LearningNet system to complete their training. Some were concerned that they would be penalized for being unable to complete the training.
- Ms. Barrit and Ms. McClendon clarified that Commissioners will not be penalized for not completing the training due to technical difficulties.
- Ms. McClendon also clarified that only the Sexual Prevention Harassment training offered by Los Angeles County is accepted by the County.

11. NEXT STEPS

A. Task/Assignment Recap

- ➡ Ms. Barrit will present additional policies and procedures for review at the next Committee meeting.
- ➡ COH staff will continue to work on the attendance tracking record. The final version will be sent to each Commissioner for verification.

B. Agenda Development for Next Meeting

- ➡ Mr. Stalter indicated that the agenda for the next meeting will discuss in detail the AAM.

12. ANNOUNCEMENTS

- None

13. ADJOURNMENT

- Mr. Stalter adjourned the meeting at 10:50 a.m.