



# LOS ANGELES COUNTY COMMISSION ON HIV

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## OPERATIONS COMMITTEE MEETING MINUTES

May 22, 2017



MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMMISSION STAFF
Traci Bivens-Davis, <i>Co-Chair</i>	Danielle Campbell, MPH	Jason Brown	Cheryl Barrit, MPIA
Kevin Stalter, <i>Co-Chair</i>	John Palomo	Thomas Puckett	Dina Jauregui
Raquel Cataldo	Sabel Samone-Loreca		Dawn McClendon
Michele Daniels	Terrell Winder		<b>DHSP STAFF</b>
Kevin Donnelly			None
Bridget Gordon			
Joseph Green			
Juan Preciado			
Brad Land			

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 05/22/17
- 2) **Minutes:** Operations Committee Meeting Minutes, 04/24/17
- 3) **Document:** Proposed Revised Policy #09.4205
- 4) **Roster:** Updated Membership Roster
- 5) **Document:** 2017 COH Member Training Schedule
- 6) **Document:** 10/13/16 New Member Orientation Agenda
- 7) **Document:** 10/13/16 New Member Orientation Evaluation

1. **CALL TO ORDER:** Kevin Stalter, Co-Chair, called the Operations Committee meeting to order at 10:35am. Attendees introduced themselves.
2. **APPROVAL OF THE AGENDA:**  
**MOTION #1:** Approve the Agenda Order, 05/22/17. *(Passed by Consensus).*
3. **APPROVAL OF THE MEETING MINUTES:**  
**MOTION #2:** Approve the Operations Meeting Minutes, 04/24/17. *(Passed by Consensus).*
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** No comments provided.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):** No comments provided.
6. **EXECUTIVE DIRECTOR'S REPORT:**
  - A. **Assessment of the Administrative Mechanism (AAM):**
    - Cheryl Barrit, Executive Director, reported that the solicitation to procure consultant Marc Hauptert was approved; planning kick-off meeting had been conducted. Ms. Barrit further reported:
      - Mr. Hauptert will be attending the June 26, 2017 Committee meeting along with Dr. Michael Green (DHSP) to walk the Committee through the process and begin the AAM process.
      - Mr. Hauptert to reach out to providers for key informant interviews sometime in July 2017.
      - Committee along with Mr. Hauptert will develop a timeline for completion of the AAM.
    - Ms. Barrit to consider inviting Executive Office procurement representatives to participate in June or subsequent Committee meetings.

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### 7. CO-CHAIR'S REPORT:

- Kevin Stalter, Co-Chair, thanked COH staff Dina Jauregui for all of her hard work and effort in coordinating the renewing/new member interviews. Committee acknowledged COH staff for their efforts as well.

### 8. COMMUNITY ENGAGEMENT WORKGROUP (CEW):

- Traci Bivens-Davis, Co-Chair, to work with Ms. Barrit on drafting the "Thank You" letter to the listening session participants and planning members; status will be provided at the June Committee meeting.
- ➡ Ms. Bivens-Davis and Ms. Barrit to draft "Thank You" letter and report back to Committee in June; recruitment flyer to accompany letter.

### 9. POLICIES AND PROCEDURES:

- Committee reviewed proposed revisions to Policy #09.4205 and made the following comments and/or revisions:
  - Continue to use Committee Preference Form
  - Amend to reflect a minimum of two (2) panelists (versus three) are required on each interview panel
  - Adopt all additional revisions
- ➡ Dawn Mc Clendon to finalize policy as revised.

### 10. MEMBERSHIP MANAGEMENT:

#### A. New/Renewing Member Open Nomination Process:

##### (1) 2017 Member Cohort:

- Ms. Bivens-Davis reported that recruitment efforts for new COH members have been made through various platforms, i.e. email blasts, agency listservs, meeting packets.
- Mr. Stalter reminded the Committee that the COH currently has ten (10) vacancies and requested COH staff to send out recruitment flyer every couple of weeks to garner interest from the community.
- Ms. Bivens-Davis reported that renewing/new member interviews are currently in progress and encouraged the Committee to reach out to those who might be interested in applying for membership, especially young and aging individuals.
- Mr. Stalter announced that the interview panelists were using the new interview question format and that the Committee will review, make edits and/or suggest feedback at the June meeting.
- Ms. Barrit assured the Committee that the COH is on track to fill its membership vacancies and will move forward, as scheduled, to approve the current cohort and will continue to target-recruit for hard-to-fill seats.
- ➡ COH staff to send out recruitment flyer on an ongoing basis, i.e. every two weeks.
- ➡ COH staff to place interview questions as agenda item on June agenda.

### 11. TRAINING/ORIENTATION:

#### A. 2017-18 Member Training Schedule

- ➡ Update contact email address on training schedule.

#### B. New Commission Member Orientation

- Ms. Barrit referred Committee to the 2016 new member orientation agenda and evaluation documents in the packet and suggested that for the upcoming 2017 orientation, the COH meeting end early and that no colloquium presentations be scheduled in order to be mindful of attendees' availability and information overload.
- Ms. Bivens-Davis requested that the Committee revisit the mentorship program at the June meeting.
- ➡ COH Staff to secure classroom space at St. Anne's for October 12, 2017 for the new member orientation.
- ➡ Mentorship program be added as agenda item to the June 26, 2017 agenda.

### 12. NEXT STEPS

#### A. Task/Assignment Recap:

- ➡ Ms. Barrit and Ms. Bivens-Davis to draft "Thank You" letter for listening session participants/planning members
- ➡ Ms. Mc Clendon to finalize Policy #09.4205 as revised.
- ➡ COH staff to send out member recruitment flyer on an ongoing basis, i.e. every two weeks.
- ➡ Update contact email address on training schedule.
- ➡ COH staff to secure classroom space at St. Anne's for October new member orientation.

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### B. Agenda Development for Next Meeting:

- The following items will be on the June Committee agenda:
  - AAM
  - Listening Session “Thank You” letter status/follow-up
  - Review of interview questions/format for edits and/or suggestions
  - Mentorship program follow-up

### 13. ANNOUNCEMENTS

### 14. ADJOURNMENT

- Co-Chair Ms. Traci Bivens-Davis adjourned the meeting at 11:05am.