



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140, Los Angeles, CA 90010 · TEL. (213) 738-2816 · FAX (213) 637-4748

Website: <http://hiv.lacounty.gov>

Email: hivcomm@lachiv.org

COMMITTEE MEMBERSHIP APPLICATION

COMMITTEE MEMBERSHIP APPLICATION SECTION 1: INSTRUCTIONS

Background. Consistent with federal Ryan White legislation, guidance from the Health Resources and Services Administration (HRSA) and the Centers for Disease Control and Prevention (CDC), and Los Angeles County Code, Title 3—Chapter 29 (Code 3.29), the Los Angeles County Commission on HIV advises LA County’s Board of Supervisors (BOS) on a range of issues related to HIV and STDs and the delivery of HIV/STD services countywide. In accordance with legislative mandate, the Commission must prioritize various types of HIV and STD care, treatment and prevention services; allocate federal funding and recommend local funding for those purposes; evaluate service effectiveness; assess the administrative structure’s ability to use and expedite the use of funding and other relevant system of care issues; develop, implement and monitor a countywide continuum of HIV/STD services and comprehensive HIV/STD plan; and many other responsibilities.

Membership. The Commission comprises 51 seats representing range and diversity of interests, opinions, knowledge and experiences of the HIV stakeholder community: from HIV care/prevention patients/clients (“consumers”), service and medical providers, government agencies, academia, and other stakeholders who contribute to and/or are affected by the County’s overall HIV and STD service response. Five committees lead the work of the Commission: Executive*, Operations, Planning, Priorities & Allocations (PP&A), Public Policy (PP) and Standards & Best Practices (SBP). **Individuals may be appointed by the BOS directly to various committees for added professional expertise, as a means of further engaging community participation in the planning process. As a BOS-appointed committee member, the member is entitled to voting privileges and contributes to the committee’s quorum. *Only BOS-appointed Commissioners are able to serve on the Executive Committee.**

Commitment | Minimum Expectations. Applicants must be willing and able to dedicate a minimum of **10 hours every month** to their designated committees and related activities. BOS-appointed committee members are expected to attend all respective committee meetings (regular and special). Committee members are similarly expected to be prepared and familiar with the issues and information discussed at the committee. Failure to attend four committee meetings over the course of a year may be a cause for removal or the member not being re-appointed to the committee.

Evaluation. The committees each define the specific criteria for adding members to their respective bodies, and nominates members to fulfill that criteria. The Commission’s Operations Committee reviews all applications to ensure candidates conform to the criteria set by the committees. The full Commission approves all nominations to be forwarded to the Board of Supervisors. Committees cannot nominate a committee majority of non-Commission committee members.

Application Forms. The following renewal application is divided into four sections with different purposes and forwarded to different destinations. Information in Section 2 (Contact Information) is kept confidential at the Commission office to the extent described and as you permit. Sections 3 and 4 are presented to the Operations Committee and the Commission, and Section 4 is referred to the Board of Supervisors. The Operations Committee, Commission and Board of Supervisors are all public forums, and the information provided in those sections is made available for public scrutiny.

Transparency and Public Documents. The Commission is a public entity that complies with the California's transparency and public meeting laws and requirements. In particular, the Ralph M. Brown Act ("Brown Act") dictates how public bodies, such as the Commission, must conduct themselves in prescribed ways to ensure openness, transparency and opportunities for public input. Since the Operations committee and Commission meetings are open to the public, any information reviewed or provided during Commission or committee meetings is considered a "public document" (the public can see it, reference it, use it, and/or request copies). However, since applications are offered by individuals in their private capacity to become future member of the HIV commission, the completed applications are not subject to the Brown Act.

However, if an applicant is recommended for approval, all sections of the application form excluding Section 4 will become a public document during the BOS appointment process. Therefore, applicants are informed to not divulge any information on the application form that the applicant would not want to be known publicly.

Application Submission. This Committee Membership Application (and the application form herein) is available in print or electronically. Potential candidates may request applications by contacting the Commission office at (213) 738-2816 and it can be mailed, e-mailed or picked up at the office. Similarly, the application and is available online from the Commission's website at <http://hiv.lacounty.gov>. Submit your application via mail or in person to the Commission office located at 3530 Wilshire Blvd, Suite 1140, Los Angeles, CA 90010. Applications may also be emailed to hivcomm@lachiv.org.

Staff will confirm receipt of all applications via email. Upon receipt of the application, staff will review it for accuracy and completeness, and contact the applicant if there are any possible errors, sections needing clarification, and/or if there are any questions that emerge from the application. Thereafter, staff will notify you appropriately of the Commission's recommendation for appointment and/or final BOS appointment.

If you have questions or need assistance with the application, please contact the Commission office at (213) 738-2816.

SECTION 2: CONTACT INFORMATION

1. **Are you willing and able to commit to the minimum standards expected for committee participation?** Yes No
2. **Name:** _____
(Please print name as you would like it to appear in communications)
3. **Organization (if applicable):** _____
4. **Mailing Address:** _____

5. **City:** _____ **State:** _____ **ZIP:** _____
6. **TEL:** () _____ **FAX:** () _____
7. **E-Mail:** _____
(Standard Commission contact and communication is done through e-mail)
8. **Cell/Mobile Phone (optional):** () _____

9. **Other Contact Information (optional):**

Type of Address: Home Work **Other:** _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

TEL: () _____ **FAX:** () _____

E-Mail: _____

My signature below indicates that I will make every effort to attend all of the meetings and activities of the Commission, the committee to which I am assigned and related caucuses, task forces and working groups that I have joined voluntarily or that I have been asked to support. I will comply with the Commission's expectations, rules and regulations, conflict of interest guidelines and its code of conduct, consistent with all relevant policies and procedures. As the undersigned, I understand that governing legislation and/or guidance may be altered in the future, necessitating revision, modification, or elimination of specific Commission processes or practices—necessitating change with which I will be expected to comply as well. I further understand that sections of this application will be distributed publicly, as required by the Commission's Open Nominations Process and consistent with California's Ralph M. Brown Act. I affirm that the information herein is accurate to the best of my knowledge.

Signature

Date

Printed Name

SECTION 3: EXPERIENCE

1. Which Commission committee are you asking to join?

- Public Policy (PP) Operations Planning, Priorities & Allocations (PPA) Standards & Best Practices (SBP)

2. Why do you want to join the committee?

3. Please summarize your background and experience (*please attach curriculum vitae, resume and/or relevant information*).

4. What specific skills and expertise(s) can you bring to the committee?

5. Committee membership entails certain obligations. Appointed committee members are entitled to voting privileges on the committee and contribute to meeting quorums. If you are appointed to the committee, you agree to attend the committee's regularly and specially scheduled meetings.

- As a Board-appointed committee member, I agree to fully participate in committee activities, including regularly attending to committee.

Signature

Date

Printed Name

SECTION 4: STATEMENT OF QUALIFICATIONS

Name: _____
Please Type or Print

Nominee: Los Angeles County Commission on HIV Committee

Nominated by: Los Angeles County Commission on HIV Committee

Please Type or Print

Name: _____ **Female** **Male**

City where you reside: _____

Education:

Occupation: _____ **Employer:** _____

Former Business/Professional Experience:

Organizational Affiliations (professional, business, homeowner, etc.):

Are you generally available for daytime or nighttime Commission meetings?
Yes No

If no, please explain:

Statement of Qualifications

Page 2

Are you registered to vote in Los Angeles County? Yes No

Have you ever been convicted, fined, imprisoned, placed on probation, received a suspended sentence or forfeited bail for any offense (except non-moving traffic violations) by any court (including convictions dismissed under Penal Code Section 1203.4)?

Yes No

If yes, what offense or offenses?

At the present time, do you hold any position with any public entity?

Yes No

If yes, what public entity or entities and what position or positions?

A statement of duties and/or qualifications of the position for which you are being considered are attached. Please read the statement and write below why you are particularly suited to serve the people of the County of Los Angeles in this position. You may attach additional sheets of paper for your response (optional).

Statement of Qualifications
Page 3

Please indicate the names, addresses, and phone number of references (optional):

CONSENT AND CERTIFICATION

I have reviewed the attached description of qualifications and duties for the position. I am able to perform all duties. I am willing to serve.

I acknowledge that the County of Los Angeles may contact other entities or other persons to confirm information I have provided.

I consent to these contacts.

I certify that all statements and representations made in this Statement of Qualifications are true and correct.

Dated: _____[?] _____[?]
(Signature)

Name: _____
Please Type or Print

Nominee: Los Angeles County Commission on HIV Committee

Nominated by: Los Angeles County Commission on HIV Committee

**ACKNOWLEDGMENT OF CONFLICT OF INTEREST
INFORMATION**

I acknowledge that I have been advised that Los Angeles County has made advance disclosure of potential Conflicts of Interest applicable to all members of commissions, committees and boards.

This means among other things, that I will disqualify myself from participation in any governmental matters in which I have an economic interest. If I have any questions regarding the propriety of my participation in such governmental matters, I will consult with the County Counsel.

I have also received a copy of applicable definitions and explanation of the requirements.

(Signature)

(Date)

LOS ANGELES COUNTY COMMITTEE MEMBER

COUNTY-RELATED FINANCIAL DISCLOSURE QUESTIONNAIRE

The following questionnaire requests certain information with respect to the financial and other interests that may be connected with the County or with your duties as a commissioner, committee member, or board member. In the spirit of the purposes of such disclosure, your answers should be liberally construed to disclose any interests that might be reasonably expected to be particularly affected by commission/committee/board action or to be disclosed in the public interest. Before answering any of the questions, please read the definitions listed below care-fully; they are intended to further your understanding of the types of information that should be disclosed.

NOTE: The information called for in the financial disclosure questionnaire relates only to income, real property, investments, or business interests which are the subject of business transactions with the County, or which are subject to the regulation, inspection, or enforcement authority of the County or of the commission, committee or board for which you are being considered for appointment. YOU ARE NOT REQUIRED to disclose this information if such is not the case.

When describing any investment of business interest, you need only describe it sufficiently to identify it. Thus, with respect to real property, the address or other precise identification of the location would be given. With respect to ownership interests in business entities the name of the business entity and a statement of the nature of your interest (e.g., common stock, partnership interest, director, trustee, etc.) are sufficient. With respect to disclosure of remuneration, the business entity that is the source should be described, but the nature of the income (e.g., dividends, salary, etc.) need not be described.

DEFINITIONS

"Interest in real property" includes any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property if the fair market value of the interest is greater than one thousand dollars (\$1,000). Interests in real property of an individual include a pro rata share of interests in real property of any business entity or trust in which the individual or his immediate family owns directly, indirectly or beneficially, a ten percent interest or greater.

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or other-wise related business entity has an interest in real property in the County, or does business with the County, plans to do business with the County, or has done business with the County at any time during the last two years. No asset shall be deemed an investment unless its fair market value exceeds one thousand dollars (\$1,000).

The term "investment" does not include a time or any insurance policy, interests in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 2040 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual DO include a pro rata share of investments of any business entity or trust in which the individual or his immediate family owns directly, indirectly or beneficially, a ten percent interest or greater.

"Income" means income of any nature from any source including, but not limited to, any salary, wage, advance, payment, dividend, interest, rent, capital gain, or return of capital. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or his immediate family owns directly, indirectly or beneficially, a ten percent interest or greater.

Name: _____

Please Type or Print

Nominee For: Los Angeles County Commission on HIV

Nominated By: Los Angeles County Commission on HIV

COUNTY-RELATED FINANCIAL DISCLOSURE

QUESTIONNAIRE

(For reappointments, list income since last questionnaire)

1. List all contracts entered into, bid on, or negotiated with the County or any County board, commission, or committee either as an individual or by any business in which you or your immediate family owns directly, indirectly or beneficially, a ten percent interest or greater.

2. List each source of income aggregating more than \$250 during the last 12 months derived from real property that you or your immediate family owns directly, indirectly or beneficially and is leased or rented by the County or is subject to regulation, inspection, or enforcement authority of the County or the board, commission, or committee for which you are being considered for appointment.

3. List any source of income (aggregating more than \$250 during the last 12 months) that has regular transactions with any County agency, board, committee or commission.

4. List all investments worth more than \$1,000 in entities in which you or your immediate family owns directly, indirectly or beneficially, a ten percent interest or greater, and provides or sells services or supplies utilized by the County or are subject to regulation, inspection, or enforcement authority of the County or of the board, commission, or committee for which you are being considered for appointment.

5. List the name of any business entity for which you were a director, officer, partner, trustee, or employee or for which you held any position of management that is the subject of any business transactions with the County or which is subject to regulation, inspection, or enforcement authority of any County agency or by the board, commission, or committee for which you are being considered for appointment.

