



LOS ANGELES COUNTY
COMMISSION ON HIV



AGENDA FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY COMMISSION ON HIV
OPERATIONS COMMITTEE

THURSDAY, August 22, 2019, 10:00 AM – 12:00 PM

COMMISSION OFFICE

3530 Wilshire Blvd, Suite 1140, 11th Floor

Los Angeles, CA 90010

(213) 738-2816 / Fax (213) 637-4748

hivcomm@lachiv.org <http://hiv.lacounty.gov>

Operations Committee Members:			
Traci Bivens-Davis, <i>Co-Chair</i>	Juan Preciado, <i>Co-Chair</i>	Miguel Alvarez	Danielle Campbell, MPH
Michele Daniels (Craig Scott, Alternate)	Susan Forrest	Bridget Gordon	Joseph Green
Carlos Moreno	Kayla Walker-Heltzel	Greg Wilson	
QUORUM:	6		

AGENDA POSTED: August 15, 2019

ATTENTION: Any person who seeks support or endorsement from the Commission on any official action may be subject to the provisions of Los Angeles County Code, Chapter 2.160 relating to lobbyists. Violation of the lobbyist ordinance may result in a fine and other penalties. For information, call (213) 974-1093.

ACCOMMODATIONS: Interpretation services for the hearing impaired and translation services for languages other than English are available free of charge with at least 72 hours notice before the meeting date. To arrange for these services, please contact Dina Jauregui at (213) 738-2816 or via email at djauregui@lachiv.org.

Servicios de interpretación para personas con impedimento auditivo y traducción para personas que no hablan Inglés están disponibles sin costo. Para pedir estos servicios, póngase en contacto con Dina Jauregui al (213) 738-2816 (teléfono), o por correo electrónico á djauregui@lachiv.org, por lo menos 72 horas antes de la junta.

SUPPORTING DOCUMENTATION can be obtained at the Commission on HIV Website at: <http://hiv.lacounty.gov>. The Commission Offices are located in Metroplex Wilshire, one building west of the southwest corner of Wilshire and Normandie. Validated parking is available in the parking lot behind Metroplex, just south of Wilshire, on the west side of Normandie.

NOTES on AGENDA SCHEDULING, TIMING, POSTED and ACTUAL TIMES, TIME ALLOTMENTS, and AGENDA ORDER: Because time allotments for discussions and decision-making regarding business before the Commission’s standing committees cannot always be predicted precisely, posted times for items on the meeting agenda may vary significantly from either the actual time devoted to the item or the actual, ultimate order in which it was addressed on the agenda. Likewise, stakeholders may propose adjusting the order of various items at the commencement of the committee meeting (Approval of the Agenda), or times may be adjusted and/or modified, at the co-chairs’ discretion, during the course of the meeting.

If a stakeholder is interested in joining the meeting to keep abreast of or participate in consideration of a specific agenda item, the Commission suggests that the stakeholder plan on attending the full meeting in case the agenda order is modified or timing of the items is altered. All Commission committees make every effort to place items that they are aware involve external stakeholders at the top of the agenda in order to address and resolve those issues more quickly and release visiting participants from the obligation of staying for the full meeting.

External stakeholders who would like to participate in the deliberation of discussion of an a posted agenda item, but who may only be able to attend for a short time during a limited window of opportunity, may call the Commission’s Executive Director in advance of the meeting to see if the scheduled agenda order can be adjusted accordingly. Commission leadership and staff will make every effort to accommodate reasonable scheduling and timing requests - from members or other stakeholders - within the limitations and requirements of other possible constraints.

Call to Order | Introductions | Statement - Conflict of Interest 10:00 AM – 10:02 AM

I. ADMINISTRATIVE MATTERS 10:02 AM – 10:07 AM

- 1. Approval of Agenda **MOTION #1**
- 2. Approval of Meeting Minutes **MOTION #2**

II. PUBLIC COMMENT 10:07 AM – 10:11 AM

- 3. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission

III. COMMITTEE NEW BUSINESS ITEMS 10:11 AM – 10:15 AM

- 4. Opportunity for Committee members to recommend new business items for the full body or a committee level discussion on non-agendized matters not posted on the agenda, to be discussed and (if requested) placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation, or where the need to take action arose subsequent to the posting of the agenda

IV. REPORTS

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| 5. Executive Director/Staff Report | 10:15 AM – 10:25 AM |
| 6. Co-Chair’s Report | 10:25 AM – 10:30 AM |
| A. Team Building Exercise – “Getting to Know You” | |
| B. Committee Work Plan | |
| 7. Policies and Procedures | 10:30 AM – 11:00 AM |
| A. Pol# 08.2301 – Voting Procedures MOTION #3 | |
| B. Pol# 08.1104 – Commission and Committee Co-Chair Elections and Terms MOTION #4 | |
| C. Pol# 08.3302- Intra-Commission Grievance Procedure -Draft Initial Review | |
| 8. Membership Management Report | 11:00 AM – 11:35 AM |
| A. 2019 Renewal Membership Slate - Update | |
| B. Membership Application | |
| (i) Noah Kaplan – SBP Committee Member MOTION #5 | |
| (ii) Membership Application – Derrick Knight | |
| C. Felipe Gonzalez Change in Seat Assignment | |
| 9. Training and Leadership Development | 11:35 AM – 11:45 AM |
| A. 2019 Mandatory Member Training | |
| B. Mentorship Program | |
| 10. Recruitment, Retention and Engagement | 11:45 AM – 11:50 AM |
| A. 2019 HIV Service Awards – Update | |
| 11. Assessment of the Administrative Mechanism (AAM) | 11:50 AM – 11:55 AM |

VI. NEXT STEPS

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| 12. Task/Assignments Recap | 11:55 AM – 11:58 AM |
| 13. Agenda Development for the Next Meeting | |

VII. ANNOUNCEMENTS

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| 14. Opportunity for members of the public and the committee to make announcements | 11:58 AM – 12:00 PM |
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VIII. ADJOURNMENT

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| 15. Adjournment for the meeting of August 22, 2019. | 12:00 PM |
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PROPOSED MOTIONS	
MOTION #1:	Approve the Agenda Order, as presented or revised.
MOTION #2:	Approve the Operations Committee minutes, as presented or revised.
MOTION #3	Approve revisions to the Voting Procedures policy as presented or revised, and forward to Executive Committee for approval.
MOTION #4	Approve revisions to the Commission and Committee Co-Chair Elections and Terms policy as presented or revised, and forward to Executive Committee for approval.
MOTION #5	Approve SBP committee-only membership application for Noah Kaplan as presented, and Executive Committee for recommendation.