



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
HIVCOMM@LACHIV.ORG • http://hiv.lacounty.gov

OPERATIONS COMMITTEE MEETING MINUTES

December 28, 2017

Approved
1/25/2018

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Traci Bivens-Davis, <i>Co-Chair</i>	Michele Daniels	Jason Brown	Cheryl Barrit, MPIA
Kevin Stalter, <i>Co-Chair</i>	Bridget Gordon	Marc Hauptert	Jane Nachazel
Danielle Campbell, MPH	Juan Preciado	Bernard May	Julie Tolentino, MPH
Raquel Cataldo		Thomas Puckett, Jr.	Sonja Wright, MS, Lac
Kevin Donnelly			
Joseph Green	DHSP STAFF		
Bradley Land	None		

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 12/28/2017
- 2) **Minutes:** Operations Committee Meeting Minutes, 10/26/2017
- 3) **Outline:** Los Angeles County HIV/AIDS Strategy (LACHAS) for 2020 and Beyond: Recommendations for Community Engagement, *DRAFT 12/26/2017*
- 4) **Scope of Work:** Assessment of Administrative Mechanism (AAM), *Updated 11/6/2017/FINAL*
- 5) **Slate:** Commission on HIV Membership Slate, 12/14/2017
- 6) **Table:** Planning Council Reflectiveness, 12/27/2017
- 7) **Strategies:** Los Angeles County Commission on HIV, Member Recruitment and Retention Strategies, *DRAFT 12/26/2017*
- 8) **Schedule:** Los Angeles County Commission on HIV (COH), 2018 Training Schedule for Interested Applicants and Commissioners, *2018 ongoing*

CALL TO ORDER: Ms. Bivens-Davis called the meeting to order at 10:01 am.

I. ADMINISTRATIVE MATTERS

1. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order, as presented (*Passed by Consensus*).
2. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 10/26/2017 Operations Committee Meeting Minutes, as presented (*Passed by Consensus*).

II. PUBLIC COMMENT

3. **OPPORTUNITY FOR PUBLIC TO ADDRESS COMMISSION ON ITEMS OF INTEREST WITHIN COMMISSION JURISDICTION:** There were no comments.

III. COMMITTEE COMMENT

4. **NON-AGENDIZED OR FOLLOW-UP:**

- Mr. Puckett suggested not cancelling the 1/4/2018 Standards and Best Practices Committee, but Ms. Barrit noted a poll of members indicated that quorum would not be met.
- Several raised questions about opening nominations for Committee Co-Chairs. Nominations typically open in January with elections in February, but may be later. Executive Committee At-Large nominations and elections follow that of Co-Chairs in order to offer more options for potential candidates. At-Large members sit on both Executive and Operations Committees.

IV. REPORTS

5. EXECUTIVE DIRECTOR'S REPORT:

A. Los Angeles County HIV/AIDS Strategy (LACHAS):

- Ms. Barrit noted this new ongoing agenda item is to support LACHAS implementation through: monitoring and advising the Board of Supervisors (BOS) on implementation; ensuring collaboration between the Commission and DHSP; and, identifying a process to engage stakeholders at the Health District level.
- She reviewed the Recommendations for Community Engagement in the packet and stressed honoring all contributions to the effort, e.g., a small organization's modest contribution may be large for them. Mr. Puckett suggested tracking and memorializing efforts to encourage organizations and inform consumers of their activities.
- Some people retain an affinity for the Service Planning Area (SPA) lens, but geomapping now provides data that identifies hot spots so that resources can be marshaled to address issues in those communities.
- Ms. Barrit supported increasing accountability by requiring Commissioners to attend Health District level meetings (first bullet, page 2). She proposed four meetings as a starting point for discussion on what is realistic. There is no Health District Council so, e.g., intentional and active participation at a City Council meeting would qualify.
- Ms. Bivens-Davis said accountability assumes tracking so it is important to identify pertinent meetings. For example, the Empowerment Congress in South Los Angeles is not a Health District or City Council meeting per se, but it has a Health Committee. On the other hand, some Health Districts may lack pertinent meetings.
- ➡ Bylaw change parking lot: Consider reframing unaffiliated consumer seats based on Health Districts exhibiting hot spots. Such seats might be drafted to change over time to reflect changes in the epidemic.
- ➡ As part of revamping Commissioner Membership renewal process, consider review of the Renewal Scoring Sheet to add, e.g., 10-15 points for involvement such as 5 points for 80% Commission and Committee attendance; 5 points for attending a certain number of trainings; and, 5 points for attending a certain number of Health District meetings.
- ➡ Encourage more Health Deputy involvement with the Commission, e.g., they could do brief presentations periodically.
- ➡ Initiate Recognition Work Group to draft parameters for: nominating awardees; award expectations that advance the work of health equity and address health disparities; and, award categories, e.g., lifetime achievement, community ally, colloquium of the year. The Work Group will meet monthly with a report added to the Operations Committee Agenda. Members are: Ms. Biven-Davis, Ms. Campbell, Mr. Green, and Mr. Stalter. Ms. Barrit will provide the awards ceremony booklet from the Los Angeles County Quality and Productivity Commission for suggestions.
- ➡ Ms. Barrit will update the Recommendations document after feedback from the other Committees and redistribute it.

B. Assessment of Administrative Mechanism (AAM):

- Ms. Barrit noted the Scope of Work in the packet was developed over several meetings and email interchanges with Michael Green, PhD, MHSA and Pamela Ogata, MPH, for their input and to be mindful of data requests to DHSP.
- Mr. Hauptert said Ryan White legislation is unique in giving allocation authority to a citizen commission. The AAM is to ensure efficiency and is a required function of all Ryan White Planning Councils (PCs).
- LAC's Administrative Mechanism is composed of the Board of Supervisors (BOS), Department of Public Health (DPH), DHSP, and the Commission. Historically, the LAC PC has submitted some of the most robust AAMs which help to provide a comprehensive base for this initial AAM with more topic-specific AAMs planned in future.
- There is a greater emphasis on key informant interviews this year to capture perceptions of how the system has matured over the past three years since the last AAM and, in particular, since Ms. Barrit's tenure as Executive Director.
- Key informant interviews for Focus Area 1, the Commission, are nearly complete and expected to meet the end of year timeframe. Key Informant interviews for Focus Area 2, DHSP/DPH, are planned for January -February 2018; and for Focus Area 3, contracted agencies, February-March 2018.
- Frustration with the slow and cumbersome LAC contracting process has been consistent over the years, but there is hope among DHSP staff that AAM results may offer an opening to advocate with the BOS for a streamlined process.

- Ms. Barrit called attention to the Project Milestones and Target Dates. The draft AAM report will be presented with recommendations to the Operations and Executive Committees and DHSP on 4/26/2018 with the final presented 5/24/2018 followed by presentation to the full Commission on 6/14/2018.
- In June and July 2018, the Commission Co-Chairs with Ms. Barrit and Mr. Hauptert will present findings to the Health Deputies, BOS, and DPH leadership of Barbara Ferrer, PhD, MPH, MEd, Director, and David Dijkstra, Deputy Director, Operations Support Bureau. Mr. Dijkstra is the key finance person in DPH, but is far removed from the Ryan White process. It will be critical to gain his understanding and support to facilitate the contracting process.
- This is also a propitious time to advocate for such improvements because Supervisor Sheila Kuehl is the new Chair of the BOS for 2018. Elan Schultz, Supervisor Kuehl's Senior Health Deputy, is very supportive of the Commission's work.
- Mr. Land suggested interviewing agencies that do not have contracts with DHSP to identify barriers to applying. Mr. Stalter noted he had asked another agency about its PrEP contract - and it had three people managing the 600-page document. That is not feasible for a small agency. Ms. Bivens-Davis added agencies have to have sufficient funds to maintain services while waiting for reimbursement and may need help with capacity building.
- While smaller agencies might partner via Memorandums of Understanding with larger ones, Mr. Hauptert pointed out that LAC requires subcontractors to meet all contractor requirements which can be prohibitive. It might be possible to address mitigating that requirement through the AAM process to help expand access.
- Correction: Milestone Target Date, 3rd box, November 24-December 31, 2018 - correct to 2017.
- Suggestion: Add multi-year extension of Mr. Hauptert's contract to Project Milestones with September 2018 Target.
- Suggested focus for next year: Social Determinants of Health (SDH), in particular, housing.

6. CO-CHAIRS' REPORT:

A. Co-Chair Nominations:

- Mr. Green was nominated, but declined with thanks.
- Nominated and accepted the nomination: Ms. Bivens-Davis and Mr. Stalter.
- Nominations will close and elections will take place at the 1/25/2018 Operations Committee meeting.

7. MEMBERSHIP MANAGEMENT REPORT:

A. Reflectiveness and Seat Vacancies Review:

- Ms. Barrit reported the Planning Council Reflectiveness table in the packet is submitted to the Health Resources and Services Administration (HRSA) at least once per year and sometimes more often. She is required to develop and submit a corrective action plan if unaffiliated consumers drop below one-third of the membership.
- Current representation disparities are among Hispanics, Asian/Pacific Islanders, and American Indian/Alaskan Natives.
- There are now nine Multi-Race/Not Specified Total Members of the PC, three of whom are Non-Aligned Consumers on the PC. While any of these might choose to self-identify differently, it is inappropriate to request that they do so. It is also important to recognize that reflectiveness is to ensure communities are represented - not just boxes to check.
- There are now 11 vacancies. The City of Pasadena said it has a candidate, but the application has not been received.
- Mr. Stalter said he would like to see more different agencies represented on the Commission. Ms. Bivens-Davis said any outreach to agencies should be preceded by a review of all agencies in order not to miss or disadvantage smaller ones.
- Ms. Barrit reported there have been multiple attempts to contact José Muñoz, but there has been no response.
- Mr. Green will be speaking at the City of West Hollywood Transgender Advisory Board and will encourage potential candidates. He will text meeting details to Mr. Stalter so that he can attend as well.
- Enhance education on the value of ethnicities including in the application packet.
- Ms. Bivens-Davis will follow-up with a potential candidate for the SPA 4 seat.
- Ms. Barrit will follow-up with her contacts at Kaiser Permanente for the Local Health/Hospital Planning Agency seat.
- Review attendance spreadsheet at next Operations meeting.

B. Recruitment and Retention Plan:

- The body discussed Health District responsibilities. Mr. Land noted Health Deputies differ in their expectations of Commissioners. All want Health District information, but some are more experienced and knowledgeable. Ms. Bivens-Davis suggested further discussion of expectations for Supervisorial District seats.
- Community Outreach, 2: Revise "Attend Health District..." to "Attend community meetings and events in the Health District" to reflect meetings and events that represent the community without being formal Health District meetings.

- Preparation for Application: Add meeting frequency chart to a detachable face sheet that can be given to interviewees.
- Retention Strategies, 2: Revise "Assign mentors and" to "Assign mentors."
- Retention Strategies, 2: Revise "Use Commissioners as spokespersons/ambassadors..." to "Use Commissioners as ambassadors..."
- Review Duty Statements, especially for Supervisorial District seats, for consistency with Member Recruitment and Retention Strategies.
- Ms. Barrit will update the Member Recruitment and Retention Strategies.

8. COMMUNITY ENGAGEMENT REPORT:

A. Community Advisory Board (CAB) Outreach and Next Steps:

- Mr. Green, Ms. Barrit, and Shellye Jones, UCLA, met after the CAB Meet and Greet. It went well and it was agreed to hold another in February or March 2018. Lessons learned include providing a resource table for informational materials and, if food is served, tables and chairs so that participants can eat more comfortably. Facilitators at the next Meet and Greet will also encourage providers to share information about the resources that they offer.
- Other days and times will be considered for future Meet and Greets, e.g., weekends.
- Mr. Stalter volunteered to participate in planning.

9. TRAINING AND ORIENTATION REPORT:

A. 2018 Training Schedule:

- The 2018 Training Schedule for interested applicants and Commissioners was in the packet.
- Ms. Barrit will remind Commission members about the 2018 Training Schedule at the Commission meeting and Mr. Green will remind Consumer Caucus members and mentorees.

B. Mentorship Review: The Mentorship program was reported to be going well.

V. NEXT STEPS

10. TASK/ASSIGNMENTS RECAP: There was no additional discussion.

11. AGENDA DEVELOPMENT FOR NEXT MEETING: There was no additional discussion.

VI. ANNOUNCEMENTS

12. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS: There were no announcements.

VII. ADJOURNMENT

13. ADJOURNMENT: The meeting adjourned at 12:00 noon.