



# LOS ANGELES COUNTY COMMISSION ON HIV

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

## OPERATIONS COMMITTEE MEETING AGENDA

Monday, April 24, 2017 | 10:00am – 12:00pm  
 Commission Offices  
 3530 Wilshire Boulevard, Suite 1140  
 Los Angeles, CA 90010

*All Committee Meetings Will Begin at Their Appointed Times;  
 Participants Should Make Every Effort to be Prompt and Ready.*

AGENDA ITEMS	MOTION(S)	Reporting/ Presenting Parties	TIMES SCHEDULED
1. Call to Order		T Bivens-Davis/K Stalter, <i>Co-Chairs</i>	10:00am — 10:02am
2. Approval of Agenda	MOTION #1	Committee	10:02am — 10:05am
3. Approval of Meeting Minutes	MOTION #2	Committee	10:05am — 10:07am
4. Public Comment ( <i>Non-Agendized or Follow-Up</i> )		Public	10:07am — 10:10am
5. Committee Comment ( <i>Non-Agendized or Follow-Up</i> )		Commission Members/Staff	10:10am — 10:13am
6. Executive Director's Report		Cheryl A. Barrit, MPIA <i>Executive Director</i>	10:13am -- 10:30am
A. Comprehensive HIV Plan (CHP) Overview Presentation to County's Integration Advisory Board (IAB)			
B. Assessment of the Administrative Mechanism (AAM) Update			
7. Co-Chairs' Report		T Bivens-Davis/K Stalter, <i>Co-Chairs</i>	10:30am — 10:40am
8. Policies and Procedures		Committee	10:40am — 10:50am

# Operations Committee | Meeting Agenda

April 24, 2017

Page 2 of 3

AGENDA ITEMS	MOTION(S)	Reporting/ Presenting Parties	TIMES SCHEDULED
<b>9. Membership Management</b>		Committee	10:50am -- 11:30am
<b>A</b> New/Renewing Member Open Nomination Process			
(1) Final Interview Questions & Scoring Methodology			
(2) 2017 Member Cohort			
(a) New and renewing member applications			
(b) Schedule interviews			
<b>B</b> Membership Composition and PIR (Parity, Inclusiveness and Reflectiveness)			
<b>C</b> Membership Recruitment, Engagement and Retention			
(1) Outreach efforts and retention strategies			
<b>10. Community Engagement Workgroup (CEW)</b>		Committee	11:30am -- 11:45am
<b>A.</b> Reconvene CEW: determine participants and meeting schedule			
<b>B.</b> CHP and Listening Sessions Overview			
(1) June 2017 community town hall meeting			
(2) "Thank You" letter to all listening session participants			
(3) Presentation of "lessons learned" from listening sessions			
<b>11. Training/Orientation</b>		Committee	11:45am -- 11:50am
<b>A</b> Training/Orientation Schedule and Follow Up			
<b>12. Next Steps</b>		Committee	11:50am -- 11:58pm
<b>A</b> Task/Assignment Recap			
<b>B</b> Agenda Development for Next Meeting			
<b>12. Announcements</b>		Committee and Public	11:58am -- 12:00pm
<b>13. Adjournment</b>		T Bivens-Davis/K Stalter, Co-Chairs	12:00pm


## PROPOSED MOTION(S)/ACTION(S):

**MOTION #1:** Approve the Agenda Order as presented or revised.

**MOTION #2:** Approve the Operations Committee meeting minutes, as presented or revised.

**OPERATIONS COMMITTEE MEMBERS:**

Traci Bivens-Davis, <i>Co-Chair</i>	Kevin Stalter, <i>Co-Chair</i>	Danielle Campbell, MPH	Raquel Cataldo
Kevin Donnelly	Bridget Gordon	Joseph Green	John Palomo
Sabel Samone-Loreca	Terrell Winder		
<b>QUORUM:</b>	<b>6</b>		

***All agenda items are subject to action  Public comment will be invited for each item***

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. Interpretation services for the hearing impaired and translation services for languages other than English are available free of charge upon request. To arrange for these services, or for additional information about this committee, please contact Dawn McClendon at (213) 639-6716 or [dmccclendon@lachiv.org](mailto:dmccclendon@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 Dawn McClendon al (213) 738-2816 (teléfono), o por fax al (213) 637-4748, por lo menos cinco días antes de la junta.

**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.*