



LOS ANGELES COUNTY COMMISSION ON HIV

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OPERATIONS COMMITTEE MEETING MINUTES

March 28, 2017



MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMMISSION STAFF
Traci Bivens-Davis, <i>Co-Chair</i>	Raquel Cataldo	Jason Brown	Cheryl Barrit, MPIA
Kevin Stalter, <i>Co-Chair</i>	John Palomo		Jason W. Jones, MA
Danielle Campbell, MPH	Sabel Samone-Loreca <i>(Full to Danielle Campbell, MPH)</i>		Dawn McClendon
Kevin Donnelly	Terrell Winder		
Bridget Gordon			
Joseph Green			DHSP STAFF
Bradley Land			None

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 03/28/2017
 - 2) **Minutes:** Operations Committee Meeting Minutes, 2/27/2017
 - 3) **Document:** 2017 Assessment of Administrative Mechanism Project Plan, Draft; Member Application Evaluation and Scoring Sheet
 - 4) **Policy/Procedure:** COH Commissioner Duty Statements: Unaffiliated Consumer SPA and At Large; Part F; HOPWA; Behavioral/Social Scientist
 - 5) **Applications:** Commission Membership Application for Juan Preciado
 - 6) **Report:** Planning Council Reflectiveness
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1. **CALL TO ORDER:** Co-Chair Mr. Kevin Stalter called the Operations Committee Meeting to order at 10:00 a.m. Attendees introduced themselves.
 2. **APPROVAL OF THE AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
 3. **APPROVAL OF THE MEETING MINUTES:**
MOTION #2: Approve the Operations Meeting Minutes for the February 27, 2017 Operations Committee Meeting (*Passed by Consensus*).
 4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** No comments were provided.
 5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):** No comments were provided.
 6. **EXECUTIVE DIRECTOR'S REPORT:**
 - Ms. Cheryl Barrit, Executive Director of the County Commission on HIV (Commission), provided the Committee with a draft project plan for conducting the Assessment of Administrative Mechanism (AAM). The project plan outlines the purpose of the AAM and proposes to use a combination of key informant interviews, focus groups and surveys to gather input from various stakeholders (i.e., service providers, Commissioners, COH staff, and DHSP staff). The project plan will also include a review of recommendations from the most recent AAM. Committee members concurred with the general approach presented in the project plan and provided changes.
 - Ms. Barrit presented relevant recommendations from the most recent AAM.

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- Ms. Barrit will add 1) specific focus group and key informant interview questions for DHSP staff; 2) technology-related questions aimed at assessing how new technology has improved the contracting and procurement process; 3) analysis of how the integration of HIV and STD programs has affected the procurement and contracting process.

7. CO-CHAIR'S REPORT

- The Committee will review the results of the listening sessions once the report is completed and develop a presentation to report the findings to the community. The Committee discussed convening a community meeting to present the listening session findings as a recruitment and engagement activity. The group discussed the possibility of conducting the community presentation in May or June after the COH meeting.
- It was suggested that a presentation on the Comprehensive HIV Plan be provided to the Integration Advisory Board (IAB). Ms. Gordon supported the idea and noted that she will work with Ms. Barrit to place the CHP presentation on the April 26 IAB meeting agenda.

8. POLICIES AND PROCEDURES:

- The Committee reviewed Duty Statements for Unaffiliated Consumer SPA and At Large; Part F; HOPWA; Behavioral/Social Scientist.
- There was a suggestion to assist unaffiliated consumer representatives identify community meetings they can attend and train them on their roles as Commissioners and how to talk about HIV and STI prevention.
- The Committee noted that commissioners need to be reminded to use the meeting agenda and minutes as a guide when reporting back to the community on COH activities.
- Ms. Barrit will make the following changes to the Duty Statements: change "monthly" reporting to "regularly"; replace "Service Planning Networks" to "community meetings"

9. MEMBERSHIP MANAGEMENT

A. New/Renewing Member Open Nomination Process:

(1) Interview Questions and Scoring Methodology

- The Committee reviewed the updated the interview questions and scoring sheet and provided changes.
 - Under HIV Knowledge and Skills, ask about knowledge of the state of HIV/STI in Los Angeles County. Under Demographic Representation, revise section to note that the questions under this section will be asked of all candidates. Revise points from 20 to 10. Use the term "individuals" instead of "stakeholders" for consumers.
- Ms. Barrit will update the document to reflect the Committee's suggestions.

(2) June 2017 Cohort

- The Committee reviewed the list of seats and members with terms ending on June 2017. Another email will be sent out to assess current members' intent to reapply for their seats.

B. Membership Applications

MOTION #3: Approve recommendation for Juan Preciado's appointment to HIV Stakeholder #3 Representative Seat, as presented. (Passed by Consensus)

C. Membership Composition and Reflectiveness

- The Committee reviewed the remaining vacancies on the COH and the composition of the current membership against Los Angeles County's (LAC) demographic data and HIV epidemiological profile. The COH's overall composition matches with HIV profile in LAC. Asian and Pacific Islanders and Latinos are underrepresented on the COH.

D. Membership Recruitment, Engagement and Retention (Tabled)

- The group will discuss this topic at the April meeting.

10. TRAINING/ORIENTATION

A. Training/Orientation Schedule and Follow Up

- Ms. Barrit reported that some Commissioners continue to attend the training and have provided good feedback on how to improve the training. She suggested that the Operations Committee start planning for the member orientation to be held in October.

11. NEXT STEPS

A. Task/Assignment Recap

- Ms. Barrit will make the necessary changes to the AAM Project Plan, Duty Statements, and Interview Questions and Scoring Sheet

B. Agenda Development for Next Meeting

- The following items will be on the Committee's agenda:
 - Approve interview questions and scoring sheets.

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- Discuss interview schedules for 2017 cohort.
- Discuss mentorship and engagement strategies.
- Review and discussion on past AAM recommendations.

12. ANNOUNCEMENTS

- None

13. ADJOURNMENT

- Co-Chair Ms. Traci Bivens-Davis adjourned the meeting at 12:05 a.m.