



# 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, August 28, 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, Co-Chairs	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
<b>Executive Director's Report</b>			
6. A. Assessment of the Administrative Mechanism (AAM) B. Committee Meeting Day Change		Cheryl A. Barrit, MPIA Executive Director	10:13am — 10:20am
7. Co-Chairs' Report		T Bivens-Davis/K Stalter, Co-Chairs	10:20am — 10:30am
<b>Membership Management</b>			
8. A. Interview Questions Final Review		Committee	10:30am — 10:40am
<b>Community Engagement</b>			
9. A. Outreach, Recruitment, and Retention Strategies		Committee	10:40am — 11:00am
<b>Training and Orientation</b>			
10. A. 2017-18 Training Program Development and Schedule B. Member Orientation: Commission Manual C. Mentorship Pairs		Committee	11:00am — 11:30am

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AGENDA ITEMS	MOTION(S)	Reporting/ Presenting Parties	TIMES SCHEDULED
<b>11. Next Steps</b>		Committee	11:30am — 11:45am
<ul style="list-style-type: none"> <li>A. Task/Assignment Recap</li> <li>B. Agenda Development for Next Meeting</li> </ul>			
<b>12. Announcements</b>		Committee and Public	11:45am — 12:00pm
<b>13. Adjournment</b>		T Bivens-Davis/K Stalter, Co-Chairs	12:00pm

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

<b>MOTION #1:</b>	Approve the Agenda Order as presented or revised.
<b>MOTION #2:</b>	Approve the Operations Committee meeting minutes, as presented or revised.

## OPERATIONS COMMITTEE MEMBERS:

<i>Traci Bivens-Davis, Co-Chair</i>	<i>Kevin Stalter, Co-Chair</i>	Danielle Campbell, MPH	Raquel Cataldo
Michele Daniels	Kevin Donnelly	Bridget Gordon	
John Palomo	Juan Preciado	Joseph Green	
<b>QUORUM:</b>	<b>6</b>		

### 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.