



LOS ANGELES COUNTY COMMISSION ON HIV

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OPERATIONS COMMITTEE MEETING MINUTES

April 24, 2017



MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMMISSION STAFF
Traci Bivens-Davis, <i>Co-Chair</i>	John Palomo	Jason Brown	Cheryl Barrit, MPIA
Kevin Stalter, <i>Co-Chair</i>	Sabel Samone-Loreca	Edd Cockrell	Dina Jauregui
Danielle Campbell, MPH	Terrell Winder		Dawn McClendon
Raquel Cataldo			DHSP STAFF
Kevin Donnelly			None
Bridget Gordon			
Joseph Green			
Bradley Land			
Ricky Rosales			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 04/24/2017
- 2) **Minutes:** Operations Committee Meeting Minutes, 03/28/2017
- 3) **Document:** 2017 Assessment of Administrative Mechanism Project Plan
- 4) **Document:** (Draft) Member Application Evaluation and Scoring Sheet
- 5) **List:** 2017 Member Cohort
- 6) **Report:** Planning Council Reflectiveness
- 7) **Flyer:** COH Member Recruitment

1. **CALL TO ORDER:** Kevin Stalter, Co-Chair, called the Operations Committee meeting to order at 10:03am. Attendees introduced themselves.
2. **APPROVAL OF THE AGENDA:**
MOTION #1: Approve the Agenda Order, 04/24/17. *(Passed by Consensus).*
3. **APPROVAL OF THE MEETING MINUTES:**
MOTION #2: Approve the Operations Meeting Minutes, 03/28/17. *(Passed by Consensus).*
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):**
 - Edd Cockrell announced his resignation from the Commission and offered his services to the Commission to create outreach strategies, specifically for the youth. Mr. Cockrell applauded the Committee for addressing parity, inclusiveness and reflectiveness (PIR), and commented that the Commission must think outside the box to encourage youth participation.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):** No comments were provided.
6. **EXECUTIVE DIRECTOR'S REPORT:**
 - A. **Comprehensive HIV Plan (CHP) Overview Presentation:**
 - Cheryl Barrit, Executive Director, confirmed that she will provide the CHP overview presentation, with focus on social determinants of health, to the Integration Advisory Board (IAB) on April 26, 2017 and thanked Bridget Gordon for her leadership on and outside of the IAB.

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B. Assessment of the Administrative Mechanism (AAM):

- Ms. Barrit referred the Committee to the AAM Project Plan document in the packet and indicated that it had been revised to include specific focus group and key informant interview questions for DHSP staff, including but not limited to questions related to collaboration and procurement as well as technology-related questions aimed at assessing how new technology has improved the contracting and procurement process and analysis of how the integration of HIV and STD programs has affected the procurement and contracting process. Ms. Barrit indicated that there will be additional iterations of this document once the consultant is on board.
- Ms. Barrit reported that the AAM consultant was awarded the bid solicitation and will be invited to the next Operations Committee meeting should time allow; the Committee is operating under an expedited timeline with the 2017 member cohort and AAM.

7. CO-CHAIR'S REPORT:

- Kevin Stalter, Co-Chair, suggested that the bulk of May's Operations Committee meeting be dedicated to conducting interviews for the 2017 member cohort.
- ➡ COH staff, in coordination with Ms. Barrit and Co-Chairs, will determine interview panel and schedule interviews for the 2017 member cohort.

8. POLICIES AND PROCEDURES:

- Ms. Barrit reported that all of the Duty Statements (DS), but for the Medi-Cal representative DS, have been revised and finalized. The Medi-Cal DS is on hold for revisions until the Commission is able to secure a member representative. Ms. Barrit reminded the Committee that given the current healthcare landscape, there might be continuing challenges in recruiting a Medi-Cal representative.
- ➡ Dawn Mc Clendon to send Co-Chairs final PDF versions of each DS.

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 the following changes:
 - Insert preamble at beginning of document
 - Add "live, work or receive services" options for SPA and District categories
 - Revise "Demographic Information" to align with HRSA PIR reporting documents and Commission materials, i.e., member application, scoring sheets, etc.
 - Delete #3 under "Introductory Questions", p.1, as it is already reflected in I.
 - Delete letter of recommendation scoring category and update points available under "I. Commitment & Communication", p.2.
 - Add "What questions do you have for us?" at the end of document.
- ➡ Ms. Barrit will update the document to reflect the Committee's suggestions.
- ➡ Ms. Mc Clendon to update other scoring forms for consistency.

(2) 2017 Member Cohort:

a. New and Renewing Member Applications:

- The Committee reviewed the 2017 Member Cohort list to determine which members intend to renew/resign.
- Ms. Barrit informed the Committee that Eric Paul Leue intends to renew while Raphael Pena is waiving as he is moving to a different city which may affect his membership seat. Yolanda Sumpter has not responded to any of COH staff's inquiries as of today's date. Ms. Barrit indicated that a final email will be sent to members to determine intent to renew and that a nonresponse will be interpreted as a "no".
- ➡ COH staff to send out a final email reminder to members whose terms end June 30, 2017 to determine renewal status.

b. Schedule Interviews:

- The Committee agreed to accept self-assessments from renewing members occupying institutional seats in lieu of an interview, unless otherwise requested. The Committee also agreed that a "check-in" be conducted for first term institutional members.
- The Committee agreed to conduct interviews immediately before and after the May 22, 2017 Operations Committee meeting and that the meeting be scheduled for one hour, from 10am to 11am to accommodate the interviews. The Committee further agreed that two sets of interviews will take place simultaneously in an effort to complete all interviews same day.

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B. Membership Composition and Reflectiveness:

- The Committee reviewed the composition of the current membership. Mr. Stalter noted HIV+ Asian/Pacific Islanders and Latinas are underrepresented on the COH and that targeted recruitment efforts should be implemented.

C. Membership Recruitment, Engagement and Retention:

- The Committee agreed to have the “member recruitment” agenda item moved up to the Co-Chairs’ Report on the Commission agenda when the audience is at its greatest capacity.
 - The Committee discussed outreach strategies and requested that the COH member recruitment flyer be disseminated via the COH listservs and to Commission members directly, to include special recruitment efforts for underrepresented communities on the COH, i.e. HIV+ Asian/Pacific Islander and Latina individuals.
- ➡ COH staff to post member recruitment flyer on website and disseminate via COH listservs, Commission members and at upcoming COH meetings.

10. Community Engagement Workgroup (CEW):

A. Reconvene CEW: determine participants and meeting schedule

B. CHP and Listening Sessions Overview

- Ms. Barrit reported that consultant Dr. Mara Bird is close to completing the final report on the listening sessions. Upon completion, the CEW consisting of Ms. Barrit, Mr. Stalter, Ms. Bivens-Davis, and Mr. Cockrell will review and present the findings, and develop next steps.
- The CEW agreed to draft a “thank you” letter to the listening session participants and planning members acknowledging their contributions to the process. The “thank you” letter will be posted on the COH website and included as part of Dr. Bird’s final report.

11. TRAINING/ORIENTATION:

A. Training/Orientation Schedule and Follow Up:

- Ms. Bivens-Davis reminded the Committee there are only a few COH member trainings remaining in June and July 2017 for the 2016-2017 training schedule.
- The Committee agreed to schedule the new member orientation once the 2017 membership slate is appointed.
- The Committee briefly discussed the 2017-2018 training schedule and decided to discuss further at the next Operations Committee meeting.

12. NEXT STEPS

A. Task/Assignment Recap:

- ➡ Ms. Barrit to make changes as recommended to the interview question and scoring sheet.
- ➡ Ms. Mc Clendon to update scoring and other supporting materials in alignment with the interview question and scoring sheet.
- ➡ Ms. Mc Clendon to revise policy(ies) to waive interview requirement for renewing members occupying institutional seats.
- ➡ Ms. Mc Clendon to send final PDF of each DS to Co-Chairs, excluding Medi-Cal DS.
- ➡ COH staff to coordinate with Co-Chairs to schedule member interviews.
- ➡ COH staff to disseminate member recruitment flyer.

B. Agenda Development for Next Meeting:

- The following items will be on the May Committee’s agenda:
 - ➡ 2017 Member Cohort Status/Update
 - ➡ AAM update
 - ➡ CEW thank you letter and listening session final report update/status
 - ➡ 2017-2018 training schedule

13. ANNOUNCEMENTS

- Impulse LA hosting its Garden of Illusion event on June 4, 2017 at 1-5pm; see Mr. Cockrell for more details.
- HIV Drug and Alcohol Task Force (HIVDATF) HIV & Criminalization training; see Ms. Bivens-Davis or Susan Forrest for more details.

14. ADJOURNMENT

- Co-Chair Ms. Traci Bivens-Davis adjourned the meeting at 11:30am.