



LOS ANGELES COUNTY  
**COMMISSION ON HIV**



AGENDA FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY COMMISSION ON HIV  
**OPERATIONS COMMITTEE**

**THURSDAY, October 24, 2019, 10:00 AM – 12:00 PM**

COMMISSION OFFICE

3530 Wilshire Blvd, Suite 1140, 11th Floor  
Los Angeles, CA 90010

(213) 738-2816 / Fax (213) 637-4748

[hivcomm@lachiv.org](mailto:hivcomm@lachiv.org) <http://hiv.lacounty.gov>

| Operations Committee Members:               |   |                      |                           |
|---|---|----------------------|---------------------------|
| Traci Bivens-Davis,<br><i>Co-Chair</i>      | Juan Preciado,<br><i>Co-Chair (LoA)</i> | Miguel Alvarez       | Danielle<br>Campbell, MPH |
| Michele Daniels<br>(Craig Scott, Alternate) | Susan Forrest                           | Bridget Gordon       | Joseph Green              |
| Carlos Moreno                               | Kayla Walker-Heltzel                    | Greg Wilson          |                           |
| <b>QUORUM:</b>                              | <b>6</b>                                | LoA=Leave of Absence |                           |

AGENDA POSTED: October 18, 2019

ATTENTION: Any person who seeks support or endorsement from the Commission on any official action may be subject to the provisions of Los Angeles County Code, Chapter 2.160 relating to lobbyists. Violation of the lobbyist ordinance may result in a fine and other penalties. For information, call (213) 974-1093.

ACCOMMODATIONS: Interpretation services for the hearing impaired and translation services for languages other than English are available free of charge with at least 72 hours notice before the meeting date. To arrange for these services, please contact Dina Jauregui at (213) 738-2816 or via email at [djauregui@lachiv.org](mailto:djauregui@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 Dina Jauregui al (213) 738-2816 (teléfono), o por correo electrónico á [djauregui@lachiv.org](mailto:djauregui@lachiv.org), por lo menos 72 horas antes de la junta.

SUPPORTING DOCUMENTATION can be obtained at the Commission on HIV Website at: <http://hiv.lacounty.gov>. 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.

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.

Call to Order | Introductions | Statement - Conflict of Interest 10:00 AM – 10:02 AM

**I. ADMINISTRATIVE MATTERS** 10:02 AM – 10:07 AM

- 1. Approval of Agenda **MOTION #1**
- 2. Approval of Meeting Minutes **MOTION #2**

**II. PUBLIC COMMENT** 10:07 AM – 10:11 AM

- 3. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission

**III. COMMITTEE NEW BUSINESS ITEMS** 10:11 AM – 10:15 AM

- 4. Opportunity for Committee members to recommend new business items for the full body or a committee level discussion on non-agendized matters not posted on the agenda, to be discussed and (if requested) placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation, or where the need to take action arose subsequent to the posting of the agenda

**IV. REPORTS**

5. **Executive Director/Staff Report** 10:15 AM – 10:25 AM  
 A. Annual Meeting  
 B. Special Executive Committee Meeting | October 31, 2019
6. **Co-Chair's Report** 10:25 AM – 10:30 AM  
 A. Team Building Exercise – “Getting to Know You”  
 B. Committee Work Plan  
 C. Holiday Meeting Schedule  
 D. Black/African American Community Task Force | Recommendations
7. **Policies and Procedures** 10:30 AM – 11:00 AM  
 A. Pol# 08.3302- Intra-Commission Grievance Procedure (Draft) –Review / Discussion
8. **Assessment of the Administrative Mechanism (AAM)** 11:00 AM – 11:35 AM  
 A. Draft Survey Questionnaire – Review | AJ King, Consultant
9. **Training and Leadership Development** 11:35 AM – 11:45 AM  
 A. Mentorship Program **MOTION #3**  
 B. Mandatory Member Training | Follow-up
10. **Membership Management Report** 11:45 AM – 11:50 AM
11. **Recruitment, Retention and Engagement** 11:50 AM – 11:55 AM

**V. NEXT STEPS**

12. Task/Assignments Recap
13. Agenda Development for the Next Meeting

**VI. ANNOUNCEMENTS**

14. Opportunity for members of the public and the committee to make announcements

**VII. ADJOURNMENT**

15. Adjournment for the meeting of October 24, 2019.

12:00 PM

| PROPOSED MOTIONS  |  |
|-------------------|--|
| <b>MOTION #1:</b> | Approve the Agenda Order, as presented or revised.   |
| <b>MOTION #2:</b> | Approve the Operations Committee minutes, as presented or revised.                                       |
| <b>MOTION #3:</b> | Approve the Mentorship Program as presented or revised, and forward to Executive Committee for approval. |