



LOS ANGELES COUNTY
COMMISSION ON HIV



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

Dear Commissioner:

Welcome to the Los Angeles County Commission on HIV (COH). We would like to thank you for your service to the Commission and look forward to working with you on developing policies and programmatic recommendations that seek to extend life-saving services to people living with HIV/AIDS (PLWHA) and those at risk for contracting HIV. As a unified prevention and care planning council, the COH must consider the perspectives of multiple partners and stakeholders to effectively reduce the burden of HIV/STDs in our County.

As a planning council member, you play a critical role in making data-driven decisions on how to best use resources to prevent new infections and to keep PLWHA healthy. This is not an easy role. It takes willingness to:

- Learn how to use data for decision-making.
- Respect the views of all stakeholders.
- Challenge ourselves to always put the community first and develop the best recommendations that would advance the health of those most disproportionately affected by HIV/AIDS and STDs.
- Step out of our comfort zone and courage to learn from our mistakes.
- Approach all conversations from a positive intent.
- Offer solutions for every problem we identify.
- Celebrate our collective successes along our journey to end HIV.

We are here to support you and welcome feedback on how we can improve our operations and planning efforts.

Respectfully,

A handwritten signature in cursive script that reads "Cheryl A. Barrit".

Cheryl A. Barrit, MPA
Executive Director



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VISION

A comprehensive, sustainable, accessible system of prevention and care that empowers people at-risk, living with or affected by HIV to make decisions and to maximize their lifespans and quality of life.

MISSION

The Los Angeles County Commission on HIV focuses on the local HIV/AIDS epidemic and responds to the changing needs of People Living With HIV/AIDS (PLWHA) within the communities of Los Angeles County.

The Commission on HIV provides an effective continuum of care that addresses consumer needs in a sensitive prevention and care/treatment model that is culturally and linguistically competent and is inclusive of all Service Planning Areas (SPAs) and Health Districts (HDs).



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Dear Commissioner:

As a Commissioner on HIV (COH), the community-at-large relies on you to make informed decisions and to fully understand the functions of the Commission on HIV. It is your responsibility to read the following materials and ask questions regarding information that may not be clear to you. COH staff are available to answer questions and provide guidance. Please take a moment to visit the websites below for links to important documents and resources.

As a Commissioner on an integrated HIV/STD prevention and care planning body, **YOU are responsible** for acquiring the knowledge, skills and understanding of the full continuum of prevention and care. This means that all Commissioners, regardless of their seat on the COH, are responsible for making informed decisions with prevention and care perspectives in mind.

Commission on HIV website: This is your key site to get information on meeting dates, bylaws, training, and other important documents. Please visit this website at least once a month. <http://hiv.lacounty.gov>

Health Resources Services Administration (HRSA) HIV/AIDS Branch (HAB): HRSA is the federal agency responsible for administering the Ryan White program. Read the Ryan White history, the legislation, service categories, and other important information about Ryan White services. <http://hab.hrsa.gov>

Centers for Disease Control and Prevention (CDC): The CDC is the federal agency that administers funds for HIV prevention programs throughout the country. Interventions, clinical guidelines, research and health education materials may be found at this site. <https://www.cdc.gov/hiv/>

Los Angeles County Board of Supervisors (BOS), Executive Office: COH members are appointed by the Board of Supervisors. The COH is a unit under the BOS Executive Office. COH staff report to the BOS Executive Office, NOT the Department of Public Health. To read the BOS Executive Office Strategic Plan and Commissioner Manual visit their website at <http://bos.lacounty.gov/About-Us/Executive-Office-of-the-Board>

Los Angeles County HIV/AIDS Strategy (LACHAS): LACHAS is the County's blueprint for ending HIV infections in our community. This is a COMMUNITY plan and ALL of us play a role in making HIV a rare disease in Los Angeles. Read the plan and familiarize yourself with the Health Districts. This document and the Health District roadmaps are used in the COH's planning, priority setting, resource allocation, service standards, public policy agenda, outreach, and membership recruitment. LACHAS is central to the work for the COH. <https://www.lacounty.hiv/>



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GUIDELINES FOR CONDUCT

The Los Angeles County Commission on HIV has played an active role in shaping HIV services in this County and in the State for over a decade. The dedication to providing quality services to people with and at risk of HIV/AIDS by people who are members of this body, both past and present, is unparalleled.

In order to encourage the active participation of all members and to address the concerns of many Commissioners, consumers and other interested members of the community, it is important that meetings take place in a “safe” environment. A “safe” environment is one that recognizes differences, while striving for consensus and is characterized by consistent professional and respectful behavior. As a result, the Commission has adopted and is consistently committed to implementing the following Guidelines for Conduct for Commission, committee and associated meetings.

Similar meeting ground rules have been developed and successfully used in large group processes to tackle difficult issues. Their intent is not to discourage meaningful dialogue, but to recognize that differences and even conflict can result in highly creative solutions to problems when approached in a respectful and professional manner.

The following should be adhered to by all participants and stakeholders:

- 1) Be on Time for Meetings
- 2) Stay for the Entire Meeting
- 3) Show Respect to Invited Guests, Speakers and Presenters
- 4) Listen
- 5) Don't Interrupt
- 6) Focus on Issues, Not People
- 7) Don't just Disagree, Offer Alternatives
- 8) Give Respectful, Constructive Feedback
- 9) Don't Judge
- 10) Respect Others' Opinions
- 11) Keep an Open Mind to Others' Opinions
- 12) Allow Others to Speak
- 13) Respect Others' Time
- 14) Begin and End on Time
- 15) Have All the Issues on the Table and No “Hidden Agendas”
- 16) Minimize Side Conversations
- 17) Don't Monopolize the Discussion
- 18) Don't Repeat What Has Already Been Said
- 19) If Beepers or Cell Phones Must Be On, Keep Them on Silent or Vibrate

DIVISION OF HIV AND STD PROGRAMS (DHSP) AND COMMISSION ON HIV (COH) ROLES AND RESPONSIBILITIES

Role	DHSP	COH
Planning Council Formation/Membership/Operations	* (CEO only)	*
Needs Assessment	*	*
Comprehensive Planning	*	*
Priority Setting & Resource Allocations (2 Roles)		*
Directives (how to meet each priority)		*
Early Identification of Individuals with HIV/AIDS (EIIHA)	*	*
Coordination of Services	*	*
System of Care	*	*
Procurement/Contracting	*	
Contract Monitoring	*	
Clinical Quality Management	*	(SOC only)
Performance/Cost-Effectiveness & Outcomes Evaluation	*	* (option)
Assessment of the Administrative Mechanism		*