

APPROVED
4.22.21



LOS ANGELES COUNTY
COMMISSION ON HIV



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HIVCOMM@LACHIV.ORG • <http://hiv.lacounty.gov> • VIRTUAL WEBEX MEETING

Presence at virtual meetings is recorded based on the attendance roll call. Only members of the Commission on HIV are accorded voting privileges and must verbally acknowledge their attendance in order to vote. Approved meeting minutes are available on the Commission's website; meeting recordings are available upon request.

OPERATIONS VIRTUAL MEETING MINUTES
March 25, 2021

OPERATIONS MEMBERS									
P=Present A=Absent									
Carlos Moreno <i>Co-Chair</i>	P	Juan Preciado <i>Co-Chair</i>	A	Miguel Alvarez	P	Danielle Campbell	P	Michele Daniels (Alt)	P
Felipe Findley, PA-C, MPAS, AAHIVS	P	Joe Green	P	Kayla Heltzel-Walker (Alt)	P	Justin Valerio, MPA <i>Exec, At-Large</i>	P		
COMMISSION STAFF & CONSULTANTS									
Cheryl Barrit, MPIA, <i>Executive Director</i>		Dawn Mc Clendon <i>Assistant Director</i>		Sonja Wright, MS, LAc		Abdul-Malik Ogunlade <i>Academic Intern</i>			

*Some participants may not have been captured electronically. Attendance can be corrected by emailing the Commission.

*Members of the public may confirm their attendance by contacting Commission staff at hivcomm@lachiv.org.

*Meeting minutes may be corrected up to one year from the date of approval

Meeting agenda and materials can be found on the Commission's website at
<http://hiv.lacounty.gov/LinkClick.aspx?fileticket=pSVeaoeU1q4%3d&portalid=22>

ALL TO ORDER – INTRODUCTIONS – CONFLICTS OF INTEREST: Mr. Carlos Moreno called the meeting to order at 10:03 am. Committee Members introduced themselves and identified care and/or prevention conflicts of interest.

I. ADMINISTRATIVE MATTERS

1. APPROVAL OF AGENDA

MOTION #1: Approve the Agenda Order, as presented (*Passed by Consensus*).

2. APPROVAL OF MEETING MINUTES

MOTION #2: Approve the 2/25/2021 Operations Committee Meeting Minutes (*Passed by Consensus*).

II. PUBLIC COMMENT

3. OPPORTUNITY FOR PUBLIC TO ADDRESS COMMISSION ON ITEMS OF INTEREST WITHIN COMMISSION JURISDICTION:

Mr. Moreno called attention to the tragedies occurring across the world and more specifically the mass shootings in America that are impacting different communities.

III. COMMITTEE NEW BUSINESS ITEMS

4. OPPORTUNITY FOR COMMISSIONERS TO RECOMMEND ITEMS FOR FUTURE AGENDAS, OR ITEMS REQUIRING IMMEDIATE ACTION DUE TO AN EMERGENCY, OR IF NEED FOR ACTION AROSE AFTER POSTING AGENDA: There were no new items.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

- Cheryl Barrit welcomed the Commission's newest member, Felipe Findley, to his first Operations Committee meeting.
- Ms. Barrit acknowledged that copious information is provided under the Executive Director/Staff Report and asked the Operations Committee for feedback on what types of information is useful for the group and what areas she should focus with Commission and Committee updates.

A. Commission and Committee Updates

- Ms. Barrit highlighted the work of the committees as follows:
- Prevention Planning Work Group is a subset under the Planning, Priorities, and Allocations (PP&A) Committee. Their first meeting was held March 22, 2021 from 5:30pm-7:00pm. Julie Tolentino (DHSP) provided an overview of the Ending the Epidemic Plan (EHE) and Dr. Michael Green (DHSP) provided a summary of the prevention portfolio; however, data was not available and will be presented at the April 28, 2021 meeting. It should be noted that the next 3-4 meetings will set the groundwork and foundation for understanding the prevention portfolio and landscape in Los Angeles County. In 2017-2018, the Standards and Best Practices (SBP) Committee developed a set of prevention standards of which the workgroup will revisit as a tool to help ground their planning efforts. The work group's goal is to strengthen the way the integrated prevention and care planning measures are conducted. There has been more success on the care side because there are specific measures and outcomes expected, however there is room for growth and improvement on the prevention side. They will provide a regular report at the PP&A meeting and there is still an opportunity to join this group.
- Standards and Best Practices (SBP) Committee identified the following standards for their 2021 review process: (1) Home-Based Case Management, (2) Benefits Specialty, and (3) Substance Abuse and Residential Treatment. Once these service standards have been reviewed, they will be presented at the full Commission for public comment. Discussions are also being held among the caucuses to gain additional feedback to ensure the standards mirror and reflect the voice of the community. There will be ample opportunities for Commissioners to contribute via the SOC expert review process and/or public comment.
- Public Policy (PP) Committee is seeking approval from the Executive Committee for their policy priorities. Carolyn Echols-Watson (Commission staff) has done a phenomenal job with rearranging the policy framework, with guidance and leadership from PP Committee Co-Chairs Katja Nelson and Lee Kochems. The goal is to strengthen the way policy initiatives and advocacy efforts are reviewed. This means encompassing the Aging Task Force, Black African American Community (BAAC) Task Force, and other special populations and highly impacted groups versus the perspective of HIV and STDs solely. The policy priorities are on the Commission's website under the March 25, 2021 Executive Committee packet.
- Black African American Community (BAAC) Task Force met on March 22, 2021. Mario Perez, MPH; Julie Tolentino, MPH; and Amber Wilburn, PhD, MPH, with the Division of HIV and STD Programs (DHSP) attended. They discussed a set of initial recommendations to further clarify and brainstorm on the best use of resources, mainly PrEP, PEP, and social media marketing. A part of that discussion was around ensuring communities are plugged in to these services, with focus on increasing PrEP uptake in the African American community. DHSP showcased and asked for feedback on a set of training slides that they would like to use as a training tool for implicit bias for all DHSP-funded contractors, with a special focus on "anti-blackness" and how that manifests within our work without realizing it. The BAAC Task Force will continue to review the slides but as an initial look they were able to provide a reaction to and recommendations on ways that DHSP can deliver this training to the community. Note: BAAC would like the training to be extended to senior-level staff as a way to permeate all levels of an organization that receives money from the county.
- Women's Caucus held a panel on advocacy and Meaningful Involvement of People Living with HIV (MIPA) on March 15, 2021. Venita Ray, Co-Executive Director, Positive Women's Network provided the framework along with personal testimonies from Caucus members Shary Alonzo, Jayda Arrington and Shonté Daniels. The personal testimonies spoke to the transformation and journey of getting comfortable with advocacy among communities that are disproportionately affected by HIV. The recorded presentation can be found on the Commission's website at <http://hiv.lacounty.gov/Events>
- Transgender Caucus is focusing their advocacy in trans wellness, particularly AB 225 Bodily Autonomy. They are working in conjunction with Public Policy Co-Chairs Katja Nelson and Lee Kochems in tracking how this bill will move forward in the legislative life cycle.

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- Consumer Caucus Co-Chairs, Jayshawnda Arrington and Alasdair Burton, have committed themselves to attending as many different meetings as possible to ensure that the voices of the consumers are being heard. This also provides an opportunity for relationship building and leadership training for consumers. The Consumer Caucus is currently working with the National Minority AIDS Council (NMAC) on delivering the Building Leaders of Color (BLOC) virtual training in Los Angeles May 17th-20th. The Consumer Caucus is waiting to hear from NMAC regarding the logistics for the training.
- 2021 COH Work Plan Ms. Barrit asked the Operations Committee, which is charged with community engagement, to be mindful when planning is done around ending the epidemic to ensure it is truly reflective of the community, people living with HIV, and that communities disproportionately affected are represented with the following question in mind: "What do we need as commissioners to implement the local EHE plan"? Commissioner Joseph Green suggested that the Commission on HIV and the EHE steering committee should have a joint evening meeting to ensure that everyone is on the same page.

B. HealthHIV Planning Council Assessment Survey – Reminder

- Responses were received for the HealthHIV survey, however, approximately 10-15 more responses are needed. The survey will be promoted at all meetings as full participation is needed for the assessment to be meaningful and reflective.
 - Mr. Green requested staff to email the Commissioner Contact list to the Operations Committee in order to assist the process by making phone calls to fellow Commissioners encouraging them to complete the survey.
- Mr. Moreno reminded everyone that the survey is anonymous and to encourage completion but not inquire if it was done when reaching out to commissioners.
- Mr. Alasdair Burton asked if any of the key informant interviews had been done. Ms. Dawn McClendon indicated that there has not been an update and she would follow-up with respect to the key informant interview.
 - Ms. McClendon will follow-up on the key informant interviews.

6. Co-Chair's Report

- A. The Operations Committee welcomed its newest member, Mr. Felipe Findley.
- B. ***So You Want to Talk About Race?* – Book Reading Activity**
 - The passage selected by Mr. Findley for the reading activity is summarized as follows: "Race as we know it in the U.S., is closely integrated with our economic system. The system of racism functions primarily as a justification for the barbaric act of chattel slavery and the genocide of indigenous peoples. You cannot put chains around the neck of other human beings or slaughter them wholesale while maintaining social rules that prohibits such treatment without first designating those people as somewhat less than human . . .".
- C. **2021 Work Plan**
 - Mr. Moreno reviewed the 2021 Operations Work Plan. Cross-throughs indicate progress on: Item 1, HealthHIV survey distributed; and, Item 3, draft Membership Application submitted to the Consumer and Transgender Caucuses for review. Feedback received was incorporated into the final draft and will be presented at the next meeting for approval.
 - Under Item 5, Consumer Leadership and Training, the Consumer Caucus requested the NMAC Building Leaders of Color (BLOC) training for Commissioners and the broader community. The virtual training is scheduled for May 17-20th, COH is waiting for the logistics.
 - Item 6, the Reflectiveness table in the packet was updated 3/4/2021. Its purpose is to provide Parity, Inclusion, and Representation data of the Commission's membership to ensure the membership is reflective of the community for which it serves.

7. MEMBERSHIP MANAGEMENT REPORT

- A. **Attendance Letters:** Letters were sent to Amiya Wilson, Eduardo Martinez, and Tony Spears. Ms. Wilson and Mr. Martinez contacted the COH and have attended meetings, thereafter, as instructed in the letter. While Tony Spears did reach out in response to the letter, he did not follow corrective action as prescribed in the letter and has not attended any meetings since the mailing of the attendance letters and this meeting date.
- B. **Change in Membership Seat Assignments**
 - The seat changes have been forwarded to Committee Book (Board of Supervisors Office – BOS); the COH is waiting for them to update their records.
- C. **Membership Application Redesign Work Group – Updates**
 - The Commission provided the following feedback and suggestions: :

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- Question 1: confirmation was given that the answer to whether you are a new or returning commissioner does not change the questions
- Question 3: clarification was provided that the "*" signifies that an answer is required. Add a third option which indicates "none" or "not applicable" (not N/A as some may not know what it means).
- Question 5: due to the in-depth discussion regarding Hep B/C, this item was removed in its entirety and added to question #15. The Operations Committee was informed that applications will no longer be provided to commission members during review for confidentiality purposes; this is in alignment with what other jurisdictions are doing and as a response to the inquiry regarding why someone's Hep status is being asked. A summary sheet will be presented in lieu of the application.
- Question 7: the "I'm not sure" option is good in reference to Ryan White services
- Question 8: include examples of CDC HIV Prevention services (ex: testing and PrEP.).
- Question 11: instead of using "other" include an option for self-identification
- Question 13: it was clarified that the link provides an option for the applicant to input their address to determine which SPA and Supervisorial District the applicant lives, works, and/or receives services in. The applicant can select more than one box.
- Question 14: clarification was provided that the institutional seats require a recommendation
- Question 15: add PLWH and "not applicable". (Note: Ms. McClendon has added people living with Hep B/C)
- Question 16: change "community" to "nation"
- Question 18: the suggestion made to add a text box, so the response is not limited
- Questions 19 and 20: can link together with the recommendation to add additional language as a way to provide examples. For example, spell out CV (curriculum vitae) and add resume as some may be more familiar with resumes. Clarification was provided that applicants are able to upload certificates and letters of recommendation along with other supporting documentation.
- Question 21: add "not yet prepared" versus "not prepared"
- Question 23: add language that stipulates alternates are required to attend meetings
- Question 26: for clarity and appearance, a recommendation was made to separate the paragraphs for the Statement of Qualifications (SOQ) and add "click here". Note: Ms. McClendon explained that the SOQ and Financial Disclosures are Board required documents that must be submitted with the applications, there is no way around it.
- Question 28: Ms. McClendon indicated she would make this question more consumer friendly. Mr. Moreno suggested adding language that indicates information will not be disclosed publicly.
- Ms. McClendon will provide a version of the hardcopy once the application is finalized

D. New Member Welcome Orientation

- Mr. Moreno reminded Operations of the New Member Virtual Orientation being held on March 31, 2021 from 10am-12pm.

V. DISCUSSIONS

- 8. RECRUITMENT, RETENTION, AND ENGAGEMENT:** no updates.

VI. NEXT STEPS

- 10. TASK/ASSIGNMENTS RECAP:** There were no additional items.

11. AGENDA DEVELOPMENT FOR NEXT MEETING

- The next meeting's agenda will include a motion regarding the final revised Membership Application.

VII. ANNOUNCEMENTS

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- Staff reminded members to submit their electronic Form 700 Conflict of Interest statements to the Board of Supervisors
- Ms. Arrington requested for commissioners to attend the Consumer Caucus meetings.

VIII.ADJOURNMENT

13. ADJOURNMENT: The meeting adjourned at 12:18pm.