



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
www.hivcommission-la.info

While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MINUTES

January 17, 2008



MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Nettie DeAugustine, <i>Co-Chair</i>	Al Ballesteros	<i>None</i>	<i>None</i>	Virginia Y. Bonila
Diana Baumbauer, <i>Co-Chair</i>	William Fuentes			Jim Stewart
Anthony Bongiorno	Michael Green			Craig Vincent-Jones
Michael Johnson	Natalie Sanchez			Nicole Werner
Ted Liso	Jocelyn Woodard			
Dean Page				

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting, 1/17/2008
- 2) **Minutes:** Operations Committee Meeting Minutes, 10/18/2007
- 3) **Memorandum:** Guidelines for Nomination of Non-Commission Committee Members, 12/6/2006
- 4) **Application:** Draft Commission Renewal Application , *ongoing*
- 5) **Application:** Commission, Dean Page, 8/7/2008
- 6) **Matrix:** Commission Application Scoring Matrix, 9/20/2007
- 7) **Application:** Committee, Mark H. Davis, 1/10/08
- 8) **Roster:** Los Angeles County Commission on HIV – Alphabetical, 2/14/2006
- 9) **Roster:** Los Angeles County Commission on HIV – By Score, 2/14/2006
- 10) **Matrix:** Overall Attendance Percentages, 9/20/2007

1. **CALL TO ORDER:** The meeting was called to order at 12:50 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the October 18, 2007 Operations Committee meeting minutes (*Passed by Consensus*).
4. **PARLIAMENTARY REMARKS:** There were no remarks.
5. **PUBLIC/COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION FOLLOW-UP:** There were no items for follow-up.
8. **CO-CHAIRS' REPORT:** There was no report.
9. **OPEN NOMINATIONS PROCESS:**
 - A. **Candidate Interview (s):** Mr. Page was interviewed by the Committee.

Operations Committee Minutes

January 17, 2008

Page 2 of 2

- B. Member Nominations:** Mark Davis' application for non-Commission membership to the Standards of Care (SOC) Committee was compared against the stated criteria that the Committee had developed for its non-Commission membership. **MOTION #3: (DeAugustine/Liso):** Agree that the nomination of Mark Davis, DDS, conforms to the criteria as outlined by the Standards of Care (SOC) Committee, and forward his nomination as a non-Commission member of SOC Committee to the Commission (*Passed by Consensus*).
- C. Process/Performance Evaluation:** The new self-evaluation questions were discussed and all changes will be incorporated and added to the renewal application. Mr. Vincent-Jones commented that the Committee had now completed the entire human resources evaluation process: duty statements, applications, and performance evaluation process.

10. LEADERSHIP DEVELOPMENT:

A. Consumer Involvement:

- Mr. Johnson reported the 1/10/2008 Consumer Caucus meeting went extremely well. There was consensus that the Caucus develop tools to help empower, educate and increase confidence amongst the caucus members.
 - The Caucus decided to meet once a month following the Commission meeting, from 1:30 to 3:00 pm for the next two meetings. The meetings would be limited to Commissioners with HIV. In the future, more community involvement was anticipated.
- ➡ Recruit a facilitator to provide consumers with process and communication training.
 - ➡ Develop a mission statement and voting procedures for the Caucus.

B. CAB Development/Responsibilities:

The item was postponed.

11. **ORDINANCE REVISIONS:** The item was postponed.

12. **MEMBERSHIP:** The item was postponed.

13. COMMITTEE ACTIVITIES:

- A. Committee Recruitment Materials:** Mr. Vincent-Jones and the Co-Chairs would develop draft Commission/Committee materials.
- 1) **Committee Descriptions/Fact Sheets:** The item was postponed.
 - 2) **Committee Training Manuals:** The item was postponed.

14. COMMISSION OPERATIONS:

- A. Commission Support Organization:** Mr. Vincent-Jones was preparing a draft letter to send to possible foundation supporters.

15. **COMPREHENSIVE TRAINING:** A work group of Ms. Baumbauer, Ms. DeAugustine, Mr. Johnson and Mr. Vincent-Jones would meet to discuss a plan.

- A. Commission/New Member Orientation:** The item was postponed.
- B. Training Plan:** The item was postponed.
- C. Committee Orientation:** The item was postponed.

16. **COMMUNITY RELATIONS:** A work group of Ms. Baumbauer, Mr. Bongiorno, Mr. Liso, Mr. Page and Mr. Vincent-Jones would meet to discuss.

- A. Public Awareness:** The item was postponed.
- B. Communications:** The item was postponed.
- C. Newsletters:** Mr. Vincent-Jones noted that a format to disseminate a quick summary of meetings was being developed.
- D. Community Education:** The item was postponed.

17. **POLICIES AND PROCEDURES:** There was no report.

18. **WORK PLAN:** There was no additional information.

19. **ANNOUNCEMENTS:** There were no assignments.

20. **ADJOURNMENT:** The meeting was adjourned at 2:58 pm.