



# LOS ANGELES COUNTY COMMISSION ON HIV

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## OPERATIONS COMMITTEE MEETING MINUTES November 4, 2010

Approved  
1/20/2011

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Nettie DeAugustine, <i>Co-Chair</i>	Sergio Aviña	None	None	Jane Nachazel
Mike Johnson, <i>Co-Chair</i>	Fredy Ceja			Craig Vincent-Jones
Dean Page	Michael Green			
Karen Peterson	Robert Sotomayor			

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- 1) **Agenda:** Operations Committee Agenda, 11/4/2010
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- 4) **Table:** Los Angeles County Commission on HIV, Operations Committee, FY 2010 Work Plan, 11/4/2010
- 5) **Table:** Los Angeles County Commission on HIV, Membership Roster, 9/1/2010
- 6) **Commissioner Renewal Application:** James Chud, 10/21/2010
- 7) **Commissioner Renewal Application:** Jeffrey Goodman, 10/21/2010
- 8) **Commissioner Renewal Application:** Stephen Simon, 10/21/2010
- 9) **Handbook:** Los Angeles County Commission on HIV, Operations Committee Handbook, 11/4/2010
- 10) **Table:** Los Angeles County Commission on HIV, Comprehensive Training Program (CTP), CTP Goals and Learning Objectives, 11/4/2010
- 11) **Policy/Procedure:** #08.1102: Los Angeles County Commission on HIV, Subordinate Commission Working Units, 11/3/2010
- 12) **PowerPoint:** Latino Task Force Recommendations for Improving HIV Prevention and Care Services for Latinos in Los Angeles County, 10/7/2010
- 13) **Report:** Latino Task Force Recommendations for Improving HIV Prevention and Care Services for Latinos in Los Angeles County, 10/7/2010

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 12:55 pm.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Postponed*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve Operations Committee Meeting minutes (*Postponed*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:**
  - A. **Committee Work Plan Review:** This item was postponed.

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- ➡ Mr. Vincent-Jones will work with Committee Co-Chairs to develop a letter to Mario Pérez, Director, OAPP, to request consistent OAPP Committee representation in order to better maintain quorum.

### B. Consumer Caucus Work Plan:

- The Committee reviewed the Latino Task Force recommendations previously presented at the Commission. The Task Force was originally sponsored by the Prevention Planning Committee (PPC). As such, most recommendations pertain to prevention though the Task Force sought to broaden the scope to include care.
- All Latino Commission members would automatically become members of the proposed Commission-sponsored Latino Caucus, whether or not they choose to participate in the new caucus or not. Other Latinos could also join to help facilitate Latino Commission recruitment – one of the Caucus goals.
- Mr. Johnson felt the Caucus would benefit by non-Latino members with experience/expertise working with Latino populations. Mr. Vincent-Jones said Caucus membership would normally be defined by its members, as the Consumer Caucus did.
- ➡ Mr. Johnson will talk to Mr. Aviña and Mr. Ceja about presentation of the Latino Caucus proposal at the Commission. It was agreed, as they have fostered the project, it would be most appropriate for them to present.

8. **MEMBERSHIP APPLICATIONS:** This item was postponed due to lack of quorum.

### 9. COMPREHENSIVE TRAINING PROGRAM (CTP):

#### A. Committee Handbook:

- Committee members were to review the Handbook and email comments to Mr. Vincent-Jones by 10/29/2010. He reported that he had not received any. He intends to insert permanent online locations for some documents and he will also add several graphics, e.g., matrices/reports from the Assessment of the Administrative Mechanism process.
- Operations discussed membership skills, expertise and experience specific to its key work areas, including the Assessment of the Administrative Mechanism, personnel and training development.
- ➡ Consensus to adopt Handbook with identification of skills, expertise and experience pertinent to the Committee under Page 5, Item C. Membership: interpersonal skills, evaluation/assessment of financial documents, human resources, administrative oversight capability, administration/ operations and read/write complex technical and clinical material.

#### B. Training Goals/Learning Objectives:

- Operations previously completed goals and objectives for components 4 through 6.
- ➡ Operations reviewed and approved goals and objectives for components 5) Leadership Growth and Development and 6) Continuing Education.
- ➡ Mr. Vincent-Jones will finalize the CTP including goals and objectives for the individual modules. He will also develop a PowerPoint on the CTP for the Co-Chairs to present at the 11/18/2010 Commission meeting.

C. **Pol #09.4209: Comprehensive Training Program:** This item was postponed.

D. **Commission Handbook:** This item was postponed.

E. **Leadership Growth/Development Evaluation:** This item was postponed.

F. **Evaluation/Assessment:** This item was postponed.

### 10. MEMBERSHIP MANAGEMENT:

- ➡ Mr. Vincent-Jones will email final application materials drafts to the Committee for review.

11. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** This item was postponed.

12. **COMMITTEE OPERATIONS:** This item was postponed.

### 13. POLICIES AND PROCEDURES:

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- The Subordinate Commission Working Units #08.1102 policy was completed in order to open it for public comment at the 11/18/2010 Commission meeting. Its approval at the 12/9/2010 will coincide with the forthcoming presentation of the Latino Caucus, and answer expected questions about why it should become a caucus.
- ➡ Page 5, Caucus(es), Item 6, b: Change "...must conclude that the proposed Caucus population's voice has not been articulated adequately or effectively by its individual members on..." to "should conclude that the proposed Caucus population's voice at the Commission needs to be strengthened on..."
- ➡ Page 5, Caucus(es), Item 6, last paragraph, sentences 1-2: Change sentence 1 to: "In creating Caucuses, the Commission must balance the number of existing Caucuses, their workloads and schedules, and the burden of providing adequate support to the current and proposed roster of Caucuses by staff and determine that adequate resources exist to support the proposed Caucus." Delete sentence 2.
- ➡ Mr. Vincent-Jones will finalize the draft and email it to the Committee for additional review/revision by 11/12/2010.
- A. **Pol #09.4207: Policy/Procedure Development:** This item was postponed.

### 14. ALTERNATE OPERATIONAL RESOURCES:

- A. **Primary Foundation Contacts:** This item was postponed.
- B. **Community Planning Effectiveness:**
  - Mr. Vincent-Jones said the collaborative application with CHIPTS to Robert Wood Johnson Foundation (RWJF) reached the final review stage before being rejected. The project officer told him it was not rejected due to weakness, but because other proposals better matched RWJF interests.
  - The Commission will resubmit its application when the RWJF cycle re-opens in a few weeks.

15. **NEXT STEPS:** There was no additional discussion.

16. **ANNOUNCEMENTS:** There were no announcements.

17. **ADJOURNMENT:** The meeting was adjourned at 1:40 pm.