



# LOS ANGELES COUNTY COMMISSION ON HIV

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**Approved**  
**1/9/2012**

## OPERATIONS COMMITTEE MEETING MINUTES

November 14, 2011

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Jenny O'Malley, <i>Co-Chair</i>	None	Derrick Butler	Jane Nachazel
Karen Peterson, <i>Co-Chair</i>		Tonya Washington-Hendricks	Craig Vincent-Jones
James Chud			Nicole Werner
Joseph Green			
Thelma James		<b>DHSP STAFF</b>	
Alberto Orozco		None	

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, *11/14/2011*
- 2) **Minutes:** Operations Committee Meeting Minutes, *10/17/2011*
- 3) **Maps:** Los Angeles County Service Planning Areas and Service Planning Areas by Supervisorial District, *8/2002*
- 4) **Table:** Los Angeles County Commission on HIV, Membership Roster, *11/10/2011*
- 5) **Table:** Committee Assignments, *10/30/2011*
- 6) **Table:** Commission on HIV Overall Attendance Percentages, *January – September 2011*
- 7) **Table:** Scoring Matrix, *ongoing*
- 8) **Memorandum:** Interview Questions for New Commission Member Candidates, *12/5/2010*
- 9) **Renewal Application:** Tonya Washington-Hendricks, *11/14/2011*
- 10) **Application:** Derrick Butler, *11/14/2011*
- 11) **Ordinance:** Analysis: Los Angeles County Code, Title 3, Chapter 29, Commission on HIV, *9/20/2011*
- 12) **Bylaws:** Bylaws of the Los Angeles County Commission on HIV, *4/9/2009*

1. **CALL TO ORDER:** Ms. O'Malley called the meeting to order at 10:47 am.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve 10/17/2011 Operations Committee Meeting minutes, as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **CO-CHAIRS' REPORT:**  
➡ Agreed to cancel the December meeting.
7. **MEMBERSHIP:**
  - A. **Candidate Applications:**
    - **Robert Sotomayor:** Ms. O'Malley reported that the Operations Committee chose to develop a corrective plan but there was insufficient time to do so. Ms. O'Malley noted Mr. Sotomayor said feedback from Commissioners was

## Operations Committee Meeting Minutes

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helpful. She supported mentoring, but was concerned it could lead to over-reliance on others. Mr. Green noted Mr. Sotomayor was asked to call staff weekly. Ms. Werner reported he had not called.

- **Tonya Washington-Hendricks:** Ms. Washington-Hendricks reported that her key motivation over the last 18 months has been to improve SPA 6 Commission representation. She rated her effectiveness a 6 on a 0-10 scale. While her understanding has grown, she would like to learn more, especially about the Prevention Planning Committee. She felt her major challenge was to navigate conflicting SPA 6 provider goals and focus them for the Commission. She added that SPA 6 has diverse needs, but the lack of treatment education and need for oral health care are key. More work is needed for HIV+ women. There are also multiple SPA 6 health disparities, including in subject areas where programs exist for basic health maintenance but awareness is lacking. Literacy and stable phone contacts are other concerns.
  - **Derrick Butler:** Dr. Butler is Associate Medical Director, THE Clinic, a Part C Clinic, and Director, HIV Program, Dr. Ruth Temple Health Center. His first medical exposure to HIV was during medical school, 1992 to 1997, at UC San Francisco. He practiced family medicine at Crenshaw Community Health Center, Watts Health Systems, where he rose to head the HIV Clinic in 2005. Combining the two is key to educate people that HIV is a treatable virus, much like other conditions. He also works with DHSP, e.g., as a member of the HIV Medical Advisory Committee and felt he offered a community perspective. That is especially important with current changes such as the Low Income Health Program (LIHP). Ms. James noted Dr. Butler was named "MD of the Year" by the Los Angeles HIV Women's Task Force. Dr. Butler said it was important to him that time devoted to the Commission supports the community he serves.
- ➡ Defer further discussion on Mr. Sotomayor's plan to the next meeting.
  - ➡ Mr. Vincent-Jones will coordinate a meeting with Sylvia, District Office 2, to ascertain District 2 support for Dr. Butler.

**MOTION #3 (Green/Chud):** Nominate Tonya Washington-Hendricks to the Provider SPA 6 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (**Passed by Consensus**).

**MOTION #4 (James/Chud):** Nominate Derrick Butler to the Board Office District 2 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment pending District 2 consent (**Passed by Consensus**).

**B. Membership Status:** There was no additional discussion.

**C. Membership Recruitment:** There was no additional discussion.

### 8. ORDINANCE/BY-LAWS:

- Mr. Vincent-Jones suggested moving to Monday meetings and aligning committee structure more closely with the Executive Committee. Issues are related and assigning At-Large Executive members to Operations would ease difficulty in recruiting experienced Commissioners to Operations, plus ensure sufficient members for all standing committees.
- ➡ Mr. Vincent-Jones will work with Operations Committee Co-Chairs to align By-Law revisions with the revised Ordinance.
  - ➡ Mr. Vincent-Jones will email Operations Committee suggested revisions to members for comment prior to the Commission.

**9. MEMBERSHIP MANAGEMENT:** This item was postponed.

**10. COMPREHENSIVE TRAINING PROGRAM (CTP):** This item was postponed.

**11. NEXT STEPS:** This item was postponed.

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

**13. ADJOURNMENT:** The meeting adjourned at 1:30 pm.