

LOS ANGELES COUNTY
HIV PREVENTION PLANNING COMMITTEE
600 South Commonwealth Avenue 10th Floor – Los Angeles, CA 90005-4001

APPROVED

INTERNAL OPERATIONS SUBCOMMITTEE MEETING

SUMMARY

Tuesday, May 10, 2011

Members Present:

Ricky Rosales, Trevor Daniels, AJ King, John Copeland, Timothy Young, Sophia Rumanes

Members Absent:

Jill Rotenberg (E), Michelle Enfield (E), Juli-Ann Carlos (E)

Others Present:

Elizabeth Escobedo, OAPP

I. Welcome and Introductions

Ricky Rosales called the meeting to order at 2:12 PM and a quorum was not present. At 2:15 PM, John Copeland joined the meeting and a quorum was present.

II. Review and Approval of May 10, 2011 Meeting Agenda

The draft May 10, 2011 PPC Internal Operations Subcommittee Meeting agenda was reviewed. Ricky Rosales recommended moving the Membership and Attendance agenda item to after the Public Comment agenda item. The agenda was approved by consensus.

III. Review and Approval of April 12, 2011 Meeting Summary

The draft April 12, 2011 PPC Internal Operations Subcommittee Meeting summary was reviewed and approved.

IV. Public Comment

None

V. Membership and Attendance

• **Targeted Recruitment**

The draft of the “Targeted Recruitment” document developed by Trevor Daniels was included in the meeting packet. Mr. Daniels provided an overview of the document and there was a discussion. It was agreed that all members of the Internal Operations subcommittee would read the document, highlight it, make notes, and prioritize actionable items for the next PPC Internal Operations Subcommittee meeting. Additionally, it was agreed to place this item on the agenda for the next Internal Operations Subcommittee meeting and allocate time on the agenda for discussion.

- **PPC Meeting Attendance Review**
The PPC Membership Attendance Report was included in the meeting packet and reviewed – No concerns.
- **Subcommittee Attendance Review**
The PPC Subcommittee Attendance Report was included in the meeting packet and reviewed – No Concerns.
- **New PPC Member Applications**
 - Review PPC membership application for Heather Grant
Heather Grant’s application for PPC membership was reviewed and it was suggested to verify her attendance at PPC subcommittee meeting. The decision was to place her application on hold.
 - Review PPC membership application for Aaron Fox
Aaron Fox’s application for PPC membership was reviewed and it was recommended to forward his application to the PPC Steering subcommittee for review.
 - Review PPC membership application for Jeffrey Goodman
Jeffrey Goodman’s application for PPC membership was reviewed and it was recommended to forward his application to the PPC Steering subcommittee for review.
- **PPC Member Resignation**
Elizabeth Escobedo reported Josh Riley has submitted his letter of resignation from the PPC.

VI. Annual Planning Meeting Follow-Up

A copy of the document developed by Ricky Rosales from the Easel Notes from the February 3rd PPC Annual Planning Meeting was included in the meeting packet. Mr. Rosales and Sophia Rumanes shared a discussion will occur at the next PPC Steering Subcommittee meeting.

VII. Policies and Procedures

Ricky Rosales reported he and Elizabeth Escobedo are working to finalize the pending items (Table of Contents and Appendix) for the PPC Policies and Procedures.

VIII. Internal Operations Subcommittee Meeting Date/Time

Ricky Rosales thanked AJ King for “Doodling” the Internal Operations Subcommittee members for availability for a date and time change for the Internal Operations Subcommittee meetings. Based on the responses, it appears the 2nd Tuesday of each month works for most of the subcommittee members. Elizabeth Escobedo reported that Jill Rotenberg has a standing meeting at her agency on the 2nd Tuesday of the month which conflicts with the Internal Operations Subcommittee meeting. There was a recommendation to move Jill Rotenberg to the External Activities Subcommittee and to forward this recommendation to the PPC Steering Subcommittee.

The Internal Operations Subcommittee will continue to meet on the 2nd Tuesday of each month from 2:00 PM to 4:00 PM.

IX. New Member Orientation

Ricky Rosales reported the next PPC New Member orientation is scheduled on Friday, August 12th and a copy of the draft agenda was included in the meeting packet. Sophia Rumanes and AJ King shared they are both unavailable on August 12th. Ricky Rosales and Elizabeth Escobedo will work to identify presenters.

X. Co-Chair Term for Upcoming Election

It was reported that Josh Riley has submitted his resignation from the PPC and nominations for PPC Community Co-Chair were opened at the May 5th PPC meeting. Elizabeth Escobedo explained the PPC Community Co-Chair rotation process. As Mr. Riley has served six months and has eighteen months remaining on his term. Terry Smith is scheduled to cycle off as PPC Community Co-Chair at the end of this calendar year (2011). The Internal Operations Subcommittee will recommend to the PPC Steering Committee that the PPC Community Co-Chair position (vacated by Josh Riley) be allocated for the eighteen months (period remaining based on Mr. Riley's resignation). At the end of the term, he/she will have the option to run for another two year term.

Additionally, it was suggested that an email go out to the PPC embers explaining the PPC Community Co-Chair nomination process and how to submit nominations for the position of PPC Community Co-Chair.

XI. State Ban on Travel

Ricky Rosales shared the Governor of California has imposed restrictions on travel for State employees and this will affect Brian Lew's attendance at PPC meetings. It was shared that Mr. Lew phoned into the April 27th PPC External Activities Subcommittee. There was a discussion regarding using technology (teleconference, computer, web cam, etc.) to facilitate Brian Lew's participation in the PPC meetings. The Internal Operations subcommittee will recommend to the PPC Steering Subcommittee that Brian Lew be allowed to phone into PPC meetings.

XII. Announcements

None

XIII. Adjournment

Meeting adjourned at 3:47 PM.

MOTION SUMMARY		
Motion #1: Modify and approve the May 10, 2011 PPC Internal Operations Subcommittee Meeting Agenda.	<i>Passed by consensus</i>	MOTION PASSED
Motion #2: Approve the April 12, 2011 PPC Internal Operations Subcommittee Meeting Summary.	<i>Passed by consensus</i>	MOTION PASSED
Motion #3: Hold Heather Grant's application for PPC membership pending verification of subcommittee attendance.	<i>Passed by consensus</i>	MOTION PASSED
Motion #4: Approve Aaron Fox's application for PPC membership and forward application to the PPC Steering Subcommittee	<i>Passed by consensus</i>	MOTION PASSED
Motion #5: Approve Jeffrey Goodman's application for PPC membership and forward application to the PPC Steering Subcommittee	<i>Passed by consensus</i>	MOTION PASSED

NOTE: All HIV Prevention Planning Committee (PPC) meeting summaries, tapes and documents are available for review and inspection at Office of AIDS Programs and Policy (OAPP).

Materials Distributed:

- Draft Meeting Agenda for May 10, 2011 PPC Internal Operations Subcommittee Meeting
- Draft Meeting Summary for April 12, 2011 PPC Internal Operations Subcommittee Meeting
- PPC Subcommittee Attendance Report
- PPC Member Attendance Report
- June 2, 2011 PPC Demographics Table
- Ricky Rosales draft of Easel Paper Notes from February 3, 2011 PPC Annual Planning Meeting
- Draft Targeted Recruitment Proposal developed by Trevor Daniels
- Draft Agenda for PPC New Member Orientation
- Internal Operations Subcommittee Member Roster
- May 2011 and June 2011 PPC/Commission Shared Calendar
- 2011 PPC Member Attendance Report
- 2011 PPC Subcommittee Attendance Report