

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, July 12, 2011

Members Present:

Ricky Rosales, Trevor Daniels, Michelle Enfield, John Copeland, Juli-Ann Carlos, Grissel Granados, Anthony Gutierrez, AJ King

Members Absent:

Timothy Young (E)

Others Present:

Elizabeth Escobedo, OAPP; Pamela Ogata, OAPP

I. Welcome and Introductions

Ricky Rosales called the meeting to order at 2:05 PM and a quorum was present. Mr. Rosales welcomed Grissel Granados and Anthony Gutierrez to the Internal Operations Subcommittee. Self introductions were conducted.

II. Review and Approval of July 12, 2011 Meeting Agenda

The draft July 12, 2011 PPC Internal Operations Subcommittee Meeting agenda was reviewed. Elizabeth Escobedo requested to add review of the revised PPC Demographic Table and review of the PPC Annual Planning Meeting Summary to the Membership and Attendance Agenda Item. John Copeland seconded the motion to modify and approve the July 12, 2011 Internal Operations Subcommittee meeting agenda. The agenda was approved by consensus.

III. Review and Approval of June 14, 2011 Meeting Summary

The draft June 14, 2011 PPC Internal Operations Subcommittee Meeting summary was reviewed. John Copeland questioned the comment on page 2 first bullet "...with a note requesting people not share/forward the email..." it was agreed to change that comment to "blind copy". Trevor Daniels seconded the motion to amend and approve the June 14, 2011 Internal Operations Subcommittee meeting summary. The meeting summary was approved by consensus.

IV. Public Comment

None.

V. Discussion on Targeted Recruitment Proposal

The Targeted Recruitment Proposal developed by Trevor Daniels was included in the meeting packet. Additionally, a document titled “PPC Recruitment Possibilities” developed by John Copeland was included in the meeting packet.

- **Job Announcement Type Email**
It was recommended to develop a “job announcement” type document to recruit PPC membership. It will be sent out with an attached PPC membership application. Trevor Daniels agreed to take the lead on this task.
- **Forwarding of Applications to other Listservs**
It was recommended to follow up on this task once the “job announcement” document is completed.
- **Erase Doubt Website**
True Beck will provide an overview/presentation on the “Erase Doubt” website at the August Internal Operations Subcommittee meeting.
- **Active Recruitment**
The document developed by John Copeland was reviewed and a follow up discussion will occur at the August Internal Operations Subcommittee meeting.
- **Outline of Gaps in Membership based on ECHPP**
Elizabeth Escobedo recommended postponing this discussion based on the CDC FOA and pending Prevention Planning Guidance.

VI. Membership and Attendance

- **PPC Meeting Attendance Review**
The PPC Member Attendance Report was reviewed. It was suggested for Ricky Rosales to contact Tim Young regarding PPC meeting attendance and Terry Smith to contact Michael Green regarding PPC meeting attendance.
- **Subcommittee Attendance Review**
The PPC Subcommittee Attendance Report was reviewed. It was suggested for Ricky Rosales to contact Tim Young regarding Subcommittee meeting attendance and Terry Smith to contact Michael Green regarding Subcommittee meeting attendance.
- **New PPC Member Application**
 - **Re-review of PPC Membership Application for Heather Grant**
Ricky Rosales shared he followed up on the references indicated on Heather Grant’s PPC membership application. Heather Grant received excellent recommendations. Based on her experience, Grissel Granados indicated Heather Grant is a good candidate for PPC membership. It was recommended to forward Heather Grant’s PPC application to the PPC Steering Subcommittee.

- Review of PPC Membership Application for Milton Smith
Milton Smith's application for PPC membership was reviewed and it was suggested to forward Milton Smith's PPC application to the PPC Steering Subcommittee.
- PPC Member Resignation
No PPC member resignations have been received.
- PPC Demographic Table
Pamela Ogata distributed a PPC Demographic table document with Priority and Critical Populations data. The document was reviewed. Ms. Ogata reported the Priority and critical Population data was obtained from a survey administered at the February PPC Annual Planning Meeting and does not reflect the current Priority and Critical Population data for the current PPC membership (e.g. the current PPC membership is 22 and the Priority and Critical Populations data on the table is for 19 members).

Elizabeth Escobedo recommended removing the Priority and Critical Populations data from the PPC Demographics Table which is distributed at PPC meeting.

- PPC Annual Planning Meeting Evaluation Report
Pamela Ogata distributed a document titled PPC Annual Planning Meeting Summary Evaluation. The document was reviewed. Anthony Gutierrez and John Copeland suggested there should be an emphasis on Partner Services. Ricky Rosales shared he will inform the Steering Subcommittee that the Internal Operations Subcommittee is recommending Partner Services as a topic/discussion for one of the monthly PPC meeting.

Ricky Rosales opened the floor for a discussion/feedback on the Biomedical Interventions discussion which occurred at the July 7th PPC meeting. Some of the suggestions were:

- Breakout groups with a report back
- A moderator to facilitate the discussion
- The discussion immediately follow the Colloquia Presentation
- Integrating/engaging the audience into the discussion

VII. Policies and Procedures

- Clarifying Language Regarding Co-Chair Resignations
Ricky Rosales shared in the past three months there have been two PPC Community Co-Chair resignations. The Internal Operations Subcommittee was asked to draft

some language to clarify the process of what happens when a co-chair resigns. Page 22 of the PPC Policies and Procedures is vague and open to the interpretation of the PPC Internal Operations Subcommittee Meeting Summary

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reader. The discussion resulted in two suggestions:

1. Develop a process for the co-chair elect position
2. Use the governmental model (rank and order) (e.g. if a co-chair resigns, chair of the Internal Operations or External Activities subcommittee would become the interim co-chair). Anthony Gutierrez volunteered to develop a draft.
3. Mr. Rosales reminded the group that next month PPC Community Co-Chair nominations will open (to replace Terry Smith, who will term off the PPC).

VIII. New Member Orientation

The date of August 12, 2011 has been confirmed for the New PPC Member Orientation and the draft agenda for the Friday, August 12th PPC New Member Orientation was included in the meeting packet. The PPC Member Orientation will be videotaped and is open to the public.

IX. Chair and Deputy Chair Nominations and Elections

Due to Ricky Rosales being elected PPC Community Co-Chair and Jill Rotenberg changing Subcommittee assignments, nominations for Internal Operations Chair and Deputy Chair were opened. Ricky Rosales explained the duties and responsibilities of the Internal Operations Subcommittee chair and deputy chair positions. Trevor Daniels was appointed Chair of the Internal Operations Subcommittee and Grissel Granados was appointed Deputy Chair of the Internal Operations Subcommittee. Dr. Daniels shared there may be a conflict with him attending the PPC Steering Subcommittee meetings and Grissel Granados volunteered to attend the PPC Steering Subcommittee in the absence of Dr. Daniels.

X. Announcements

- Michelle Enfield announced the Transgender Law Center is sponsoring the 6th Annual Transgender Leadership Summit at Plummer Park in West Hollywood on July 22nd through July 24th.
- John Copeland announced he attended the Black AIDS event at Charles Drew University to potentially recruit African Americans membership for the PPC.
- Anthony Gutierrez announced the Common Bond Program at LAGLC is holding a panel discussion/community form on Thursday, July 14th on "How HIV/AIDS is affecting the Black and Latino communities?"

XI. Adjournment

Meeting adjourned at 3:55 PM.

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MOTION SUMMARY		
Motion #1: Modify and approve the July 12, 2011 PPC Internal Operations Subcommittee Meeting Agenda.	<i>Passed by consensus</i>	MOTION PASSED
Motion #2: Amend and approve the June 14, 2011 PPC Internal Operations Subcommittee Meeting Summary.	<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 July 12, 2011 PPC Internal Operations Subcommittee Meeting
Draft Meeting Summary for June 14, 2011 PPC Internal Operations Subcommittee Meeting
PPC Subcommittee Attendance Report
PPC Member Attendance Report
July 7, 2011 PPC Demographics Table
Draft Targeted Recruitment Proposal developed by Trevor Daniels
Draft Agenda for PPC New Member Orientation
Internal Operations Subcommittee Member Roster
July 2011 and August 2011 PPC/Commission Shared Calendar
2011 PPC Member Attendance Report
2011 PPC Subcommittee Attendance Report
PPC Recruitment Possibilities document developed by John Copeland
July 7, 2011 PPC Demographics Table developed by Pamela Ogata