

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, August 9, 2011

Members Present:

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

Members Absent:

AJ King (E)

Others Present:

Donte Morrison, APLA; Elizabeth Escobedo, OAPP

I. Welcome and Introductions

Trevor Daniels called the meeting to order at 2:05 PM and a quorum was present. Self introductions were conducted.

II. Review and Approval of August 9, 2011 Meeting Agenda

The draft August 9, 2011 PPC Internal Operations Subcommittee Meeting agenda was reviewed. Tim Young seconded the motion to approve the August 9, 2011, Internal Operations Subcommittee meeting agenda. The agenda was approved by consensus.

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

The draft July 12, 2011 PPC Internal Operations Subcommittee Meeting summary was reviewed. Ricky Rosales seconded the motion to approve the July 12, 2011, Internal Operations Subcommittee meeting summary. The meeting summary was approved by consensus.

IV. Public Comment

None.

V. Erase Doubt Website Presentation

True Beck, OAPP, provided a power point presentation on the OAPP Erase Doubt Campaign. Ms. Beck shared PPC members and the PPC community can forward events to her at tbeck@ph.lacounty.gov to be posted on the OAPP Facebook and encouraged the PPC to sign up as friends on the OAPP Facebook. There was a brief discussion regarding the PPC web page on the OAPP website. Ms. Beck requested for the Internal Operations Subcommittee to provide her with suggestions for modifying and/or

improving the PPC web page. Ms. Beck stated the PPC member recruitment announcement can be posted on the PPC website.

VI. Discussion on Targeted Recruitment Proposal

- Job Announcement Type Email
The draft document was included in the meeting packet and feedback was provided, including:
 - adding more to the Position Overview,
 - changing representative groups to Men, Women, Transgender, Youth, HIV+ and Injection Drug Users,
 - including Law Enforcement.

It was recommended to revise the current job announcement to include feedback and in addition develop a youth specific document. Grissel Granados and Anthony Gutierrez agreed to draft the youth specific recruitment document.

- Forwarding of Applications to other Listservs
No discussion.
- Erase Doubt Website
Discussed during agenda item V.
- Active Recruitment
Anthony Gutierrez agreed to contact Anthony Contreras regarding recruiting youth.
- Outline of Gaps in Membership Based on ECHPP
It was recommended postponing this discussion based on the pending Prevention Planning Guidance.

VII. New Member Orientation

The draft agenda for the August 12, 2011 New PPC Member Orientation was included in the meeting packet. The agenda was reviewed. Elizabeth Escobedo stated Michael Green needed an additional fifteen minutes for his presentation. Ricky Rosales suggested taking fifteen minutes from his presentation and giving the time to Michael Green.

Elizabeth Escobedo named the documents included in the packet for the August 12, 2011 New PPC Member Orientation.

VIII. Membership and Attendance

- PPC Meeting Attendance Review
Trevor Daniels agreed to follow up with Terry Smith regarding Michael Green's attendance at meetings.

- Subcommittee Attendance Review
- New PPC Member Application
 No new applications have been received.
- PPC Member Resignation
 No PPC member resignations have been received.

IX. Co-Chair Vacancy Clarification

Ricky Rosales and Anthony Gutierrez drafted language for a succession plan. The document was included in the meeting packet and reviewed. The Internal Operations Subcommittee recommended forwarding the language to the PPC Steering Subcommittee for their review. If approved, the wording will be added to the PPC Policies and Procedures.

X. Announcements

Anthony Gutierrez requested an excused absence for the September PPC and September Internal Operations Subcommittee meetings because he will be working on a project in China.

The Internal Operations Subcommittee agreed to defer the decision to remove critical and priority populations data from the PPC Demographics table to the Steering Subcommittee.

The Internal Operations Subcommittee agreed to “go green” in October as a pilot. The Internal Operations Subcommittee will download meeting documents (e.g. agenda, meeting summary, attendance reports, etc.) from the PPC page of the OAPP website.

XI. Adjournment

Meeting adjourned at 4:01 PM.

MOTION SUMMARY		
Motion #1: Approve the August 9, 2011 PPC Internal Operations Subcommittee Meeting Agenda.	<i>Passed by consensus</i>	MOTION PASSED
Motion #2: Approve the July 12, 2011 PPC Internal Operations Subcommittee Meeting Summary.	<i>Passed by consensus</i>	MOTION PASSED

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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 August 9, 2011 PPC Internal Operations Subcommittee Meeting
Draft Meeting Summary for July 12, 2011 PPC Internal Operations Subcommittee Meeting
2011 PPC Subcommittee Attendance Report
2011 PPC Member Attendance Report
August 4, 2011 PPC Demographics Table
Draft Targeted Recruitment Proposal developed by Trevor Daniels
Draft Agenda for PPC New Member Orientation
Internal Operations Subcommittee Member Roster
August 2011 and September 2011 PPC/Commission Shared Calendar
PPC Recruitment Possibilities document developed by John Copeland
Statement – “Co-Chair Vacancy Clarification”