



County of San Diego

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SAN DIEGO HIV PLANNING GROUP (HPG) MEMBERSHIP COMMITTEE

Wednesday, January 11, 2023
11:00 AM – 1:00 PM Meeting via WebEx

DRAFT MINUTES

Quorum = Three (3)

Present: Mikie Lochner, Regina Underwood, Freddy Villafan, Bob Lewis (Chair), Rhea Van Brocklin

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:00 AM and noted that a quorum was established.	
2. ACTION ITEM: Continuance of Teleconferencing Meeting Option Under Government Code Section 54953(e)	All votes at the meeting were taken by roll call. Committee members' names were called for each vote, and each member provided a verbal vote. Motion: Recognize that there is a constant proclaimed state of emergency, and State and local officials have imposed or recommended measures to promote social distancing authorizing teleconferenced meetings pursuant to Government Code section 54953(e). M/S/C: Lochner/Van Brocklin 4/0 Abstentions: Lewis Motion carries	
3. Public Comment/Non-committee members' comment	A member of the public commented that Implicit /internal biases and racism are still present in meetings and should be addressed.	
4. Action: Review and approve the January 11, 2023 agenda	Motion: Approve the January 11, 2023 meeting agenda as presented. Public comment: A member of the public questioned the rule requiring	Remove Amanda Duffle's interview from today's agenda

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	<p>a membership application for a second term. In 2020 the Membership Committee approved Policies and Procedures, note an application is required to apply for a second term.</p> <p>M/S/C: Lochner/Villafan 4/0</p> <p>Abstentions: Lewis</p> <p>Motion carries</p>	<p>to next month's meeting.</p>
<p>5. Action: Review and approve the December 14, 2022 meeting minutes</p>	<p>Action: Approve the December 14, 2022 meeting minutes as presented.</p> <p>M/S/C: Lochner/Villafan 4/0</p> <p>Abstentions: Lewis</p> <p>Motion carries</p>	
<p>6. Review follow-up items</p>	<p>Reviewed by HPG Staff</p> <p>Esteban Duarte –application is ready for review.</p> <p>Abigail West –application is ready for review.</p> <p>Michael Wimpie –application has not been received.</p>	<p>HPG staff will follow up with Michael Wimpie regarding his application.</p> <p>HPG Staff will follow up with James Rucker to confirm he would like to continue with Mentee & Mentor Program.</p>
<p>7. Review Applications</p> <ul style="list-style-type: none"> i. Esteban Martin Duarte (new), ii. Abigail West (2nd term), iii. Michael Wimpie (2nd term) 	<p>Esteban Martin Duarte is applying for the Prevention Services Consumer/Advocate seat.</p> <ul style="list-style-type: none"> ▪ The committee recommends that an HPG Staff follow up with Esteban to have a complete application and require him to attend/participate in at least two committee meetings before continuing with an interview. ▪ The committee expressed concerns with responses to items C and D on the application. <p>Abigail West</p> <ul style="list-style-type: none"> ▪ The committee noted it is not stated in bylaws to allow that 	<p>Place Operating Guidelines after the agenda moving forward.</p> <p>HPG Staff will contact Esteban Duarte in preparation for an interview to clarify questions that may still need to be answered in the application will be asked in person.</p> <p>Add to the bylaws</p>

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	<p>in a member's absence, they may have another representative vote/speak on their behalf.</p> <p>The Chair talked about the Public Comment rules; the Public cannot guide the discussion process; public comment can be given before the item happens and the discussion happens. The order of process should be:</p> <ol style="list-style-type: none"> 1. Motion/second 2. Public Comment 3. Discussion 4. Vote <p>The committee discussed the process of the Second Term application process.</p> <ul style="list-style-type: none"> • The operating procedures state that applications are reviewed for second terms before going forward to HPG. Committees make recommendations to the HPG before going to the Board of Supervisors. • Committees only make recommendations, and the HPG can only take action to recommend to the Boards of Supervisors. When members' term expires, they are no longer part of HPG per HRSA. <p>The committee discussed possibly modifying the second-term reapplication process.</p>	
8. Membership Interview i. Amanda Duffell Mirador	Amanda Duffell Mirador's interview was rescheduled for next month's meeting, February 8, 2023.	
9. Old Business		
a. Focused Recruitment i. Open Seats	Chair Lochner and Supervisor Vargas will meet to discuss potential candidates for the District 1 seat.	Chair Lochner will connect with Supervisor Nora Vargas and Jim

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	<p>Mikie Lochner, Patrick Loose, and Bob Lewis will meet to discuss the Representative of State Gov- State Medicaid (Medi-Cal) Program seat.</p> <p>Two participants attended Peers Promoting Equity, Advocacy and Resources through Leadership Project (PEARL) and are interested in applying for HPG.</p> <p>A member asked if their recommendation to apply to the HPG represented a conflict of interest (COI). The committee felt this was something other than a COI.</p>	<p>Desmond to discuss potential candidates for the District 1 and 5 seats.</p> <p>HPG Staff will contact Rhea Van Brocklin regarding the Project PEARL participants interested in HPG membership.</p>
ii. Underrepresented groups (demographics)	HPG Staff reviewed the demographics with new changes of Jeffrey Weber, Recipient of other Federal HIV Programs -Veteran Administration, and James Rucker's seat changed to HIV Testing Representative.	
iii. New committee members	<p>Chair Lochner noted potential changes to some committees:</p> <ul style="list-style-type: none"> • There may be changes to members' choice assignments to address the other committees with few members. ▪ Members will submit their top 2 choices for committees and return to HPG support staff for the chair to review. 	
b. Terms expiration dates	<ul style="list-style-type: none"> • Abigail West - March 12, 2023 • Dr. Hernandez - March 12, 2023 • Michael Wimpie – May 21, 2023 	HPG Support Staff will follow up with Michael Wimpie regarding the Membership Application
10. New Business		
a) Action item: Approve the recommendation to remove Alfredo de Jesus from the HPG seat	<p>Motion: Approve the recommendation to remove Alfredo de Jesus from the HPG seat.</p> <p>M/S/C: Lochner/Van Brocklin 4/0</p> <p>Abstentions: Lewis</p> <p>Motion: carries</p>	HPG Staff will contact Alfredo de Jesus to remind him that he can still be a member of the Community Engagement Group

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		and vote and that he is only being removed from the HPG seat.
11. Review Attendance		
a. HPG Attendance	Reviewed.	
b. Committee Attendance	Reviewed.	
i. Review the MSEC attendance policy		
12. Routine Business		
a. Getting to Zero (GTZ) 3-Year Action Plan <ul style="list-style-type: none"> i. Membership Committee plan/strategy for recruitment (Dr. Jacobs) 	<p>Dr. Jacobs discussed the GTZ goals related to the recruitment strategy.</p> <ol style="list-style-type: none"> 1. Enhanced communication: social media/messaging 2. Create an inviting culture in a more direct and welcoming fashion; Work with Community Engagement Group so that meetings occur in each of the six HHSA regions. 3. Membership Committee will work with Steering Committee to create a welcoming culture that is inclusive and safe as we move to in-person meetings <ul style="list-style-type: none"> a. What are we hoping to create? For example, will there be enhanced food options? Will there be opportunities to meet, ask questions, and review the agenda before the meeting? <p>The committee members recommend looking into a position dedicated to Leadership training and Community Engagement.</p> <p>The Spanish version of the Trifold HPG Brochure has been completed.</p>	<p>Add "Revised date" on both brochures before preparing for distribution.</p> <p>Bob Lewis, Mikie Lochner, and Dr. Jacobs to devise a timeline and list for the agenda to discuss Getting to Zero Action Plan items.</p> <p>HPG Staff will reach out to Patrick Loose's office about a possible position for Leadership training and Community Engagement</p> <p>Spanish Trifold HPG Brochure PDFs will be distributed to everyone via email, and staff will have printed copies available.</p>

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	The idea is to create an Outreach strategy with the Community Engagement Group and staff from Christie's Place to work on getting individuals excited to join HPG.	
b. Mentor Appointments <ol style="list-style-type: none"> i. Evaluation for Mentors/Prospective Mentors ii. Brief discussion: <ol style="list-style-type: none"> 1. Whom to assign to new members, and 2. How to bring current members into the program. 	The committee reviewed the list of current mentor/mentee assignments.	HPG Support will: <ul style="list-style-type: none"> • Update the affiliation sections • Update the Mentee & Mentor list and Rhea Van Brocklin as a mentor to Allan Acevedo
13. Agenda items for future meetings	None	
14. Announcement	Outreach opportunity for Planning Group; Women's Conference on March 11, 2023, at the Handerly Hotel San Diego <ul style="list-style-type: none"> ▪ HPG is interested in tabling at this event. Information will be forwarded to Mikie Lochner. 	
15. Next Meeting Date	Wednesday, February 8, 2023, 11:00 a.m. via WebEx	
16. Adjournment	The meeting adjourned at 12:24 PM.	