



# County of San Diego

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## SAN DIEGO HIV PLANNING GROUP (HPG) STEERING COMMITTEE

Tuesday, January 17, 2023

11:00 a.m.

WebEx Meeting

**DRAFT MINUTES**

Quorum = 4

Committee Members: Dr. Delores Jacobs, Priority Setting and Resource Allocation Committee / Bob Lewis, Membership Committee / Mikie Lochner, Chair / Shannon Ransom, Strategies & Standards Committee / Dr. Winston Tilghman, Medical Standards and Evaluations Committee / Rhea Van Brocklin, Vice-Chair

Absent: Allan Acevedo, Community Engagement Group

Agenda Item	Discussion/Action	Follow-Up Needed
1. Call to order	Mikie Lochner called the meeting to order at 11:00 a.m. and noted the presence of a quorum via WebEx video teleconference.	
2. <b>Action:</b> Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e).	All votes at the meeting were taken by roll call. For each vote committee members' names were called, and each member provided a verbal vote. <b>Action:</b> Find that the Committee has reconsidered the State of Emergency and that State and local officials continue to recommend measures to promote social distancing authorizing teleconferenced meetings pursuant to Government Code section 54953(e). <b>Motion/Second/Count (M/S/C):</b> Jacobs/Van Brocklin 5/0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	

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3. Comments from the chair, moment of silence	The chair thanked attendees for their participation, thanked Rodney von Jaeger, who is retiring, for his diligent work, reviewed Respectful Engagement principles and led a moment of silence.	
4. Public comment	None	
5. Sharing our Concerns	None	
6. <b>Action:</b> Review/Approval of Steering Committee agenda for Tuesday, January 17, 2023	<b>Action:</b> Approve Steering Committee agenda for January 17, 2023 as presented: <b>M/S/C:</b> Tilghman/Lewis 5/0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
7. <b>Action:</b> Review/approve HPG meeting agenda	<b>Action:</b> Review/approve HPG meeting agenda for January 25, 2023 as presented with the noted changes: Table agenda items 8. i., j., & k. until the February 22, 2023 HPG meeting. <b>M/S/C:</b> Jacobs/Lewis 5/0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
<b>8. Committee Reports and Recommendations</b>		
a. Membership Committee	Report included in the packet; Bob Lewis highlighted the Membership Recruitment plan from the Getting to Zero (GTZ) Action Plan.	
i. Recommendation for HPG Membership	No membership recommendations currently.	
ii. Recommendation to remove an HPG member	The committee recommends removal of Alfredo de Jesus from the HPG as he is unable to be engaged in the process.	Move for HPG action on January 25, 2023.
b. Priority Setting and Resource Allocations		
i. Recommendation(s) for reallocation of funds in FY 22 or FY 23 (the current	Recommendations for reallocation for FY 23 will go to HPG as Recipient Recommendations.	Move for HPG action on January 25, 2023.

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fiscal year or next fiscal year, respectively)		
c. Community Engagement Group	A change of the charge is presented to the Steering Committee today; the group is also working on their training plan.	
d. Strategies and Standards		
i. Recommendation for changes to the Psychosocial Service standards.	The committee did not meet in January 2023 and will convene in February. There is continuation of work on the GTZ Action Plan, as well as the development of a task force to implement the JEDI principles. There is continued progress on updating the Universal standards. There is Action to the HPG on updating the Psychosocial services standards.	Move action for HPG action on January 25, 2023.
e. Medical Standards and Evaluation	The November 2022 meeting was cancelled due to lack of quorum. The next meeting is scheduled for February 14, 2023 and committee will look at revising Primary Care Practice Guidelines. There were data requests made to the Recipient and the GTZ Action Plan.	
f. Steering Committee	The committee did not meet in December 2022.	
<b>9. Process and Governance Issues:</b>		
a. Review: Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	Public comments from the October 2022 HPG meeting were reviewed.	
b. Update: Preparation for in-person meetings	There was discussion on holding HPG and committee meetings at The Center. Costs for using The Center as a meeting venue were shared. There was a suggestion to use a County location or another community location such as a library.	Committees to add "Discuss possible meeting locations" to their February 2023 agendas.

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	<p>It was requested to add to all committee agendas to “Discuss possible meeting locations”</p> <ul style="list-style-type: none"> <li>• Considerations for meeting locations: <ul style="list-style-type: none"> <li>○ On a public transportation line, ADA accessible</li> <li>○ Need to post agendas 72 hours in advance.</li> </ul> </li> </ul> <p>There was a request to inform committee chairs of the guidelines for in-person meetings.</p> <p>The committee recommended developing a small workgroup to work on process for selecting meeting locations. Bob Lewis will chair the workgroup with Rhea Van Brocklin and Mikie Lochner and will work with support staff to figure out details.</p>	<p>A workgroup for meetings location will meet and develop recommendations.</p> <p>Staff will research if the HPG and committees can meet at a Ryan White (RW) funded agency.</p>
c. Discussion: Implementation of AB 2449	Rodney von Jaeger discussed the Assembly Bill 2449 check list which was included in the meeting materials packet. The committee recommended discussing with HPG committee members.	Include document and discuss at the January 25, 2023 HPG meeting.
d. <b>Action:</b> Approve proposed changes to HPG Bylaws and consider modification of quorum and forward to HPG	<p><b>Action:</b> Approve proposed changes to HPG Bylaws and consider modification of quorum to 33% and forward to HPG.</p> <p><b>M/S/C:</b> Jacobs/Van Brocklin 5/0</p> <p><b>Abstentions:</b> Lochner</p> <p><b>Motion carries</b></p>	Move for HPG action on January 25, 2023.
e. Review and approve 2023 HPG Work Plan	<p><b>Action:</b> Approve the 2023 HPG Work Plan as presented.</p> <p><b>M/S/C:</b> Ransom/Jacobs 5/0</p> <p><b>Abstentions:</b> Lochner</p> <p><b>Motion carries</b></p>	Steering Committee will review monthly.

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f. Review and approve 2023 HPG and committees meeting schedule	<b>Action:</b> Approve the 2023 HPG and committee meeting schedule, which was included in the meeting materials packet. <b>M/S/C:</b> Tilghman/Lewis 5/0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	Include in the January 25, 2023 HPG meeting materials packet.
g. Discuss: Steering Retreat and HPG Retreat	<p>The HPG Retreat is scheduled for March 24, 2023 at The Center for HPG members only.</p> <p>A Steering Committee Retreat for three (3) hours is recommended after the HPG Retreat. Rhea Van Brocklin invited the HPG to use Christie's Place for the retreat.</p>	
h. Update: GTZ Community Engagement Project - 3-Year HPG Action Plan	<p>Dr. Jacobs discussed actions moving forward, including:</p> <ul style="list-style-type: none"> <li>• The HPG Communications plan (HPG)</li> <li>• Representation on the HPG (Community Engagement and Strategies)</li> <li>• Recruitment (Membership)</li> <li>• Reviewing meeting times, locations, refreshments (Membership)</li> <li>• Process for public comment, a list of community engagement opportunities, and have orientation material available online (Steering)</li> <li>• Funding housing at full capacity and increase capacity for mental health (Priority Setting and Resource Allocation)</li> </ul>	
i. Discussion: HPG Vice-Chair election	<p>Vice-Chair elections will occur in February 2023. One (1) Vice-Chair elected for one (1) year and one (1) elected for two (2) years to stagger the elections going forward. Nominations are open.</p>	

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j. Follow-up: Conflict of Interest (COI) Disclosure Form	The HPG COI Disclosure Form will be presented in February/March along with the required County Form 700, which is now required to be submitted electronically. Additionally, HPG members will be surveyed regarding continued fulfillment of requirement for the currently occupied seat and their top two (2) committee choices.	
k. <b>Action:</b> Approve public comment process based on that used by the County Board of Supervisors	<b>Action:</b> Approve public comment process based on that used by the County Board of Supervisors. Correct “20 minutes total time” to “10 minutes total time”. <b>M/S/C:</b> Jacobs/Lewis 5/0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
l. Discussion: Delayed Expenditure reports	The committee discussed some expenditure reports were more than two (2) months and requested the Recipient inform the HPG if in May final report will be delayed more than two (2) months.	
m. Update: Integrated Statewide Strategic Plan	The Health Resources and Services Administration (HRSA) has accepted the plan; the Recipient staff will follow-up with the California Dept. of Public Health and with the Strategies and Standards Committee regarding implementation.	
n. Committee Operating Procedures	The current Committee Operating Procedures was included in the meeting materials packet. The committee requested staff pull other committee (former Non-Medical Standards and Evaluation Committee, and the Medical Standards and Evaluation Committee) drafted, but unapproved. Mikie Lochner will work with HPG staff and committee chairs on	

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	reviewing and updating the Committee Operating Procedures.	
o. RWHAP Letter - Supporting People/Lived Experience	HRSA clarified in the letter that Consumers cannot be compensated with cash or cash-equivalent but may be supported in other ways. For example with food or gas cards. The letter also notes the planning body may adjust meeting hours to after-hours or weekends.	Include the RWHAP letter in the January 25, 2023 HPG packet.
<b>10. Update and budget review from the HIV, STD, and Hepatitis Branch (HSHB)</b>		
a. Program Updates (Maritza Herrera)	The COVID state of emergency for California is scheduled to end at the end of February 2023. It is anticipated that the County will end the state of emergency at the same time. The Ending the HIV Epidemic (EHE) training is continuing with a community provider. The Getting to Zero (GTZ) app will be delayed until early 2023.	
b. Service Utilization Summary Report - November and December 2022 (Maritza Herrera)	Data through Dec. 2022 was presented. There were 3,156 clients served, which is a 10% decline compared to the previous year. Viral suppression for RW clients who had a viral load test was 90%.	
c. Monthly Client Service Evaluation (Goldenrods) October, November, and December 2022 (Maritza Herrera)	In November 2022 there were no Goldenrods received; in December 2022 there were 2 received, both positive remarks.	
d. CQM update	No updates.	
e. Procurements (Lauren Brookshire)	Procurements expected to be awarded soon for Comprehensive HIV Prevention Services (CHPS), CHPS for Services for People who Inject Drugs, CHPS for Transgender persons, Routine HIV testing and Benefits navigation.	

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	There is an active procurement for Medical Specialty and there will be upcoming procurements for Outpatient Ambulatory Health Services: Primary Care; Coordinated HIV Services; Substance Use Treatment Services: Outpatient, Food Services, and others. For more information check Buynet.com.	
f. FY 22 Expenditure/Budget review – November report for January meeting (Lauren Brookshire)	Review included data through November 2022. There is an action going to the HPG for reallocation for FY 23, next fiscal year. There are continued lower expenditures in Primary Care, Medical Specialty, Psychiatric Medication Management and Oral Health.	
g. HRSA, CDC and CDPH policies and procedures updates (Lauren Brookshire)	No updates.	
h. Administrative Budget review - Rodney von Jaeger	There are reported savings due to not meeting in person (translation services, food, gas/mileage) and Needs Assessment; There will be a request to use portion of those funds to purchase items to expedite in-person meetings, including pdf readers to avoid printing excessive paper for meetings. The purchase of a portable printer was suggested.	
11. <b>Action:</b> Approval Meeting minutes from October 18, 2022	<b>Action:</b> Approve meeting minutes of October 18, 2022 <b>M/S/C:</b> Lewis/Ransom 4/0 <b>Abstentions:</b> None <b>Motion carries</b>	
12. Review follow-up items from the minutes	Reviewed.	
13. Review committee attendance	Reviewed, report included in the meeting materials packet.	
14. Future Agenda Items for Consideration	None	



Agenda Item	Discussion/Action	Follow-Up Needed
15. Announcements:	A member of the public recommended including mouth guards on the February agenda for the Medical Evaluation and Standards Committee.	
16. Confirm next meeting date and time/adjournment	Date: <b>February 14, 2023</b> Time: <b>11:00 a.m. – 1:00 p.m.</b> Location: WebEx	
17. Adjournment	1:08 p.m.	