



County of San Diego

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SAN DIEGO HIV PLANNING GROUP (HPG) MEMBERSHIP COMMITTEE

Wednesday, February 8, 2023
11:00 AM – 1:00 PM Meeting via WebEx

DRAFT MINUTES

Quorum = Three (3)

Present: Mikie Lochner, Regina Underwood, 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)	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 3/0 Abstentions: Bob Lewis Motion carries	
3. Public Comment/Non-committee members' comment	None	
4. Action: Review and approve the February 8, 2023 agenda	Motion: Approve the February 8, 2023 meeting agenda with changes to remove Michael Wimpie from agenda item 6. due to no application and move Abigail West interview to application review discussion M/S/C: Van Brocklin /Underwood 3/0	The committee recommended making one more attempt to obtain a membership application from Michael Wimpie for his second term.

Agenda Item	Action	Follow-up
	Abstentions: Lochner Motion carries	
5. Action: Review and approve the January 11, 2023 meeting minutes	Action: Approve the January 11, 2023 meeting minutes as presented. M/S/C: Lochner/Van Brocklin 3/0 Abstentions: Lochner Motion carries	
6. Review Follow-Up Items	Mikie Lochner briefly talked with Recipient's office regarding the possible position for leadership training and community engagement. The recommendation will be forwarded to Steering Committee for discussion.	
i. Review Applications ii. Tyra Fleming (new) iii. Jen Lothridge (new) iv. Abigail West (2 nd term)	<p>HPG staff informed the committee that the March 2023 HPG committee meetings would be tentatively held at South Live Well Center, 690 Oxford St, Chula Vista, CA 91911.</p> <p>HPG staff informed members about location suggestions and the AB 2449 guidelines.</p> <p>The committee agreed to move forward with interviewing Tyra Fleming and Jen Lothridge</p> <p>The committee briefly discussed the application review process and considered changing the process instead of waiting for the entire membership committee; the committee chair and HPG Chair will review the application and decide to interview the applicant. This would require a change in the Membership Committee Operating Procedures, which the committee recommended reviewing and adding to the committee agenda for March 8, 2023.</p>	<p>HPG staff will follow up with Tyra Fleming and Jen Lothridge to schedule interviews for March 8, 2023. The committee will ask applicant Jen Lothridge about her commitment to HPG meetings.</p> <p>Add a review and edit the Committee Operating Guidelines document for March 8, 2023 meeting agenda.</p> <p>Forward recommendation to reappoint Abigail West to the HPG for approval at the February 22, 2023 HPG meeting.</p>

Agenda Item	Action	Follow-up
	The committee reviewed the application for Abigail West and recommended reappointment for a second term.	
7. Membership Interview I. Esteban Martin Duarte (new)	The committee interviewed Esteban Duarte and recommended an appointment as the HIV Prevention Consumer/Advocate representative (Seat #26).	HPG Staff will follow up with Esteban on the subsequent application steps and ask if his dog is registered as a service animal. Forward to the HIV Planning Group for approval at the February 22, 2023 HPG meeting.
8. Old Business		
a. Focused Recruitment i. Open Seats	Mikie Lochner discussed that District 1 has one application in process, and District 5, Jim Desmond, will soon decide on the applicants.	HPG Staff will inform Esteban about the different application processes for the District 1 seat if he is interested in that seat.
ii. Underrepresented groups (demographics)	The committee suggested adding zip code demographics	HPG Staff will add the zip code data.
iii. New committee members	Mikie Lochner informed the committee that he would remove himself from Membership Committee and Community Engagement Group. In addition, he discussed the Questionnaire survey asking the member to identify their top 2 choices. Once all information is gathered, he may move some HPG members to different	

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	committees. The Membership Committee recommended five (5) members for its committee. Freddy Villafan has resigned from Membership Committee. This resulted in no changes in the quorum.	
b. Terms expired dates	No updates	
9. New Business		
a. Discuss unconscious bias and how to create a safe meeting environment b. Discuss the transition of in-person meeting requirements	Dr. Jacobs discussed at the HPG retreat that there would be a facilitated conversation regarding unconscious bias and racism, followed in the next few months by a training series on that topic. The committee recommended everyone clearly understand the requirements in moving back to an in-person meeting for March. Mikie Lochner will request detailed information on AB2449 from County Counsel. The committee discussed the in-person meeting AB 2449 rules; several members are concerned about the ability to achieve a quorum and having to cancel meetings. HPG Staff encouraged members to consider temporary meeting spaces for April and May. Rhea Van Brocklin offered Christie's Place to host the April and May Membership Committee meetings.	HPG staff will follow up with Rhea Van Brocklin regarding the meeting location.
10. Review Attendance		
a. HPG Attendance	No updates	
b. Committee Attendance i. Review the MSEC attendance policy	For the MSEC attendance policy, Dr. Tilghman has provided edits; the next step is to update the Committee Operating Guidelines to reflect these changes.	
11. Routine Business		

Agenda Item	Action	Follow-up
<p>a. Getting to Zero (GTZ) 3-Year Action Plan</p> <p>i. Membership Committee plan/strategy for recruitment (Dr. Jacobs)</p>	<p>Dr. Jacobs discussed the retreat's possible agenda.</p> <p>Suggested to ensure enhanced food and beverages at committee meetings, and have information on reimbursements for mileage, bus passes, and childcare as we return to in-person meetings.</p>	<p>HPG Staff will follow up with HSHB Fiscal regarding mileage, travel, and childcare reimbursements. Mikie Lochner will communicate with County regarding purchasing food for HPG meetings.</p>
<p>b. Mentor Appointments</p> <p>i. Evaluation for Mentors/Prospective Mentors</p> <p>ii. Brief discussion:</p> <p>1. Whom to assign to new members, and 2. How to bring current members into the program.</p>	<p>No changes.</p>	
<p>12. Agenda items for future meetings</p>	<p>Review Membership Operating Procedures</p>	
<p>13. Announcement</p>	<p>Groundbreaking for the AIDS Memorial Garden at the Olive St. Park Canyon Friday, February 10, 2023, at 9:30 AM</p> <p>Women's Conference, taking place on Saturday, March 11, 2023, 9:00 AM – 3:00 PM</p> <ul style="list-style-type: none"> • HPG will have a table available for the Women's Retreat if feasible. 	
<p>14. Next Meeting Date</p>	<p>Wednesday, March 8, 2023, 11:00 AM Location: Hybrid meeting at 690 Oxford St., Chula Vista, CA 91911 (Room 194) and via WebEx</p>	
<p>15. Adjournment</p>	<p>The meeting adjourned at 12:48 PM.</p>	