

## MEMBERSHIP COMMITTEE



Wednesday, February 12, 2025, 11:00 AM – 1:00 PM  
Southeastern Live Well Center  
5101 Market St, San Diego, CA 92114  
(Tubman Chavez Room A)

A quorum for this meeting is three (3)

**Committee Members:** Felipe Garcia-Bigley (Chair) | Lori Jones (**JC**) | Rhea Van Brocklin | Michael Wimpie

**Absent Members:** Benjamin Ignalino

### ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	Felipe Garcia-Bigley called the meeting to order at 11:05 AM and noted the presence of an in-person quorum. The committee chair shared the following: Thank you, everyone, for being here and for all your contributions.	
2. Public Comment on non-agenda items (for Members of the public)	A committee member expressed interest in joining the Priority Setting & Resource Allocation Committee	
3. Sharing our concerns (for committee members)	<ul style="list-style-type: none"><li>A committee member inquired about the new procedure for joining the committee not reflecting his request to rejoin.</li><li>A committee member expressed confusion over the new membership process and suggested training for clarity.</li></ul>	
4. <b>ACTION:</b> Review and approve the February 12, 2025 meeting agenda	<b>Motion:</b> Approve the Membership agenda for February 12, 2025 <b>Motion/Second/Count (M/S/C):</b> Van Brocklin/Wimpie/3-0 <b>Abstentions:</b> Garcia-Bigley <b>Motion carries</b>	
5. <b>ACTION:</b> Review and approve the January 8, 2025 Membership minutes	<b>Motion:</b> Approve the Membership minutes for January 8, 2025, <b>M/S/C:</b> Wimpie/Van Brocklin/3-0 <b>Abstentions:</b> Garcia-Bigley <b>Motion carries</b>	
6. New Business		

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a. None	None	
7. Old Business		
a. <b>ACTION:</b> Discussion and approval on the HIV Planning Group Member Expectations	The Committee member decided to update the HIV Planning Group Member Expectations by incorporating a citation for the HPG Bylaws and move for voting until the next meeting.	HPG Support Staff (HPG SS) to update the document with a reference to the Bylaws.
b. <b>ACTION:</b> Discussion and approval on the HPG Mentorship Process	<b>Motion:</b> Approve the HPG Mentorship Process <b>M/S/C:</b> Jones/Wimpie/3-0 <b>Abstentions:</b> Garcia-Bigley <b>Motion carries</b>	
c. HPG Member recruitment update	<p>As of February 12, 2025, we have 23 members. Pending:</p> <ul style="list-style-type: none"> <li>Eva Matthew's pending COB approval</li> <li>Ivy Rooney pending HPG minutes approval</li> </ul> <p>Term Expired:</p> <ul style="list-style-type: none"> <li>Ivy Rooney 43- Prevention Intervention Representative: Formerly: Risk Reduction Activities Representative on <b>1/26/25</b></li> </ul> <p>The HPG staff diligently manages membership requests, ongoing applications, and outreach strategies. However, we are encountering challenges with some applicants who have not completed the application process. We are committed to addressing these issues to ensure a smoother experience for all involved.</p>	
i. Vacant Seats	<p>As of February 12, 2025, there are 21 vacant seats</p> <ul style="list-style-type: none"> <li>10 General seats</li> <li>17 - Healthcare Provider, including Federally Qualified Health Center (FQHC)</li> <li>20 - Mental Health Provider</li> <li>21 - Substance Abuse Treatment Provider</li> <li>24 - Hospital Planning Agency or Health Care Planning Agency</li> <li>27 - Prevention Services Consumer</li> <li>28 - State Government-State Medicaid</li> </ul>	

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	<ul style="list-style-type: none"> <li>• 24 - Board of Supervisors Designee: District 2</li> <li>• 40 - Recipient of other Federal HIV Programs- HOPWA / HUD</li> <li>• 43 - Prevention Intervention Representative</li> </ul>	
ii. New Committee Members	<ul style="list-style-type: none"> <li>• Dr. Rosemary Garcia – Medical Standards &amp; Evaluation Committee</li> <li>• Fadra Whyte - Medical Standards &amp; Evaluation Committee</li> </ul>	
d. HPG Membership Demographics	<ul style="list-style-type: none"> <li>• Need to address disparities in representation, especially among people of color.</li> <li>• Emphasis on recruiting young population and leveraging community partnerships.</li> </ul>	
Routine Business		
a. HIV Planning Group Attendance	<p>The HPG Support Staff sends reminders to members who have missed 3 consecutive meetings or a total of 6 meetings within a 12-month period—additionally, reminders to members who have utilized two Just Cause or Emergency Cause absences.</p> <p>The committee discussed and made the following recommendations for consideration:</p> <ul style="list-style-type: none"> <li>• Members are encouraged to maintain attendance by avoiding 3 consecutive or 6 absences within a 12-month.</li> <li>• Adapting the attendance policy for committees that convene less frequently (e.g., 6 times per year) is recommended.</li> <li>• A standardized attendance requirement should be established across all committees to ensure consistency.</li> <li>• Incorporating attendance policies into meeting agendas is advised to enhance visibility and awareness among members.</li> </ul>	HPG SS to follow up with each of their committees
b. Committee Attendance	The committee reviewed attendance.	
c. Getting to Zero (GTZ) Community	The HPG SS and the following recommendations presented in the CEG Recruitment plan were given:	.

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Engagement Project i. Membership Committee Plan/Strategy for Recruitment	<ul style="list-style-type: none"> <li>• Development of outreach and recruitment materials, including brochures and presentations.</li> <li>• Utilization of national awareness days for social media outreach.</li> <li>• Distribution of outreach materials through community partners.</li> <li>• Implementation of kid-focused activities at events.</li> </ul> <p><b>Tracking and Reporting:</b></p> <ul style="list-style-type: none"> <li>• Creation of a tracking table covering months, events, locations, target populations, affiliated organizations, attendees, and quantifiable data.</li> <li>• Strategies to close the loop on applications through QR codes and digital forms.</li> </ul>	
8. Future agenda items for consideration	None	
9. Announcements	<p>A Woman's Voice Conference:</p> <ul style="list-style-type: none"> <li>• Date: March 15, 2025</li> <li>• Location: UCSC Park and Market, Downtown</li> <li>• Theme: The Evolution of Women and HIV</li> </ul> <p>HIV Planning Group Retreat:</p> <ul style="list-style-type: none"> <li>• Date: March 26, 2025</li> <li>• Time: 1:00 PM - 5:00 PM</li> <li>• Location: Southeastern Live Well Center</li> </ul>	
10. Next Meeting Date	<p>Date: Wednesday, March 12, 2025</p> <p>Time: 11:00 AM –1:00 PM</p> <p>Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)</p>	
12. Adjourn	The meeting adjourned at 12:13 pm.	