



County of San Diego

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SAN DIEGO HIV PLANNING GROUP (HPG) STEERING COMMITTEE

Tuesday, February 14, 2023

11:00 a.m.

WebEx Meeting

DRAFT MINUTES

Quorum = 4

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

Committee Members Absent: Allan Acevedo, Community Engagement Group / Bob Lewis, Membership Committee

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. Action: 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. Action: 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). Motion/Second/Count (M/S/C): Van Brocklin/Jacobs 5/0 Abstentions: Lochner Motion carries	

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3. Comments from the chair, moment of silence	The chair noted we are here to address the needs of people living with HIV and led a moment of silence.	
4. Public comment	A member of the public stated the Steering Committee was a select and elite body of people and noted different treatment of providers that that of consumers.	
5. Sharing our Concerns	A member of the committee noted the electricity provider company in San Diego provided some financial relief, however, energy bills are still quite high. This may result in increased used of the service category Emergency Financial Assistance.	
6. Action: Review/Approval of Steering Committee agenda for Tuesday, February 14, 2023	Action: Approve Steering Committee agenda for February 14, 2023 as presented, with the noted change: Move agenda items 9.b.,c., and d., up to agenda item 7 a., b., and c. M/S/C: Jacobs/Ransom 3/0 Abstentions: Lochner, Van Brocklin Motion carries	
7.		
a. Action: Vice Chairs elections	Action: Approve Vice Chairs elections for the HPG, keep nominations open until the agenda item at the meeting at which time nominations will close and Vice Chair elections can occur. M/S/C: Jacobs/Tilghman Abstentions: Lochner Motion carries	Forward to the HPG for action on February 22, 2023.
b. Discussion: Preparation for in-person meetings, Implementation of AB 2449, and location of Steering meetings starting March 2023.	The committee discussed the requirements of AB 2449 regarding in-person quorum; public participation by teleconference rules; It was noted that non-county, non-public meeting spaces would need county approval which takes approximately eight (8) weeks, and that staff will perform quorum checks before meetings. The March 2023 HPG and committee meeting locations were noted, and the information was included in the meeting packet.	
c. Update: HPG Retreat	The HPG Retreat on Wednesday, March 22, 2023 will be open to the public, which will be noted on the posted agenda.	The Recipient's office will work with the facilitator to allow material

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	The committee inquired if members could speak with the facilitator and review the material to be presented beforehand.	review by the Chair and Vice Chair.
8. Action: Review/approve HPG meeting agenda for February 22, 2023	Action: Review/approve the HPG meeting agenda for February 22, 2023 (included in the meeting packet. M/S/C: Van Brocklin/Tilghman 4/0 Abstentions: Lochner Motion carries	
9. Committee Reports and Recommendations (a written report was included in the meeting materials packet)		
a. Membership Committee	There is a recommendation for appointment to the HPG (Esteban Duarte) and for a reappointment to the HPG (Abigail West) going to the HPG meeting on February 23, 2023.	
b. Priority Setting and Resource Allocations (PSRAC)	As noted in the written Committee Reports.	
c. Community Engagement Group	Will have a presentation on Ryan White housing service categories.	
d. Strategies and Standards	As noted in the written Committee Reports. The committee is in the process of updating the Universal Standards.	
e. Medical Standards and Evaluation (MSEC)	As noted in the written Committee Reports. MSEC to consider an Action on including occlusal guards to the list of Ryan White dental services.	
f. Steering Committee	No updates.	
10. Process and Governance Issues:		
a. Review: Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	The committee reviewed public comments from the January 25, 2023 HPG meeting.	

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b. Discussion: Proposed changes to HPG Bylaws and consider modification of quorum and forward to HPG	The committee discussed the action that was tabled at the January 25, 2023 meeting, which will go forward to HPG this month.	Forward to the HPG for approval on February 23, 2023.
c. Review 2023 HPG Work Plan	The committee reviewed the 2023 HPG work plan, which was included in the meeting materials packet. Staff noted the planned HPG Orientation will be delayed until April or May 2023.	
f. Update: Getting to Zero (GTZ) Community Engagement Project – 3-Year HPG Action Plan	<p>Dr. Delores Jacobs provided updates on the action plan, including:</p> <ul style="list-style-type: none"> i. Planning for upcoming discrimination/anti-racism training/consultant – This is being processed by the Recipient's office. ii. Communication Plan-will include expanded communication reach in both social media and in-person regarding the HPG and its committees. HPG members will be invited to help expand this reach iii. Membership Recruitment plan – <ul style="list-style-type: none"> . Recommending extending the use of Leadership training programs such as Project PEARL (Peers Promoting Equity, Advocacy, and Resources through Leadership) as recruitment tool, and the recommendation to include a part-time recruitment organizing position among the HPG Support Staff. iv. Dr. Jacobs also noted committees' consideration of the consumer recommendation regarding coordination of multiple in-person appointments when requested; and the HPG process for responding to requests of members of the public at HPG and committee 	

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	meetings to be considered by Steering Committee.	
g. Follow-up: Conflict of Interest (COI) Disclosure Form and other HPG member required forms	Staff have sent requests to HPG and committee members to complete the HPG COI Disclosure form, the conduct and respect agreement, Form 700, ethics training and the questionnaire to HPG members regarding seat representation and their two (2) committee choice preferences.	Staff will follow-up with HPG and committee members regarding these requirements.
h. Update: Integrated Statewide Strategic Plan	The California HIV Planning Group (CHPG) is reviewing an activities document for the Statewide Strategic Plan which will be shared with all health jurisdictions.	
i. Committee Operating Procedures	The committee discussed draft Operating Procedures for MSEC, which will be incorporated into the Committee Operating Procedures.	
11. Update and budget review from the HIV, STD, and Hepatitis Branch (HSHB)		
a. Program Updates (Maritza Herrera)	Maritza Herrera highlighted the HSHB report, which was included in the meeting materials packet. The Capacity Report revealed no concerns or waiting lists for services.	
b. Service Utilization Summary Report – January 2023 (Maritza Herrera)	The report was included in the meeting materials packet and reported data through January 31, 2023. There were 3,262 services utilized in January, an approximate 5% decrease compared to the same time last year.	
c. Monthly Goldenrods January 2023 (Maritza Herrera)	There were no Client Service Evaluations (“Goldenrods”) received during January 2023.	
d. CQM update -	No updates	
e. Procurements (Lauren Brookshire)	Maritza Herrera reviewed procurements, which were detailed in the HSHB report which is included in the meeting materials packet.	
f. FY 22 Expenditure/Budget review - November 2022 report for January 2023 meeting (Lauren)	Maritza Herrera reviewed the expenditure/budget reports, which were included in the meeting materials packet, and highlighted the following: Part A:	

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Brookshire)	<ul style="list-style-type: none"> Decreased spending in several service categories. Increased spending in Emergency Housing. Part B: Through 75% of grant year, spending is on track, HIV Prevention 100% spent.	
g. HRSA, CDC and CDPH policies and procedures updates (Lauren Brookshire)	Noted in the included report in the meeting materials packet.	
h. Administrative Budget review	Dr. Ken Riley reviewed the HPG Administrative Budget.	
12. Action: Approval Meeting minutes from January 17, 2023	Action: Approve meeting minutes of January 17, 2023 M/S/C: Van Brocklin/Ransom Abstentions: Lochner Motion carries	
13. Review follow-up items from the minutes	Reviewed	
14. Review committee attendance	Reviewed	
15. Future Agenda Items for Consideration	None	
16. Announcements:	A member of the public stated HPG consumer members may not be aware of the quorum requirement with AB 2449.	
17. Confirm next meeting date and time/adjournment	Date: February 14, 2023 Time: 11:00 a.m. – 1:00 p.m. Location: Hybrid meeting via WebEx AND at South Live Well Center (Room 194), 690 Oxford St. Chula Vista, 91911	
18. Adjournment	12:34 p.m.	