



SAN DIEGO HIV PLANNING GROUP (HPG)  
 MEMBERSHIP COMMITTEE  
 MEETING PACKET  
**Wednesday, March 4, 2026, 2:00 PM – 4:00 PM**  
**County Operations Center**  
**5560 Overland Ave, San Diego, CA 92123**  
**Training Room 172**

**The Charge of the Membership Committee:** To recruit, interview, select, and coordinate training for  
 Planning Group Members.

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# Meeting Location & Directions:

Membership Committee

Wednesday, March 4, 2026

2:00 PM – 4:00 PM

County Operations Center,  
5560 Overland Ave, San Diego, CA  
92123, Training Room 172



Parking is **free**. 3-hour visitor parking is available in the parking lot and parking structure. For County business exceeding 3 hours, please park in the numbered spaces in the parking structure.

## FROM I-163 SOUTH:

1. Take I-163 North to Exit 8 for Kearny Villa Road.
2. Keep right, follow signs for Kearny Villa Road.
3. Turn right onto Chesapeake Dr.
4. County Operations Center will be on your right.

## FROM I-15 SOUTH:

1. Take I-15 North to Exit 10 for Clairemont Mesa Blvd.
2. Turn left onto Clairemont Mesa Blvd.
3. Turn right onto Overland Ave.
4. Continue straight to stay on Overland Ave.



## PUBLIC TRANSPORTATION

### MTS Bus Routes:

25, 235, 928





## FROM TROLLEY & BUS:

1. Take the Blue Trolley Line to the Balboa Avenue Transit Center.
2. Walk to Balboa Ave & Moraga Ave bus stop (about 7-minute walk, 0.3 miles).
3. Take Route 27 bus from Balboa Ave & Moraga Ave to Complex Dr & Clairemont Mesa Blvd.
4. Head north on Complex Dr.
5. Cross the street and turn right on Clairemont Mesa Blvd (after U.S. Bank Branch on the right).
6. Cross the street and turn left onto Overland Ave. and head north.
7. Enter east through County Operations Center entrance/black gate. **Building 5560** will be on your left.

## FROM BUS:

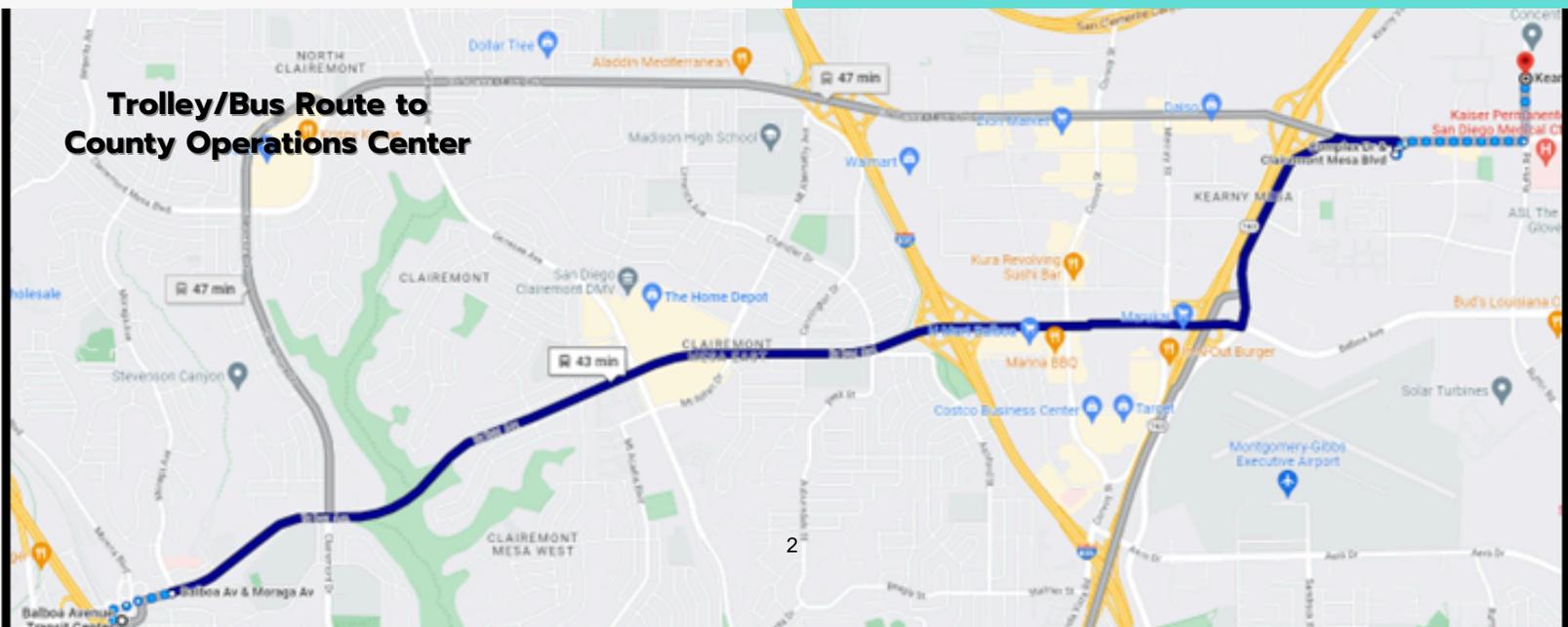
### From Ruffin Road:

1. Walk north towards Ruffin Road.
2. Turn left on Hazard Way.
3. Enter through County Operations Center entrance/black gate and head further west. Access to County Operations Center buildings will be on your **left**.

### From Overland Ave.:

1. Walk north on Overland Ave.
2. Enter east through County Operations Center entrance/black gate.
3. Turn left on pedestrian walkway. **Building 5560** will be on your **left**.

## **Trolley/Bus Route to County Operations Center**





Wednesday, March 04, 2026, 2:00 PM – 4:00 PM  
County Operations Center  
5560 Overland Ave, San Diego, CA 92123  
Training Room 172

**To participate remotely via Zoom:**

<https://us06web.zoom.us/j/83939793722?pwd=dJARoW31vGchmUT4t6RCnEBdo7m1Ku.1>

Call in: +1 (669) 444-9171 Meeting ID: 83939793722#

**Meeting ID (access code):** 839 3979 3722      **Password:** MEMBER

Language translation services are available upon request at least 96 hours prior to the meeting.

Please contact HPG Support Staff via e-mail at [hpg.hhsa@sdcounty.ca.gov](mailto:hpg.hhsa@sdcounty.ca.gov).

**A quorum for this meeting is Three (3)**

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

**MEETING AGENDA  
ORDER OF BUSINESS**

1. Call to order, roll call, comments from the chair, and a moment of silence
2. Public comment (for members of the public)
3. Sharing our concerns (for committee members)
4. **ACTION:** Approve the Membership Committee agenda for March 4, 2026
5. **ACTION:** Approve the Membership Committee meeting minutes from February 4, 2026
6. New Business
  - a. **ACTION:** Approve HPG Appointment Andrew Cross, Seat #2, General Member
  - b. **ACTION:** Approve HPG Appointment Tania Avalos-Bello, Seat #44, Affected communities include people with HIV/AIDS, members of a federally recognized Indian tribe as represented in the population, individuals co-infected with Hepatitis B or C, and historically underserved groups and/or subpopulations
  - c. **ACTION:** Approve the HPG Member Seat Descriptions
  - d. **Discussion:** Review and update membership guidelines
7. Old Business
  - a. HIV Planning Group Membership recruitment update
    - i. Vacant Seats

- ii. New Committee Members
- b. HIV Planning Group Membership Demographics
- c. 2026 Membership Workplan
- 8. Routine Business
  - a. HIV Planning Group Body Attendance
  - b. HIV Planning Group Committees Attendance
  - c. Getting to Zero Community Engagement Project
    - i. Review Outreach and Event Engagement Efforts
- 9. Future agenda items for consideration
- 10. Announcements
- 11. Next meeting date: **Wednesday, April 8, 2026, from 11:00 AM – 1:00 PM**  
**Location:** County Operations Center, 5560 Overland Ave, San Diego, CA 92123; Room 172
- 12. Adjournment



Wednesday, February 4, 2026, 12:00 PM – 2:00 PM  
 County Operations Center  
 5570 Overland Ave., San Diego, CA 92123  
 1st Floor – Room 1047 (Medical Examiner Conference Room)

A quorum for this meeting is three (3)

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

**Committee Members Absent:** Michael Wimpie

**ORDER OF BUSINESS**

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	Felipe Garcia-Bigley called the meeting to order at 12:05AM and noted the presence of an in-person quorum.	
2. Public Comment on non-agenda items (for Members of the public)	None	
3. Sharing our concerns (for committee members)	None	
4. <b>ACTION:</b> Review and approve the February 4, 2026 meeting agenda	<b>Motion:</b> Approve the Membership agenda for February 4, 2026, with the following correction: remove item 6a <b>Motion/Second/Count (M/S/C):</b> Jones/Van Brocklin/3-0 <b>Motion carries</b>	
5. <b>ACTION:</b> Review and approve the November 5, 2025 Membership minutes	<b>Motion:</b> Approve the Membership minutes for November 5, 2025 <b>M/S/C:</b> Van Brocklin/Jone/3-0 <b>Motion carries</b>	
6. New Business		
a. <b>ACTION:</b> Approve Andrew Cross, Seat #2	Tabled	
b. Review and Discussion: 2026 Membership workplan	The Membership Committee meeting for November has been moved to 11/4/2026 to accommodate the HPG meeting and holidays.	
c. Review and Discussion: Senate Bill 707 - SB-707 Open meetings: meeting and	Alexa Mugol reviewed the new accessibility requirements that went into effect on 1/1/2026. The following discussion took place: <ul style="list-style-type: none"> <li>- The ADA accommodation will still allow members to attend in person when possible.</li> </ul>	

Agenda Item	Discussion/Action	Follow-Up
teleconference requirements	<ul style="list-style-type: none"> <li>- The requirements align with the 2026 accessibility ruling.</li> </ul>	
<p>d. Review and Discussion: Develop HPG member Seat description and Responsibilities</p>	<p>The following discussion took place:</p> <ul style="list-style-type: none"> <li>- General Member seats are very restrictive, not allowing consumers who are employed by a Ryan White organization to be counted towards the 33% requirement.</li> <li>- A recommendation to add “and impacted by HIV” in the seat descriptions where applicable.</li> </ul> <p><b>Seat #:</b></p> <ul style="list-style-type: none"> <li>- <b>[20 &amp; 21]</b> Separate the descriptions based on which is applicable.</li> <li>- <b>[22]</b> Add “representative who can bring an HHS perspective.”</li> <li>- <b>[26]</b> Add “an individual who advocates for services”.</li> <li>- <b>[27]</b> Add “an individual who is a service recipient”.</li> <li>- <b>[28 &amp; 29]</b> Separate the descriptions based on which is applicable.</li> <li>- <b>[31]</b> Remove the “if not” dot point.</li> <li>- <b>[32]</b> Change the description to match the legislative language: “a member who represents...”.</li> <li>- <b>[33–37]</b> List zip codes and add “subject to approval by the districts”.</li> <li>- <b>[38]</b> Add other federal programs such as CDPH, HRSA, and SAMHSA.</li> <li>- <b>[38]</b> Move the three dot points down to 39-41.</li> <li>- <b>[42]</b> Include “knowledgeable about testing services and technologies”.</li> <li>- <b>[43]</b> Anyone knowledgeable about prevention and interventions, including behavioral and biomedical approaches.</li> <li>- <b>[44]</b> Use more people-first language.</li> </ul>	<p>HPG SS will bring revised document to next meeting</p> <p>HPG SS to confirm with the project officer: would a sub-recipient of Part D (seat 31) meet the criteria for the Part D seat?</p>
7. Old Business		
<p>a. HPG Member recruitment update</p>	<p>As of February 4, 2026, we have 24 members. Updates:</p> <ul style="list-style-type: none"> <li>- Applications Received in January 2026: <b>4</b> <ul style="list-style-type: none"> <li>o 1 new application</li> <li>o 2 incompletes</li> <li>o 1 application on hold</li> </ul> </li> <li>- Members pending Clerk of the Board: <b>7</b></li> </ul>	

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> <li>○ 6 new members</li> <li>○ 1 term expired seat</li> </ul>	
i. Vacant Seats	<p>As of February 4, 2026, there are 13 vacant seats</p> <ul style="list-style-type: none"> <li>- 8 General Member seats</li> <li>- 24- Hospital Planning Agency or Health Care Planning Agency</li> <li>- 28- State Government-State Medicaid</li> <li>- 34- Board of Supervisors Designee: District 2</li> <li>- 42- HIV Testing Representative</li> <li>- 44- Affected community including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the population, individual co-infected with Hep B or C, and historically underserved group and/or subpopulation</li> </ul>	
ii. New Committee Members	<ul style="list-style-type: none"> <li>- Roger is interested in Strategies and Standards and the Community Engagement Group.</li> </ul>	
b. HPG Membership Demographics	Current HPG Demographics: reviewed and recruitment efforts were discussed.	
<b>Routine Business</b>		
a. HIV Planning Group Attendance	HPG Support Staff sends reminders to members who have missed three (3) consecutive or six (6) meetings within 12 months.	
b. Committee Attendance	None	
c. Getting to Zero (GTZ) Community Engagement Project i. Review Outreach and Event Engagement Efforts	<ul style="list-style-type: none"> <li>- HPG SS working with HSHB on an HIV integrated plan to develop objective, activities and performance measures for HPG outreach and recruitment <ul style="list-style-type: none"> <li>○ An integrated plan draft will be presented at the next HPG meeting</li> </ul> </li> </ul>	
8. Future agenda items for consideration	None	
9. Announcements	Mr. Connections, an 18+ gentlemen's speed dating event on 2/7 from 4-7PM at Mujeres Brew House.	
10. Next Meeting Date	Date: Wednesday, March 11, 2026 Time: 11:00 AM –1:00 PM Location: County Operations Center, 5560 Overland Ave, San Diego, CA 92123 (Room 172)	A request to change to March 4 at 2:00 PM – 4:00 PM
12. Adjourn	The meeting adjourned at 1:43pm.	

### San Diego HIV Planning Group Member Seat Descriptions

Seat #	Seat Name	Legislative Language	Summary Description
1 -16	General Member 1 - 16	Not less than 33 percent of the council shall be individuals who are receiving HIV-related services pursuant to a grant under section 2601(a), are not officers, employees, or consultants to any entity that receives amounts from such a grant, and do not represent any such entity, and reflect the demographics of the population of individuals with HIV/AIDS as determined under paragraph (4)(A) [size and demographics of the population of individuals with HIV/AIDS].  For purposes of the preceding sentence, an individual shall be considered to be receiving such services if the individual is a parent of, or a caregiver for, a minor child who is receiving such services.	Individuals who are receiving [or parents or caregivers of individuals who are receiving] at least one HIV-related service funded through RWHAP Part A and are not aligned with an entity that receives or is seeking Part A funding <ul style="list-style-type: none"> <li>▪ Being non-aligned means they are not members of the Board of Directors, employees, or consultants of a Part A-funded provider</li> <li>▪ Individuals who together reflect the demographics of the local HIV epidemic in terms of at least the following: age, race/ethnicity, and gender</li> <li>▪ Consumers should provide broad representation that includes individuals from different geographic areas within the EMA or TGA and individuals from underserved populations</li> </ul>
17	Healthcare Provider, including Federally Qualified Health Center (FQHC)	(A) health care providers, including federally qualified health centers	A representative of an entity that provides medical care to people living with <u>or impacted by</u> HIV ( <del>PLWH</del> ), such as a federal qualified health center (FQHC)/ community health center, or other nonprofit or public clinic
18	Community-based organization serving affected populations and AIDS service organization	(B) community-based organizations serving affected populations and AIDS service organizations	A representative of either a community-based organization (CBO) that serves <u>people living with HIV (PLWH)</u> along with other populations or an organization that services primarily <u>people living with or impacted by HIV PLWH</u> -(ASO)
19	Social Service Provider, including providers of housing and homeless services	(C) social service providers, including providers of housing and homeless services	A representative of an organization that provides some form of social services and includes <u>people living with or impacted by HIV PLWH</u> among its clients; this might include a provider of services such as medical or non-medical case management, housing or homeless services, food/nutritional services, or other

### San Diego HIV Planning Group Member Seat Descriptions

<b>20</b>	Mental Health Provider	D) mental health <del>and substance abuse</del> providers	<ul style="list-style-type: none"> <li><del>▪ One</del><u>An</u> individual <del>representing an organization that both provides mental health and substance abuse services to PLWH and personally knowledgeable about both services,</del> or</li> <li><del>▪ Two separate individuals, one</del> representing a mental health service provider and knowledgeable about mental health care, <del>the other representing a substance abuse treatment provider and knowledgeable about substance abuse services</del></li> </ul>
<b>21</b>	Substance Abuse Treatment Provider	D) <del>mental health and</del> substance abuse providers	<ul style="list-style-type: none"> <li><del>▪ One</del><u>An</u> individual <del>representing an organization that both provides mental health and substance abuse services to PLWH and personally knowledgeable about both services,</del> or</li> <li><del>▪ Two separate individuals, one</del> representing a mental health service provider and knowledgeable about mental health care, <del>the other</del> representing a substance abuse treatment provider and knowledgeable about substance abuse services</li> </ul>
<b>22</b>	Local Public Health Agency: HHSA Director or Designee	(E) local public health agencies	A representative of a city or county public health department who can bring a <u>health and human services</u> <del>public health</del> perspective to HIV planning
<b>23</b>	Local Public Health Agency: Public Health Officer or Designee	(E) local public health agencies	A representative of a city or county public health department who can bring a public health perspective to HIV planning
<b>24</b>	Hospital Planning Agency or Health Care Planning Agency	(F) hospital planning agencies or health care planning agencies	An individual with health planning expertise who represents an agency engaged in health planning – a regional health planning entity, a hospital planning association, a hospital or health care system with a health planning component, a primary care association, or another entity
<b>25</b>	Non-Elected Community Leader	(H) nonelected community leaders	An individual who is viewed as a community leader overall or in the HIV community but is not an elected official

### San Diego HIV Planning Group Member Seat Descriptions

<b>26</b>	Prevention Services Consumer/Advocate	<u>Prevention services consumer and/or advocate</u>	<u>An individual who is a consumer of HIV-related prevention services and/or demonstrates active advocacy on behalf of individuals impacted by HIV</u>
<b>27</b>	Prevention Services Consumer	<u>Prevention services recipient</u>	<u>An individual who is a consumer of HIV-related prevention services who is knowledgeable about local prevention needs and barriers</u>
<b>28</b>	State Government- State Medicaid	(I) State government ( <del>including the State medicaid agency and the agency administering the program under part B</del> )	<del>One or two individuals, usually:</del> <ul style="list-style-type: none"> <li>▪ An individual within the State Medicaid agency who is knowledgeable about Medicaid policies and procedures that are likely to affect <u>people living with or impacted by HIV PLWH, and</u></li> <li>▪ <del>A representative of the Part B recipient; ideally someone knowledgeable about Part B policies and procedures, ADAP, needs assessment and integrated planning, or other issues with implications for planning</del></li> </ul>
<b>29</b>	State Government- CDPH Office of AIDS (OA) Part B	(I) State government ( <del>including the State medicaid agency and the agency administering the program under part B</del> )	<del>One or two individuals, usually:</del> <ul style="list-style-type: none"> <li>▪ <del>An individual within the State Medicaid agency who is knowledgeable about Medicaid policies and procedures that are likely to affect PLWH, and</del></li> <li>▪ A representative of the Part B recipient; ideally someone knowledgeable about Part B policies and procedures, ADAP, needs assessment and integrated planning, or other issues with implications for planning</li> </ul>
<b>30</b>	Recipient of RW Part C	(J) grantees under subpart II of part C	A representative of a recipient of RWHAP Part C funds who is knowledgeable about its program operations
<b>31</b>	Recipient of RW PART D	(K) grantees under section 2671, <del>or, if none are operating in the area, representatives of organizations with a history of serving children, youth, women, and families living with HIV and operating in the area</del>	<ul style="list-style-type: none"> <li>▪ <u>A representative of a recipient of RWHAP Part D funds who is knowledgeable about its program operations if there is a Part D program operating within the EMA or TGA</u></li> <li>▪ <del>If not, a representative of an organization that serves children, youth, women, and families living with HIV that does not have Part D funding</del></li> </ul>

### San Diego HIV Planning Group Member Seat Descriptions

<p><b>32</b></p>	<p>Rep of individuals who formerly were federal, state, or local prisoners who were released from custody of the penal system during the preceding 3 yrs. and had HIV/AIDS as of date of release</p>	<p>(M) representatives of individuals who formerly were Federal, State, or local prisoners, were released from the custody of the penal system during the preceding 3 years, and had HIV/AIDS as of the date on which the individuals were so released.</p>	<p>An individual <u>or a member who represents individuals</u> with HIV who <del>was</del> <u>were</u> released from a federal, state, or local prison or jail within the last three years and had HIV when released</p>
<p><b>33</b></p>	<p>Board of Supervisors Designee: District 1</p>	<p><u>A representative subject to approvals from District 1</u></p>	<p><u>An individual who resides or works in the following areas: Incorporated Cities (Chula Vista, National City, Imperial Beach, San Ysidro, Otay Mesa, Barrio Logan, Logan Heights, East Village, Golden Hill, Grant Hill, Lincoln Park Memorial, Mount Hope, Mountain View, Nestor, Sherman Heights, South Park, Southcrest Stockton); Unincorporated areas (South Bonita, Sunnyside, Lincoln Acres, East Otay Mesa, La Presa, and parts of Spring Valley</u></p>
<p><b>34</b></p>	<p>Board of Supervisors Designee: District 2</p>	<p><u>A representative subject to approvals from District 2</u></p>	<p><u>An individual who resides or works in the following areas: El Cajon, Poway, and Santee; Neighborhoods in the City of San Diego (Allied Gardens, Carmel Mountain Ranch, Del Cerro, Grantville, Kearny Mesa, MCAS Miramar, Miramar Ranch, Rancho Bernardo, Sabre Springs, San Carlos, San Pasqual Valley, Scripps Ranch, Serra Mesa, Stonebridge, Tierrasanta); County Communities (4S Ranch, Alpine, Barrett, Blossom Valley, Bostonia, Boulevard, Campo, Crest, Cuyamaca, Dehesa, Del Dios, Descanso, Dulzura, Eucalyptus Hills, Fernbrook, Flinn Springs, Granite Hills, Guatay, Harbison Canyon, Jacumba, Jamul, Johnstown, Julian, Lake Hodges, Lake Morena, Lakeside, Morena Village, Mount Laguna, Pine Hills, Pine Valley, Potrero, Ramona, San Diego Country Estates, San Pasqual, Santa Fe Valley, Tecate, Tierra del Sol, Winter Gardens, Wynola); Tribal Governments</u></p>

**San Diego HIV Planning Group Member Seat Descriptions**

			<u>(Barona, Campo, Capitan Grande, Ewiiapaayp, Inaja-Cosmit, Jamul Indian Village, La Posta, Manzanita, Sycuan, Viejas)</u>
<b>35</b>	Board of Supervisors Designee: District 3	<u>A representative subject to approvals from District 3</u>	<u>An individual who resides or works in the following areas: Carlsbad, Coronado, Del Mar, Encinitas, Solana Beach; Unincorporated Communities (Harmony Grove, Rancho Santa Fe, Elfin Forest); Neighborhoods in the City of San Diego (Carmel Valley, La Jolla, Little Italy, Midway, Mira Mesa, Mission Beach, Ocean Beach, Pacific Beach, Pacific Highlands, Point Loma, Rancho Peñasquitos, Sorrento Valley, Torrey Highlands, University City)</u>
<b>36</b>	Board of Supervisors Designee: District 4	<u>A representative subject to approvals from District 4</u>	<u>-An individual who resides or works in the following areas: La Mesa and Lemon Grove; Unincorporated Communities (Casa de Oro, Mt. Helix, Spring Valley, Rancho San Diego); Neighborhoods in the City of San Diego (Balboa Park, Bankers Hill, Bay Terraces, Birdland, Broadway Heights, Chollas View, City Heights, Clairemont Mesa, College Area, Emerald Hills, Encanto, Hillcrest, Jamacha, Kearny Mesa, Kensington-Talmadge, Lincoln Park, Linda Vista, Lomita, Mission Hills, Mission Valley, Normal Heights, North Park, Oak Park, Old Town, O’Farrell, Paradise Hills, Redwood Village, Ridgeview/Webster, Rolando Park, Rolando Village, Skyline, University Heights, Valencia Park)</u>
<b>37</b>	Board of Supervisors Designee: District 5	<u>A representative subject to approvals from District 5</u>	<u>An individual who resides or works in the following areas: Escondido, Oceanside, Vista, and San Marcos; Unincorporated Communities (Agua Caliente, Bear Valley, Birch Hill, Bonsall, Borrego Springs, Buena, De Luz, Eagles Nest, Elfin Forest, Fallbrook, Gopher Canyon, Hidden Meadows, Jesmond Dene, La Jolla Amago, Lake Henshaw, Lake San Marcos, Lake Wohlford, Lilac, Morettis, Oak Grove, Ocotillo Wells, Pala, Palomar Mountain, Pauma Valley, Rainbow, Ranchita, San Felipe, San Ignacio, San Luis Rey, Sunshine Summit, Twin Oaks Valley, Valley Center, Warner Springs, and Winterwarm); Reservations (La Jolla, Los Coyotes, Mesa Grande, Pala, Pauma/Yuima,</u>

**San Diego HIV Planning Group Member Seat Descriptions**

			<u>Rincon, Santa Ysabel and San Pasqual); Marine Corps Base Camp Pendleton</u>
<b>38</b>	Recipient of other Federal HIV Programs- Prevention Provider	(L) grantees under other Federal HIV programs, including but not limited to providers of HIV prevention services	<p>A representative from each of the following, when they exist in the EMA or TGA, in each case an individual knowledgeable about the program represented but not necessarily an administrator – line staff are acceptable representatives:</p> <ul style="list-style-type: none"> <li>▪An organization providing HIV prevention services that are funded by the federal government, usually but not necessarily by the Centers for Disease Control and Prevention (CDC), <u>Health Resources and Services Administration (HRSA), California Department of Public Health (CDPH), and Substance Abuse and Mental Health Services Administration (SAMHSA)</u></li> <li>▪<del>A recipient with funding under each of the following RWHAP Part F programs: RWHAP dental programs, AIDS Education and Training Centers (AETC), and/or Special Projects of National Significance (SPNS)</del></li> <li>▪A recipient or subrecipient of funds under the Housing Opportunities for Persons with AIDS (HOPWA) program</li> <li>▪A representative of a Veterans Administration HIV services program</li> </ul>
<b>39</b>	Recipient of other Federal HIV Programs- Part F, AIDS Education and Training center and/or Ryan White Dental Provider	<u>(L) grantees under other Federal HIV programs, including but not limited to providers of HIV prevention services</u>	A recipient with funding under each of the following <u>RWHAP Part F programs: RWHAP dental programs, AIDS Education and Training Centers (AETC), and/or Special Projects of National Significance (SPNS)</u>
<b>40</b>	Recipient of other Federal HIV Programs- HOPWA / HUD	<u>(L) grantees under other Federal HIV programs, including but not limited to providers of HIV prevention services</u>	<u>A recipient or subrecipient of funds under the Housing Opportunities for Persons with AIDS (HOPWA) program</u>

### San Diego HIV Planning Group Member Seat Descriptions

41	Recipient of other Federal HIV Programs- Veterans Administration	<u>(L) grantees under other Federal HIV programs, including but not limited to providers of HIV prevention services</u>	<u>A representative of a Veterans Administration HIV services program</u>
42	HIV Testing Representative	<u>HIV testing representative</u>	<u>An individual who is provides HIV testing services and is knowledgeable about HIV testing strategies, technologies, linkage-to-care protocols, and barriers to access</u>
43	Prevention Intervention Representative Formerly: Risk Reduction Activities Representative	<u>-Prevention intervention representative</u>	<u>An individual who is knowledgeable about HIV prevention strategies, including behavioral and biomedical interventions</u>
44	Affected community including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the population, individual co-infected with Hep B or C, and historically underserved group and/or subpopulation	(G) affected communities, including people with HIV/AIDS, members of a Federally recognized <del>Indian</del> tribe as represented in the population, individuals <del>co-infected with</del> <u>also living with</u> hepatitis B or C and historically underserved groups and subpopulations	One or more individuals, most often at least the following: <ul style="list-style-type: none"> <li>▪ A PLWH who is a member of a Federally recognized <del>Indian tribe</del> located within the EMA or TGA; <del>the PC is not required to fill this seat if there is no Federally recognized tribe within the jurisdiction, but may choose to recruit a PLWH in order to have representation from this population</del></li> <li>▪ A PLWH who is <del>co-infected with</del> <u>also living with</u> Hepatitis B or C</li> </ul> If the <u>Planning Council</u> ensures that its consumer members and other categories such as nonelected community leaders include individuals from underserved groups and subpopulations, it may not have separate slots for such individuals. However, <del>due to</del> <u>to meet</u> representation requirements, it may choose to identify 1 or more seats for groups of importance in the EMA or TGA, such as <u>PLWH who are</u> transgender <del>PLWH</del> or <u>immigrants who have immigrated</u>

Seat #	Seat Name	Legislative Language	Summary Description
1 -16	General Member 1 - 16	Not less than 33 percent of the council shall be individuals who are receiving HIV-related services pursuant to a grant under section 2601(a), are not officers, employees, or consultants to any entity that receives amounts from such a grant, and do not represent any such entity, and reflect the demographics of the population of individuals with HIV/AIDS as determined under paragraph (4)(A) [size and demographics of the population of individuals with HIV/AIDS]. For purposes of the preceding sentence, an individual shall be considered to be receiving such services if the individual is a parent of, or a caregiver for, a minor child who is receiving such services.	Individuals who are receiving [or parents or caregivers of individuals who are receiving] at least one HIV-related service funded through RWHAP Part A and are not aligned with an entity that receives or is seeking Part A funding <ul style="list-style-type: none"> <li>▪ Being non-aligned means they are not members of the Board of Directors, employees, or consultants of a Part A-funded provider</li> <li>▪ Individuals who together reflect the demographics of the local HIV epidemic in terms of at least the following: age, race/ethnicity, and gender</li> <li>▪ Consumers should provide broad representation that includes individuals from different geographic areas within the EMA or TGA and individuals from underserved populations</li> </ul>
17	Healthcare Provider, including Federally Qualified Health Center (FQHC)	(A) health care providers, including federally qualified health centers	A representative of an entity that provides medical care to people living with or impacted by HIV, such as a federal qualified health center (FQHC)/ community health center, or other nonprofit or public clinic
18	Community-based organization serving affected populations and AIDS service organization	(B) community-based organizations serving affected populations and AIDS service organizations	A representative of either a community-based organization (CBO) that serves people living with HIV (PLWH) along with other populations or an organization that services primarily people living with or impacted by HIV (ASO)
19	Social Service Provider, including providers of housing and homeless services	(C) social service providers, including providers of housing and homeless services	A representative of an organization that provides some form of social services and includes people living with or impacted by HIV among its clients; this might include a provider of services such as medical or non-medical case management, housing or homeless services, food/nutritional services, or other
20	Mental Health Provider	(D) mental health providers	An individual representing a mental health service provider and knowledgeable about mental health care

<b>21</b>	Substance Abuse Treatment Provider	D) substance abuse providers	An individual representing a substance abuse treatment provider and knowledgeable about substance abuse services
<b>22</b>	Local Public Health Agency: HHSA Director or Designee	(E) local public health agencies	A representative of a city or county public health department who can bring a health and human services perspective to HIV planning
<b>23</b>	Local Public Health Agency: Public Health Officer or Designee	(E) local public health agencies	A representative of a city or county public health department who can bring a public health perspective to HIV planning
<b>24</b>	Hospital Planning Agency or Health Care Planning Agency	(F) hospital planning agencies or health care planning agencies	An individual with health planning expertise who represents an agency engaged in health planning – a regional health planning entity, a hospital planning association, a hospital or health care system with a health planning component, a primary care association, or another entity
<b>25</b>	Non-Elected Community Leader	(H) nonelected community leaders	An individual who is viewed as a community leader overall or in the HIV community but is not an elected official
<b>26</b>	Prevention Services Consumer/Advocate	Prevention services consumer and/or advocate	An individual who is a consumer of HIV-related prevention services and/or demonstrates active advocacy on behalf of individuals impacted by HIV
<b>27</b>	Prevention Services Consumer	Prevention services recipient	An individual who is a consumer of HIV-related prevention services who is knowledgeable about local prevention needs and barriers
<b>28</b>	State Government-State Medicaid	(I) State government (State medicaid agency)	An individual within the State Medicaid agency who is knowledgeable about Medicaid policies and procedures that are likely to affect people living with or impacted by HIV

<b>29</b>	State Government- CDPH Office of AIDS (OA) Part B	(I) State government (agency administering the program under part B)	A representative of the Part B recipient; ideally someone knowledgeable about Part B policies and procedures, ADAP, needs assessment and integrated planning, or other issues with implications for planning
<b>30</b>	Recipient of RW Part C	(J) grantees under subpart II of part C	A representative of a recipient of RWHAP Part C funds who is knowledgeable about its program operations
<b>31</b>	Recipient of RW PART D	(K) grantees under section 2671	A representative of a recipient of RWHAP Part D funds who is knowledgeable about its program operations
<b>32</b>	Rep of individuals who formerly were federal, state, or local prisoners who were released from custody of the penal system during the preceding 3 yrs. and had HIV/AIDS as of date of release	(M) representatives of individuals who formerly were Federal, State, or local prisoners, were released from the custody of the penal system during the preceding 3 years, and had HIV/AIDS as of the date on which the individuals were so released.	An individual or a member who represents individuals with HIV who were released from a federal, state, or local prison or jail within the last three years and had HIV when released
<b>33</b>	Board of Supervisors Designee: District 1	A representative subject to approvals from District 1	An individual who resides or works in the following areas: Incorporated Cities (Chula Vista, National City, Imperial Beach, San Ysidro, Otay Mesa, Barrio Logan, Logan Heights, East Village, Golden Hill, Grant Hill, Lincoln Park Memorial, Mount Hope, Mountain View, Nestor, Sherman Heights, South Park, Southcrest Stockton); Unincorporated areas (South Bonita, Sunnyside, Lincoln Acres, East Otay Mesa, La Presa, and parts of Spring Valley)
<b>34</b>	Board of Supervisors Designee: District 2	A representative subject to approvals from District 2	An individual who resides or works in the following areas: El Cajon, Poway, and Santee; Neighborhoods in the City of San Diego (Allied Gardens, Carmel Mountain Ranch, Del Cerro, Grantville, Kearny Mesa, MCAS Miramar, Miramar Ranch, Rancho Bernardo, Sabre Springs, San Carlos, San

			<p>Pasqual Valley, Scripps Ranch, Serra Mesa, Stonebridge, Tierrasanta); County Communities (4S Ranch, Alpine, Barrett, Blossom Valley, Bostonia, Boulevard, Campo, Crest, Cuyamaca, Dehesa, Del Dios, Descanso, Dulzura, Eucalyptus Hills, Fernbrook, Flinn Springs, Granite Hills, Guatay, Harbison Canyon, Jacumba, Jamul, Johnstown, Julian, Lake Hodges, Lake Morena, Lakeside, Morena Village, Mount Laguna, Pine Hills, Pine Valley, Potrero, Ramona, San Diego Country Estates, San Pasqual, Santa Fe Valley, Tecate, Tierra del Sol, Winter Gardens, Wynola); Tribal Governments (Barona, Campo, Capitan Grande, Ewiiapaayp, Inaja-Cosmit, Jamul Indian Village, La Posta, Manzanita, Sycuan, Viejas)</p>
<b>35</b>	Board of Supervisors Designee: District 3	A representative subject to approvals from District 3	<p>An individual who resides or works in the following areas: Carlsbad, Coronado, Del Mar, Encinitas, Solana Beach; Unincorporated Communities (Harmony Grove, Rancho Santa Fe, Elfin Forest); Neighborhoods in the City of San Diego (Carmel Valley, La Jolla, Little Italy, Midway, Mira Mesa, Mission Beach, Ocean Beach, Pacific Beach, Pacific Highlands, Point Loma, Rancho Peñasquitos, Sorrento Valley, Torrey Highlands, University City)</p>
<b>36</b>	Board of Supervisors Designee: District 4	A representative subject to approvals from District 4	<p>An individual who resides or works in the following areas: La Mesa and Lemon Grove; Unincorporated Communities (Casa de Oro, Mt. Helix, Spring Valley, Rancho San Diego); Neighborhoods in the City of San Diego (Balboa Park, Bankers Hill, Bay Terraces, Birdland, Broadway Heights, Chollas View, City Heights, Clairemont Mesa, College Area, Emerald Hills, Encanto, Hillcrest, Jamacha, Kearny Mesa, Kensington-Talmadge, Lincoln Park, Linda Vista, Lomita, Mission Hills, Mission Valley, Normal Heights, North Park, Oak Park, Old Town, O'Farrell, Paradise Hills, Redwood Village, Ridgeview/Webster, Rolando Park, Rolando Village, Skyline, University Heights, Valencia Park)</p>

37	Board of Supervisors Designee: District 5	A representative subject to approvals from District 5	An individual who resides or works in the following areas: Escondido, Oceanside, Vista, and San Marcos; Unincorporated Communities (Agua Caliente, Bear Valley, Birch Hill, Bonsall, Borrego Springs, Buena, De Luz, Eagles Nest, Elfin Forest, Fallbrook, Gopher Canyon, Hidden Meadows, Jesmond Dene, La Jolla Amago, Lake Henshaw, Lake San Marcos, Lake Wohlford, Lilac, Morettis, Oak Grove, Ocotillo Wells, Pala, Palomar Mountain, Pauma Valley, Rainbow, Ranchita, San Felipe, San Ignacio, San Luis Rey, Sunshine Summit, Twin Oaks Valley, Valley Center, Warner Springs, and Winterwarm); Reservations (La Jolla, Los Coyotes, Mesa Grande, Pala, Pauma/Yuima, Rincon, Santa Ysabel and San Pasqual); Marine Corps Base Camp Pendleton
38	Recipient of other Federal HIV Programs- Prevention Provider	(L) grantees under other Federal HIV programs, including but not limited to providers of HIV prevention services	A representative from each of the following, when they exist in the EMA or TGA, in each case an individual knowledgeable about the program represented but not necessarily an administrator – line staff are acceptable representatives: An organization providing HIV prevention services that are funded by the federal government, usually but not necessarily by the Centers for Disease Control and Prevention (CDC), Health Resources and Services Administration (HRSA), California Department of Public Health (CDPH), and Substance Abuse and Mental Health Services Administration (SAMHSA)
39	Recipient of other Federal HIV Programs- Part F, AIDS Education and Training center and/or Ryan White Dental Provider	(L) grantees under other Federal HIV programs, including but not limited to providers of HIV prevention services	A recipient with funding under each of the following RWHAP Part F programs: RWHAP dental programs, AIDS Education and Training Centers (AETC), and/or Special Projects of National Significance (SPNS)

<b>40</b>	Recipient of other Federal HIV Programs- HOPWA / HUD	(L) grantees under other Federal HIV programs, including but not limited to providers of HIV prevention services	A recipient or subrecipient of funds under the Housing Opportunities for Persons with AIDS (HOPWA) program
<b>41</b>	Recipient of other Federal HIV Programs- Veterans Administration	(L) grantees under other Federal HIV programs, including but not limited to providers of HIV prevention services	A representative of a Veterans Administration HIV services program
<b>42</b>	HIV Testing Representative	HIV testing representative	An individual who is provides HIV testing services and is knowledgeable about HIV testing strategies, technologies, linkage-to-care protocols, and barriers to access
<b>43</b>	Prevention Intervention Representative Formerly: Risk Reduction Activities Representative	Prevention intervention representative	An individual who is knowledgeable about HIV prevention strategies, including behavioral and biomedical interventions
<b>44</b>	Affected community including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the population, individual co-infected with Hep B or C, and historically underserved group and/or subpopulation	(G) affected communities, including people with HIV/AIDS, members of a Federally recognized tribe as represented in the population, individuals also living with hepatitis B or C and historically underserved groups and subpopulations	One or more individuals, most often at least the following: <ul style="list-style-type: none"> <li>▪ A PLWH who is a member of a Federally recognized tribe located within the EMA or TGA;</li> <li>▪ A PLWH who is also living with Hepatitis B or C</li> </ul> If the Planning Council ensures that its consumer members and other categories such as nonelected community leaders include individuals from underserved groups and subpopulations, it may not have separate slots for such individuals. However, to meet representation requirements, it may choose to identify 1 or more seats for groups of importance in the EMA or TGA, such as PLWH who are transgender or who have immigrated

# SAN DIEGO HIV PLANNING GROUP (HPG) MEMBERSHIP COMMITTEE OPERATION GUIDELINES

## APPLICATION PROCESS

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### Application Submission

For all who are interested in becoming HPG members, regardless of how they are appointed, the HPG Support Staff will contact you to collect additional demographic information. There are varying application processes depending on the specific seat.

The standard HPG membership application can be found on the HPG website, [www.sdplanning.org](http://www.sdplanning.org). Applications are available at all public meetings of the HPG and its committees. Government representative seats (including District seats) applications must be submitted online through the Board and Commission Portal on the Clerk of the Board of Supervisors' website, [primegov.com](http://primegov.com)

Each interview shall only occur with a completed application; applicants must answer all questions to the best of their knowledge. If needed, the HPG Support Staff will help the applicant complete their application. Completed applications are submitted to [HPG.HHSA@sdcounty.ca.gov](mailto:HPG.HHSA@sdcounty.ca.gov). The application can also be submitted in person. Applications received in Spanish are translated by the HPG Support Staff or a professional translator.

	<b>Government Representative</b>	<b>District Representative</b>	<b>All Other Seats</b>
<b>Application Form</b>	County Board and Commission Membership Application	County Board and Commission Membership Application	Standard HPG Application
<b>Submission Method</b>	Email, fax, mail, or in person	Online through Board and Commission portal (only)	Email, fax, mail, or in person
<b>Submitted To</b>	Clerk of the Board of Supervisors	Clerk of the Board of Supervisors	HPG Support Staff
<b>Reviewed By</b>	HIV, STD, and Hepatitis Branch (HSHB)	District Supervisor	HPG Membership and Steering Committees
<b>Appointed By</b>	County of San Diego Board of Supervisors	District Supervisor	County of San Diego Board of Supervisors

Except for individual district and government representative seats, the Membership Committee works with the Steering Committee and the HPG to recommend members for seats on the HPG, which then requires appointment by the Board of Supervisors. The district supervisor appoints the individual district seats and only requires action from the full Board.

The committee monitors membership, composition, and attendance and recommends applicants for appointment through an open nomination process, which includes recruiting widely, clarifying the membership criteria, publicizing the membership criteria, addressing conflict of interest requirements, using an application form, maintaining an active committee,

and providing recommendations to the Steering Committee and the HPG for recommendations to the Board of Supervisors. The solicitation of nominations for consideration for appointment to the HPG through an open nomination process is required in the Ryan White legislation and detailed in the HPG Bylaws.

### **Screening**

After reviewing the submitted membership application to ensure completeness, HPG Support Staff provides the application to the Membership Chair committee for screening to assess if the applicant meets the requirements for a currently vacant seat on the HPG. If the applicant meets all the requirements for an open seat, HPG Support Staff will invite the applicant to participate in an interview. The HPG Support Staff will conduct the interview and forward the recommendations to the Membership Committee. If the application is submitted for a General Member seat, HPG Support Staff provides the applicant with a list of Ryan White Part A providers to ensure the applicant receives services from at least one of the service providers. If there is no open seat the applicant could fill, or if the applicant is a potential member for a seat that is not vacant at that time, the application is held on file. The applicant is referred to other opportunities to be involved in the planning process.

### **Interview**

Once the Membership Chair has reviewed the application and invitations for an interview are extended via phone or email, applicants are requested to respond within one week. If an applicant cannot appear for a scheduled interview, they are asked to provide notification of cancellation to HPG Support Staff 48 hours prior to the scheduled interview time. Interviews are conducted at any San Diego County facility or other designated locations, including virtually.

The HPG Chair and HPG Support Staff will conduct the interview using the standardized rating sheet of 5 questions with a total possible point of 10. After the interview, the total scores of all interviewers' rating sheets are combined by the Support Staff, and the average score is shared with the committee. If the average score is over 8 out of 10, the members vote on the applicant to recommend or not recommend the applicant. For example, suppose the average score is less than 6 out of 10. In that case, the HPS Support Staff will discuss areas with the Membership Chair where further effort or information could increase the score and any comments on the form related to not recommending an applicant. A vote then occurs to recommend or not recommend the applicant. Recommendations for membership are then forwarded to the Steering Committee and added to the agenda of an upcoming HPG meeting for full group consideration and voting. Suppose the HPG recommends that the applicant join. In that case, the recommendation is forwarded to the Board of Supervisors via the standard process for the County of San Diego Health and Human Services Agency.

Suppose an applicant is not recommended for HPG membership by the committee. In that case, they receive feedback from the committee members at the interview with suggestions that may help the applicant prepare for a future interview. All applicants are encouraged to participate as a member of the public at HPG and committee meetings.

### **Meeting Participation**

Once the HPG has approved the membership recommendation and the applicant's

information has been forwarded to the Board of Supervisors for appointment, they are considered pending members of the HPG and invited to sit at the table with the HPG members. They can participate in discussions on all agenda items. Pending members are not permitted to vote on agenda items until they have been formally notified of their appointment by the Board. The average time to obtain approval ranges between three and four months.

HPG members in district seats are appointed directly by the District Supervisor they represent. District-appointed members can fully participate and vote after that appointment, with no additional action required from the full Board.

**Board of Supervisors Appointment**

Once appointed by the Board of Supervisors or the District Supervisor, the member receives a welcome packet containing an appointment letter with a list of required items to complete: HIV Planning Group Orientation, Code of Conduct, Conflict of Interest Disclosure, Confidentiality Statement, Questionnaire, Statement of Economic Interest (Form 700), and the A-74 Orientation which must be filed within 30 days from the appointment date. HPG Support Staff will mail and email a welcome packet to the member to discuss the new member orientation schedule, complete required forms, and obtain information about the member's interest and availability to serve on committees. The applicant is then officially appointed as an HPG member, can participate in discussions at all meetings, and may vote on matters at all HPG meetings.

HPG members must complete a biennial ethics training (every two years) per the Fair Political Practices Commission and California Law AB1234. Free online training is offered on the California Fair Political Practices Commission website and may be accessed at <http://fpcc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>. Members must remain online during the training for two (2) hours to obtain the completion certificate. HPG Support Staff assists HPG members in completing the training by referring members to resources, tracking HPG members' completion, and helping members with no or limited internet access or mono-lingual Spanish speakers (with simultaneous interpretation) to complete the required training. HPG Support Staff tracks the ethics training completion date and notifies the Membership Committee if the training is late and by how many days and/or months.

Required Forms	
Form/Training	Source
Statement of Economic Interest - Form 700 (annual)	Email notice from Clerk of the Board with link to electronic form
Ethics Training Completion certificate (every two years)	Email notice from Clerk of the Board with link to approved training
Standard of Conduct Form (annual)	HPG Support Staff provides
Conflict of Interest Form (annual)	HPG Support Staff provides
Confidentiality Agreement (annual)	HPG Support Staff provides

## **TERMS AND SUBCOMMITTEE APPOINTMENTS**

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### **HIV Subcommittee Appointments**

Members of the HPG are required to participate in at least one subcommittee. The HPG Chair appoints members after review and recommendation from the Membership Committee, which includes a discussion of members' preferences, availability, and needs of the HPG. Support Staff provides the subcommittee with a summary of the member's preferences and availability to participate in subcommittee(s). Members of the public who are not HPG members may also be appointed to subcommittees by the HPG Chair, except for Membership and Steering Committees, which require an HPG member.

### **End of Term and Second Term Process (Reappointment)**

Within six (6) months of the end of the first term, the HPG Support Staff will send a reminder email for reappointment interest. Members looking to serve a second four-year term must complete and submit the HPG reappointment application. Once the reappointment application is complete, the Membership Committee reviews the application and overlooks the HPG members' attendance, participation, and contribution to the HPG. The recommendation for a second term goes to the Steering Committee for approval, after which it is forwarded to the HPG and, subsequently, the Board of Supervisors. The member is notified at each step of the process by HPG Support Staff. Subsequently, the member is either reappointed or not approved by the Board of Supervisors to continue to a second term on the HPG. If the HPG member's term has ended but is still pending reappointment, the individual cannot engage in discussion or vote during that time.

## **MONITORING ACTIVITIES**

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### **Attendance and Absence Notification**

According to the Committee Operating Guidelines, "to remain in good standing with the right to vote, members must not have more than three (3) HPG absences in a row or six (6) absences in a 12-month period. Attendance is tracked by HPG Support Staff and reviewed monthly at the committee meetings. The HPG Support Staff will send a warning letter (email) to members who have missed two (2) consecutive meetings or missed 3 meetings within a twelve (12) month period. Suppose the member misses three (3) consecutive or more than six (6) meetings within a twelve (12) month period. In that case, HPG Support Staff will then send a recommendation for removal to the HPG Chair and Members and a final warning to the member. Once the recommendation for removal is voted on at the HPG meeting, the member is sent a letter via email by the HPG Support Staff notifying the member of a recommendation for vacating the seat, which is sent to the Board of Supervisors via the Steering Committee. The member continues as a voting member of the HPG until removed by the Board of Supervisors.

### **Attendance Procedures**

The Medical Standards and Evaluation Committee Only meets four (4) times a year; to remain in good standing, the members must not have two consecutive absences; a member will not be in good standing until they have attended two additional consecutive meetings.

Priority Setting and Resource Allocation Committee: Only meets nine (8) times per year to remain in good standing; the members must not have 2 consecutive meetings or four meetings in 12 months)

Strategies and Standards Committee: This committee meets only six (6) times per year. To remain in good standing, the members must not have two consecutive meetings or four meetings in 12 months.

HPG Members are also allowed to use the Assembly Bill (Ab) 2449: Cause and Emergency Circumstances (2023). If the physical attendance quorum requirement is met, AB 2449 permits a member who is not physically present to request virtual attendance at the local legislative body's meeting under two circumstances: (1) for "just cause" and (2) due to "emergency circumstances".

### **Vacating Seats**

Members may vacate their seats for multiple reasons, including:

#### Member resignation:

Membership ends on the date set by the resigning member, and the Clerk of the Board is notified of the resignation. Members are asked to give as much advanced notice as possible.

#### Member is no longer eligible for the seat they fill:

The Membership Committee will evaluate whether the member is eligible to fill another seat. If so, a recommendation will go to the HPG for concurrence and then to the Clerk of the Board to make the change. If there is no other seat the member is eligible for, their membership ends, and they can no longer engage in discussion or vote during HPG meetings. They are encouraged to continue participation in subcommittees that do not require HPG membership.

#### Recommended separation due to non-compliance with HPG policies and procedures:

The Membership Committee notifies the Steering Committee if there is a recommendation to vacate an HPG seat due to a member not completing the HPG mandatory forms, including the HIV Planning Group Code of Conduct, COI, Confidentiality Statement, Questionnaire, 700 form, and Ethics Training within 30 days of the due date, non-adherence to the attendance requirement outlined in the Committee Operating Guidelines, or if an issue is reported of a member violating the standard of conduct or confidentiality agreement. The HPG Support Staff sends a letter to the HPG member informing them of the end of their term on the HPG. Other committees may forward recommendations for removal from the HPG to the Membership Committee.

## Application and Interview Scoring Sheet

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Seat(s) Applied: \_\_\_\_\_

<b>0</b>	No answer was given, or the answer was completely irrelevant. No examples were given.	<b>1</b>	Some points are covered. Relevant information was given. Some examples are given.	<b>2</b>	Great answer. All points addressed. All examples and points are relevant.
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INTERVIEW			
<b>Introductions and reminder to the applicant that the interview is open for the public to attend but not participate.</b>			
1. Why are you interested in serving on the HIV Planning Group?	0	1	2
2. What do you know about the HIV Planning Group, its purpose, and its processes?	0	1	2
3. If appointed to the HIV Planning Group, what might be your approach to engaging community members in HIV Planning Group activities (e.g., speaking in public forums, special events, and committee involvement)?	0	1	2
4. Please describe your knowledge of HIV/AIDS services available in San Diego County and any significant connections you have with certain services or providers.	0	1	2
5. Please describe any work you have done in the community related to HIV awareness and prevention, including any special population.	0	1	2
<b>Interview Score:</b>			

**INTERVIEW SCORE (10 total points possible) =**

Please check the applicable box:

- Applicant Recommended for HPG Membership
- Applicant NOT Recommended for HPG Membership. Please provide Comments, questions, concerns, or discussion regarding the candidate (on the reverse side).

Please provide Comments, questions, concerns, or discussion regarding the candidate.

Minimum scoring requirement for recommendation: 8 out of 10. If the applicant did not meet scoring requirements, what additional experience/knowledge/training would be helpful for the applicant to consider in the future?

For Planning Group Support Staff Only		
Applicant notified of results:		Date:
Other follow-up:	Date sent:	Date approved:
Additional other comments, questions, concerns, or issues to be addressed:		

Seat #	Name	SEAT NAME	Agency Affiliation	Term Expires:	Term 1&2
1	Michael Wimpie	General Member 1	None	05/21/27	2
2	VACANT	General Member 2			
3	Tyra Fleming	General Member 3	None	04/09/28	2
4	Cinnamen Kubricky	General Member 4	None	11/02/25	Pending COB approval
5	VACANT	General Member 5			
6	VACANT	General Member 6			
7	VACANT	General Member 7			
8	VACANT	General Member 8			
9	VACANT	General Member 9			
10	Marco Aguirre Mendoza	General Member 10	None	12/05/27	1
11	VACANT	General Member 11			
12	Jennifer Lothridge	General Member 12	None	08/26/29	1
13	Hector Garcia	General Member 13			Pending COB approval
14	Kalee Garland	General Member 14			Pending COB approval
15	VACANT	General Member 15			
16	Mikie Lochner	Chairperson	None	06/23/28	2
17	Michael King	Healthcare Provider, including Federally Qualified Health Center (FQHC)	Family Health Centers of San Diego	08/26/29	1
18	Rhea Van Brocklin	Community-based organization serving affected populations and AIDS service organization	Christie's Place	11/07/27	2
19	Eva Matthews	Social Service Provider, including providers of housing and homeless services	Mama's Kitchen	04/07/29	1
20	Pamuela Halliwell	Mental Health Provider	The Center		Pending COB approval
21	Joseph Westcott	Substance Abuse Treatment Provider	Stepping Stone		Pending COB approval
22	Adrienne Yancey	Local Public Health Agency: HHS Director or Designee	County of San Diego- PHSA	05/02/27	1
23	Rosemary Garcia	Local Public Health Agency: Public Health Officer or Designee	County of San Diego - HSHB	01/07/29	1
24	VACANT	Hospital Planning Agency or Health Care Planning Agency			Vacant since 09/2020
25	Juan Conant	Non-Elected Community Leader	AIDS Healthcare Foundation	01/07/29	1
26	Lori Jones	Prevention Services Consumer/Advocate	None	06/02/27	1
27	Sergio Luna	Prevention Services Consumer	Gilead		Pending COB approval
28	VACANT	State Government-State Medicaid			
29	Leroy Blea	State Government-CDPH Office of AIDS (OA) Part B	State Government- CDPH Office of AIDS (OA) Part B		Pending COB approval

30	Dr. David Grelotti	Recipient of RW Part C	UC San Diego	07/16/28	2
31	Dr. Stephen Spector	Recipient of RW PART D	UC San Diego	04/09/28	2
32	Skyler Miles	Rep of individuals who formerly were federal, state, or local prisoners who were released from custody of the penal system during the preceding 3 yrs. and had HIV/AIDS as of date of release	None	09/14/28	1
33	Veronica Nava	Board of Supervisors Designee: District 1	Christie's Place	08/30/26	1
34	VACANT	Board of Supervisors Designee: District 2			Vacant since 03/2024
35	Dr. Beth Davenport, PhD	Board of Supervisors Designee: District 3	LGBT Center	02/10/29	2
36	Michael, Donovan	Board of Supervisors Designee: District 4	None	09/14/28	1
37	Shannon Paugh	Board of Supervisors Designee: District 5	Vista Community Clinic	12/10/28	1
38	Felipe Garcia-Bigley	Recipient of other Federal HIV Programs- Prevention Provider	Family Health Centers of San Diego	10/11/26	1
39	Benjamin Ignalino	Recipient of other Federal HIV Programs- Part F, AIDS Education and Training center and/or Ryan White Dental Provider	Pacific AETC Regional Program Manager	09/14/28	1
40	Nicole Aguilar	Recipient of other Federal HIV Programs- HOPWA / HUD	County of San Diego Housing	06/24/29	1
41	Jeffery Weber	Recipient of other Federal HIV Programs- Veterans Administration	San Diego Veterans Administration	12/13/26	1
42	VACANT	HIV Testing Representative		01/07/29	Vacant since 4/2025
43	Ivy Rooney	Prevention Intervention Representative Formerly: Risk Reduction Activities Representative	Ivy Pharmacy	06/24/29	2
44	VACANT	Affected community including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the population, individual co-infected with Hep B or C, and historically underserved group and/or subpopulation	None	08/17/25	Vacant 4/2025

<b>Seat #</b>	<b>HPG Vacant Seats as of 01/2026</b>
<b>2</b>	General Member
<b>5</b>	General Member
<b>6</b>	General Member
<b>7</b>	General Member
<b>8</b>	General Member
<b>9</b>	General Member
<b>11</b>	General Member
<b>15</b>	General Member
<b>24</b>	Hospital Planning Agency or Health Care Planning Agency
<b>28</b>	State Government-State Medicaid
<b>34</b>	Board of Supervisors Designee: District 2
<b>42</b>	HIV Testing Representative
<b>44</b>	Affected community including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the population, individual co-infected with Hep B or C, and historically underserved group and/or subpopulation

## Planning Council/Planning Body Reflectiveness

(Use HIV/AIDS Prevalence data as reported in your FY 2024 Application)

Race/Ethnicity	HIV Prevalence in EMA/TGA		Total Members of the PC/PB		Unaffiliated RWHAP Part A Clients on PC/PB	
	Number	Percentage (include % with # )	Number	Percentage (include % with # )	Number	Percentage (include % with # )
White, not Hispanic	5,724	38.08%	10	41.67%	1	16.67%
Black, not Hispanic	1,837	12.22%	2	8.33%	1	16.67%
Hispanic	6,326	42.09%	7	29.17%	1	16.67%
Asian/Pacific Islander	498	3.31%	2	8.33%	0	0.00%
American Indian/Alaska Native	39	0.26%	0	0.00%	0	0.00%
Multi-Race	467	3.11%	3	12.50%	3	50.00%
Unknown	139	0.92%	0	0.00%	0	0.00%
<b>Total</b>	<b>15030</b>	<b>100%</b>	<b>24</b>	<b>100%</b>	<b>6</b>	<b>100%</b>

## Planning Council/Planning Body Reflectiveness

(Use HIV/AIDS Prevalence data as reported in your FY 2024 Application)

Gender	HIV Prevalence in EMA/TGA		Total Members of the PC/PB		Unaffiliated RWHAP Part A Clients on PC/PB	
	Number	Percentage (include % with # )	Number	Percentage (include % with # )	Number	Percentage (include % with # )
Male	13,267	88.29%	11	45.83%	3	50.00%
Female	1,620	10.78%	12	50.00%	2	33.33%
Transgender: male-to-female	135	0.90%	0	0.00%	0	0.00%
Transgender: female-to-male	4	0.03%	0	0.00%	0	0.00%
Other gender identity	0	0.00%	1	4.17%	1	16.67%
<b>Total</b>	<b>15026</b>	<b>100%</b>	<b>24</b>	<b>100%</b>	<b>6</b>	<b>100%</b>

## Planning Council/Planning Body Reflectiveness

(Use HIV/AIDS Prevalence data as reported in your FY 2024 Application)

Age	HIV Prevalence in EMA/TGA		Total Members of the PC/PB		Unaffiliated RWHAP Part A Clients on PC/PB	
	Number	Percentage (include % with # )	Number	Percentage (include % with # )	Number	Percentage (include % with # )
13-19 years	25	0.17%	0	0.00%	0	0.00%
20-29 years	700	4.68%	0	0.00%	0	0.00%
30-39 years	2,607	17.41%	2	8.33%	1	16.67%
40-49 years	2,842	18.98%	9	37.50%	3	50.00%
50-59 years	4,038	26.97%	10	41.67%	1	16.67%
60+ years	4,761	31.80%	3	12.50%	1	16.67%
<b>Total</b>	<b>14973</b>	<b>100%</b>	<b>24</b>	<b>100%</b>	<b>6</b>	<b>100%</b>

MEETING DATE	OBJECTIVES
<del>January 21, 2026</del>	<i>No Meeting</i>
<del>February 04, 2026</del>	<ul style="list-style-type: none"> <li>• <del>Review and update <b>seat descriptions</b></del></li> </ul>
March 04, 2026	<ul style="list-style-type: none"> <li>• Review and update <b>membership guidelines</b> (attendance policy, process clarifications)</li> </ul>
April 8, 2026	<ul style="list-style-type: none"> <li>• Review and update <b>membership guidelines</b> (attendance policy, process clarifications)</li> </ul>
May 13, 2026	<ul style="list-style-type: none"> <li>• Review and update <b>membership guidelines</b> (attendance policy, process clarifications)</li> </ul>
June 10, 2026	<ul style="list-style-type: none"> <li>• Review and update <b>membership expectations</b> document</li> </ul>
July 8, 2026	<ul style="list-style-type: none"> <li>• Review and update <b>membership application</b> packet and <b>interview questions</b></li> </ul>
August 12, 2026	<ul style="list-style-type: none"> <li>• Review and update <b>membership application</b> packet and <b>interview questions</b></li> </ul>
September 9, 2026	<ul style="list-style-type: none"> <li>•</li> </ul>
October 14, 2026	<ul style="list-style-type: none"> <li>• Review <b>mentoring processes</b>, evaluate effectiveness, and make revisions</li> </ul>
November 04, 2026	<ul style="list-style-type: none"> <li>• Develop a <b>work plan</b> for the following calendar year 2027</li> </ul>
December 9, 2026	<ul style="list-style-type: none"> <li>• Develop a <b>work plan</b> for the following calendar year 2027</li> </ul>
<p><b>Monthly Standing Items:</b> Process applications for appointment, recruitment, and committee assignments</p>	

HIV PLANNING GROUP  
12-MONTH ATTENDANCE TRACKING  
April 2025 - Feb 2026

Total Meetings	23-Apr	28-May	25-Jun	23-Jul	6-Aug	13-Aug	24-Sep	22-Oct	19-Nov	17-Dec	28-Jan	25-Feb	TOTAL	# of JC Starting 2026
(25) HPG Members	1	0	1	1	1	1	1	1	1	0	1	1	10	
Aguilar, Nicole, 40			*	JC	1	*	*	*	*	NM	*	*	0	
Aguirre Mendoza, Marco, 10	*	NM	*	*	*	*	*	*	*	NM	*	*	0	
Conant, Juan, 25	1	NM	*	*	1	*	*	1	*	NM	*	*	2	
Davenport, Beth, 35	*	NM	*	*	1	*	1	*	*	NM	*	*	1	
Donovan, Michael, 32	JC	NM	1	*	*	*	*	1	*	NM	*	*	2	
Fleming, Tyra, 3	1	NM	*	*	*	*	*	*	*	NM	JC	*	1	1
Garcia, Rosemary, 23	*	NM	*	*	*	*	*	*	*	NM	*	*	0	
Garcia-Bigley, Felipe, 38	*	NM	*	*	*	*	*	*	*	NM	1	*	1	
Grelotti, David, 30	*	NM	*	1	1	*	*	*	1	NM	*	*	2	
Ignalino, Jr., Benjamin, 39	*	NM	1	1	1	*	*	*	*	NM	*	1	3	
Jones, Lori, 26	*	NM	*	*	*	*	*	*	*	NM	*	*	0	
King, Michael							*	JC	1	NM	*	*	1	
Kubricky, Cinnamen, 4	1	NM	*	*	1	1	*	*	1	NM	*		3	
Lochner, Mikie, 16	*	NM	*	*	*	*	*	*	*	NM	*	*	0	
Lothridge, Jen							*	*	*	NM	*	*	0	
Matthews, Eva 19	*	NM	*	*	*	*	*	*	*	NM	*	*	0	

HIV PLANNING GROUP  
12-MONTH ATTENDANCE TRACKING  
April 2025 - Feb 2026

Total Meetings	23-Apr	28-May	25-Jun	23-Jul	6-Aug	13-Aug	24-Sep	22-Oct	19-Nov	17-Dec	28-Jan	25-Feb	TOTAL	# of JC
Miles, Skyler, 32	1	NM	*	*	*	*	1	*	1	NM	*	*	3	
Nava, Veronica, 33	*	NM	*	*	*	*	*	*	*	NM	1	*	1	
Paugh, Shannon, 37	*	NM	*	*	*	*	*	*	*	NM	*	*	0	
Rooney, Ivy, 43	*	NM	*	*	*	*	*	*	1	NM	*	*	1	
Spector, Stephen, 31	*	NM	*	*	*	1	*	*	*	NM	*	*	0	
Van Brocklin, Rhea, 18	1	NM	1	*	*	*	*	*	*	NM	*	*	2	
Weber, Jeffery, 41	*	NM	*	*	*	1	*	*	*	NM	*	*	0	
Wimpie, Michael, 1	*	NM	*	*	*	*	*	*	*	NM	1	1	2	
Yancey, Adrienne, 22	*	NM	*	*	*	1	1	1	1	NM	*	1	4	
<b><i>To remain in good standing and eligible to vote, the HPG member may not miss 3 consecutive meetings or 6 meetings within 12 months.</i></b>														
* = Present														
1 = Absent for the month														
1 = Absent when there are multiple meetings in a month. The member needs to attend at least one meeting for attendance to count for the specific month.														
JC = Just Cause														
NQ = No Quorum														
NM = No Meeting														

**HIV PLANNING GROUP  
12-MONTH COMMITTEE TRACKING  
Feb 2025 - Feb 2026**

<b>Strategies and Standards Committee</b>										
	Feb	Apr	May	Jun	Aug	Oct	Dec	Feb	#	# of JC Starting Jan 2026
<b>Total meetings</b>	1	0	0	1	1	1	0	1	5	
<b>(12) Members</b>										
<b>Aguilar, Nicole</b>	*	NM	NM	*	1	*	NM	*	1	
<b>Applebaum, Amy</b>	*	NM	NM	*	*	*	NM	*	0	
<b>Conant, Juan</b>	*	NM	NM	1	1	1	NM	*	3	
<b>Davenport, Beth</b>	1	NM	NM	*	1	*	NM	*	2	
<b>King, Michael</b>				*	*	*	NM	1	1	
<b>Miles, Skyler</b>				*	*	1	NM	*	1	
<b>Mora, Joseph</b>	*	NM	NM	*	*	1	NM	*	1	
<b>Nava, Veronica</b>				*	1	1	NM	1	3	
<b>Rooney, Ivy</b>	*	NM	NM	1	*	*	NM	*	1	
<b>Tilghman, Winston</b>	1	NM	NM	*	*	*	NM	*	1	
<b>Weber, Jeffery cc</b>	*	NM	NM	*	*	*	NM	*	0	
<b>Wimpie, Michael <sup>c</sup></b>	*	NM	NM	*	*	*	NM	1	1	

Committee members are expected to attend all meetings. To remain in good standing and eligible to vote, the committee member may not miss more than two (2) meetings within the 12 months.

\* = Present

1 = Absent for the month

needs to attend at least one (1) meeting for attendance to count for that month.

JC = Just Cause

NM = No Meeting

NQ = No Quorum

**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
Feb 2025 - Jan 2026

<b>PRIORITY SETTING &amp; RESOURCE ALLOCATION COMMITTEE</b>															
	Feb	Mar	May	12-Jun	26-Jun	17-Jul	24-Jul	31-Jul	7-Aug	Sep	Oct	Nov	Jan	#	# of JC Starting Jan 2026
<b>PSRAC</b>															
<b>Total meetings</b>	0	1	0	1	1	1	1	1	1	0	0	1	1	9	
<b>(12) Members</b>															
<b>Aguirre Mendoza, Marco</b>	NQ	JC	NQ	1	*	1	*	*	*	NQ	NQ	1	*	1	
<b>Davenport, Beth</b>	NQ	*	NQ	*	*	*	*	*	1	NQ	NQ	*	*	1	
<b>Fleming, Tyra <sup>cc</sup></b>	NQ	*	NQ	*	*	*	1	*	*	NQ	NQ	*	*	0	
<b>Garcia-Bigley, Felipe</b>	NQ	*	NQ	*	*	*	*	*	*	NQ	NQ	1	*	1	
<b>Garland, Kalee</b>												1	JC	1	1
<b>Halliwell, Pamuela</b>												*	*	0	
<b>Jacobs, Dr. Delores</b>	NQ	*	NQ	*	*	*	1	*	1	NQ	NQ	*	1	2	
<b>Kubricky, Cinnamen</b>	NQ	*	NQ	*	*	*	*	*	1	NQ	NQ	*	*	1	
<b>Matthews, Eva</b>	NQ	JC	NQ	*	*	1	*	*	*	NQ	NQ	*	*	0	
<b>Mueller, Chris</b>	NQ	*	NQ	*	*	*	*	*	*	NQ	NQ	1	*	1	
<b>Van Brocklin, Rhea <sup>c</sup></b>	NQ	*	NQ	*	1	*	*	*	*	NQ	NQ	*	*	0	
<b>Westcott, Joe</b>												*	*	0	

To remain in good standing and eligible to vote, the committee member may not miss 3 consecutive meetings or 6 meetings within 12 months.

\* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least one (1) meeting for attendance to count for that month.

JC = Just Cause

NM = No Meeting

NQ = No Quorum

**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
**Mar 2025 - Jan 2026**

<b>STEERING COMMITTEE</b>	<b>Mar</b>	<b>May</b>	<b>Jul</b>	<b>Sep</b>	<b>Nov</b>	<b>Jan</b>	<b>#</b>	<b># of JC Starting Jan 2026</b>
<b>Total Meetings</b>	1	1	1	1	1	1	6	
<b>(7) Members</b>								
<b>Community Engagement Group</b>								
<b>Michael Donovan</b>	*	*	*	*	*	*	0	
<b>Medical Standards &amp; Evaluation Committee</b>								
<b>Dr. David Grelotti</b>	JC*	JC	*	*	*	*	0	
<b>Membership Committee</b>								
<b>Felipe Garcia-Bigley</b>	*	*	*	1	1	*	2	
<b>Priority Setting &amp; Resource Allocation Committee</b>								
<b>Rhea Van Brocklin</b>	1	*	*	*	*	*	1	
<b>Strategies &amp; Standards Committee</b>								
<b>Michael Wimpie</b>	*	*	*	*	*	1	1	
<b>HIV Planning Group</b>								
<b>Mikie Lochner (Chair)</b>	*	*	*	*	*	*	0	
<b>HIV Planning Group</b>								
<b>Cinnamen Kubricky (Vice-Chair)</b>	*	1	*	1	*	*	2	

To remain in good standing and eligible to vote, the committee member may not miss 3 consecutive meetings or 6 meetings within 12 months.

\* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least one (1) meeting for attendance to count for that month.

JC = Just Cause

NM = No Meeting

NQ = No Quorum

**HIV PLANNING GROUP  
12-MONTH COMMITTEE TRACKING  
Mar 2025 - Feb 2026**

<b>MEMBERSHIP</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	#	# of JC Starting Jan 2026
<b>Total meetings</b>	0	1	1	0	1	0	1	0	1	0	0	1	6	
<b>(4) Members</b>														
<b>Garcia-Bigley, Felipe <sup>c</sup></b>	NQ	*	*	NM	*	NM	1	NQ	*	NM	NQ	*	1	
<b>Jones, Lori</b>	NQ	*	*	NM	1	NM	*	NQ	*	NM	NQ	*	1	
<b>Van Brocklin, Rhea</b>	NQ	*	*	NM	*	NM	*	NQ	*	NM	NQ	*	0	
<b>Wimpie, Michael</b>	NQ	*	*	NM	*	NM	*	NQ	*	NM	NQ	1	1	

To remain in good standing and eligible to vote, the committee member may not miss 3 consecutive meetings or 6 meetings within 12 months.

\* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least one (1) meeting for attendance to count for that month.

JC = Just Cause

NM = No Meeting

NQ = No Quorum

**HIV PLANNING GROUP  
12-MONTH COMMITTEE TRACKING  
Mar 2025 - Feb 2026**

<b>Community Engagement Group</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>#</b>	<b># of JC Starting Jan 2026</b>
<b>Total Meetings</b>	0	1	1	1	1	0	1	1	1	1	1	1	<b>10</b>	
<b>(4) Members</b>														
Donovan, Michael c	NM	<b>1</b>	*	*	*	NM	*	*	*	*	*	*	<b>1</b>	
Lothridge, Jen <sup>cc</sup>	NM	*	*	*	*	NM	*	*	*	*	*	*	<b>0</b>	
Luna, Sergio									*	<b>1</b>	*	*	<b>1</b>	
Nava, Veronica	NM	*	*	*	*	NM	*	<b>1</b>	*	*	*	*	<b>1</b>	
To remain in good standing and eligible to vote, the committee member may not miss 3 consecutive meetings or 6 meetings within 12 months.														

\* = Present

**1** = Absent for the month

**1** = Absence when there are multiple meetings that month. Member needs to attend at least one (1) meeting for attendance to count for that month.

**JC** = Just Cause

**NM** = No Meeting

**NQ** = No Quorum

**HIV PLANNING GROUP  
4-MONTH COMMITTEE TRACKING  
May 2025 - Feb 2026**

<b>Medical Standards &amp; Evaluation Committee (MSEC)</b>	<b>May</b>	<b>Sep</b>	<b>Nov</b>	<b>Feb</b>	<b>#</b>	<b># of JC Starting Jan 2026</b>
<b>Total Meetings</b>	1	1	1	1	4	
<b>(13) Members</b>						
Aldous, Dr. Jeannette <sup>CC</sup>	*	*	*	1	1	
Bamford, Dr. Laura	*	*	1	*	1	
Garcia, Rosemary	*	*	*	*	0	
Grelotti, David <sup>C</sup>	*	*	1	*	1	
Hernandez, Yessica	*	*	1	*	1	
Lochner, Mikie	*	*	*	*	0	
Paugh, Shannon	*	*	*	*	0	
Quezada-Torres, Karla	*	*	*	*	0	
Rodriguez, Martha	*	*	1	1	2	
Saville, Edith		*	*	*	0	
Spector, Dr. Stephen	1	*	*	*	1	
Tilghman, Dr. Winston	*	*	*	1	1	
Whyte, Fadra	*	*	*	1	1	
Committee members are expected to attend all meetings. To remain in good standing and eligible to vote, the committee member may not miss more than 2 meetings within the 12 months.						

\* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least one (1) meeting for attendance to count for that month.

JC = Just Cause

NM = No Meeting

NQ = No Quorum

If the physical attendance quorum requirement is met, SB 707 permits a member who is not physically present to request virtual attendance at the local legislative body's meeting under the "just cause" circumstance.

Qualifying Reason	Provisions to Attend Remotely	Requirements /Limitations
<b>"Just Cause"</b>	<ul style="list-style-type: none"> <li>▪ Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely.</li> <li>▪ A contagious illness prevents the member from attending the meeting in person.</li> <li>▪ A need related to a physical or mental condition not otherwise accommodated by any reasonable accommodations provided.</li> <li>▪ Travel while on official business of the legislative body or another state or local agency.</li> <li>▪ An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely.</li> <li>▪ A physical or family medical emergency that prevents a member from attending in person.</li> <li>▪ Military service obligations that result in a member being unable to attend in person because they are serving under official written orders for active duty, drill, annual training, or any other duty required as a member of the California National Guard or a United States Military Reserve organization that requires the member to be at least 50 miles outside the boundaries of the local agency.</li> </ul>	A member is limited to <b>two (2)</b> virtual attendances due to "just cause" per calendar year.

Note: The criteria for "emergency circumstance" from AB 2302 are now combined with the "just cause" circumstance for remote participation.

## Additional Information for Members Participating Remotely

In addition to making a request for "just cause" for remote attendance, SB 707 imposes the following three (3) additional requirements on legislative body members seeking to appear remotely at public meetings:

1. The member shall notify the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting.
2. The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.
3. The member shall participate through both audio and visual technology.

Furthermore, a member of a legislative body may request reasonable accommodation, pursuant to the applicable law, to participate in meetings remotely. Remote participation due to reasonable accommodation shall be treated as in-person attendance (counting towards quorum) and shall adhere to the following requirements:

1. The member shall request reasonable accommodation to participate remotely at the time of quorum check prior to each meeting.
2. The member shall participate through both audio and visual technology. Any member with a disability, as defined in Section 12102 of Title 42 of the United States Code, may participate only through audio technology if a physical condition related to their disability results in a need to participate off camera.
3. The member shall disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any of those individuals.