



County of San Diego

NICK MACCHIONE, FACHE

AGENCY DIRECTOR

HEALTH AND HUMAN SERVICES AGENCY

PUBLIC HEALTH SERVICES

WILMA J. WOOTEEN, M.D., M.P.H.

PUBLIC HEALTH OFFICER

3851 ROSECRANS STREET, MAIL STOP P-578

HIV PLANNING GROUP (HPG) MEMBERSHIP COMMITTEE MEETING PACKET

County Operations Center (COC)
5500 Overland Ave. (Training Room 120) San Diego, CA 92123

To participate remotely via WebEx (click the following link):

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m714a98378ac4418280e72b853b93bdd4>

Meeting Number/Access Code: 133 686 8789

Password: Member.20

Join the meeting via phone: 1-470-238-5742 US Toll / 525567225298 Mexico Toll

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

Quorum is Three (3)

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HEALTH AND HUMAN SERVICES AGENCY
PUBLIC HEALTH SERVICES
3851 ROSECRANS STREET, MAIL STOP P-578
SAN DIEGO, CA 92110-3134
(619) 531-5800 • FAX (619) 542-4186

WILMA J. WOOTEN, M.D., M.P.H.
PUBLIC HEALTH OFFICER

SAN DIEGO HIV PLANNING GROUP MEMBERSHIP COMMITTEE

Wednesday, March 8, 2023
11:00 AM

County Operations Center (COC)
5500 Overland Ave. (Training Room 120) San Diego, CA 92123

To participate remotely via WebEx (click the following link):

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m714a98378ac4418280e72b853b93bdd4>

Meeting Number/Access Code: 133 686 8789

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Join the meeting via phone: 1-470-238-5742 US Toll / 525567225298 Mexico Toll

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

Quorum is Three (3)

Committee Members: Mikie Lochner (Temporary Chair), Regina Underwood, Rhea Van Brocklin, Robert Lewis

Participants Requesting Spanish Translation: *Must notify support staff 96 hours in advance. They will receive an email with the number to call in.*

DRAFT AGENDA

1. Call to order; introductions; comments from the Chair
2. Public comment/ non-committee member comment
3. Review and approve March 8, 2023 meeting agenda
4. Membership Interview: Jen Lothridge (new), Tyra Fleming (new), and Michael Wimpie (2nd term)
5. Review and approve meeting minutes from February 8, 2023 and review follow-up items
6. Old business:
 - a. Discussion: HPG in-person meeting logistics
 - b. Focused Recruitment

- i. Open seats
 - ii. Underrepresented groups (demographics)
 - iii. New committee members
- c. Terms expired dates

7. New business:

- a. Discussion: Review and update the Membership Committee Operating Guidelines
- b. Discussion: HPG Orientation - tentatively Thursday, May 18, 2023, from 2-4 pm

8. Review attendance:

- a. HPG attendance
- b. Committee attendance

9. Routine Business:

- a. Getting to Zero (GTZ) 3-Year Action Plan
 - i. Membership Committee plan/strategy for recruitment (Dr. Jacobs)
- b. Mentor Appointments
 - i. Evaluation for Mentors/Prospective Mentors
 - ii. Continue discussion: How to bring current HPG members into the mentorship program.

10. Agenda items for future meetings

11. Announcements

12. Confirm the next meeting date/time: Wednesday, April 12, 2023 at 11:00 AM.

Location: **COC Training room 124: 5520 Overland Ave. San Diego, CA 92123**

14. Adjourn



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WILMA J. WOOTEN, M.D., M.P.H.
PUBLIC HEALTH OFFICER

SAN DIEGO HIV PLANNING GROUP (HPG) MEMBERSHIP COMMITTEE

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

DRAFT MINUTES

Quorum = Three (3)

Present: Mikie Lochner, Regina Underwood, Bob Lewis (Chair), Rhea Van Brocklin

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:00 AM and noted that a quorum was established.	
2. ACTION ITEM: Continuance of Teleconferencing Meeting Option Under Government Code Section 54953(e)	Motion: Recognize that there is a constant proclaimed state of emergency, and State and local officials have imposed or recommended measures to promote social distancing authorizing teleconferenced meetings pursuant to Government Code section 54953(e). M/S/C: Lochner/Van Brocklin 3/0 Abstentions: Bob Lewis Motion carries	
3. Public Comment/Non-committee members' comment	None	
4. Action: Review and approve the February 8, 2023 agenda	Motion: Approve the February 8, 2023 meeting agenda with changes to remove Michael Wimpie from agenda item 6. due to no application and move Abigail West interview to application review discussion M/S/C: Van Brocklin /Underwood 3/0	The committee recommended making one more attempt to obtain a membership application from Michael Wimpie for his second term.

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

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

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

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

AB 2449 Checklist

(Applicable January 1, 2023 to December 31, 2025)

Procedures for Public Participation

- ☐ Public must be able to remotely hear, visually observe, and address the legislative body either remotely or in person in real time
- ☐ Public must have the opportunity to participate via: 1) two-way audio or 2) a telephonic service with a webcasting service
- ☐ Public cannot be required to submit comments prior to the meeting

Procedures for Member to Teleconference from a Remote Location

- ☐ Member must participate through both audio and visual technology
- ☐ Member must disclose adults who are present in the room at the remote location with the member and the general nature of the relationship with those individuals
- ☐ Member must submit a general description of the need to teleconference to the legislative body at the earliest opportunity (do not disclose any medical diagnosis or disability)
- ☐ Member may teleconference for just cause. Just cause is limited to 2 meetings per calendar year (see "Limits per Member" below). Just cause is defined as:
 - Child care or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse or domestic partner
 - Contagious illness that prevents member from attending in person
 - A need related to a physical or mental disability
 - Travel on official business of the legislative body or another state or local agency
- ☐ Member may teleconference due to emergency circumstances, which requires approval of the legislative body and which is defined as a physical or family medical emergency that prevents a member from participating in person
- ☐ Limits per Member: Just cause and emergency circumstances cannot be invoked collectively for more than: 1) two meetings if the legislative body has fewer than 10 meetings per calendar year, or 2) three consecutive months or 20 percent of regular meetings per calendar year if the legislative body has 10 or more meetings per year. Just cause cannot be invoked more than twice per calendar year.

Procedures for the Board/Commission/Committee/Group

- ☐ Include instructions on the agenda how the public can participate remotely
- ☐ A quorum of the members of the legislative body must participate in person at the noticed location that is open to the public
- ☐ A majority of the membership must approve a request by a member to teleconference due to emergency circumstances; include the request on the agenda if received in time
- ☐ All votes must be taken by roll call
- ☐ Meeting must be stopped and no action taken if the broadcast of the meeting or ability of the public to comment is disrupted

TELECONFERENCING RULES UNDER THE BROWN ACT

	Default Rule	Declared Emergency (AB 361)	Just Cause (AB 2449)	Emergency Circumstances (AB 2449)
In person participation of quorum	Required	Not Required	Required	Required
Member participation via teleconferencing	Audio or Audio-visual	Audio or Audio-visual	Audio-Visual	Audio-Visual
Required (minimum) opportunities for public participation	In-person	Call-in or internet-based	Call-in or internet-based <u>and</u> in person	Call-in or internet-based <u>and</u> in person
Disruption of broadcast or public's ability to comment	Meeting can proceed	No further action taken	No further action taken	No further action taken
Reason must be approved by legislative body	No	Yes (initial findings and renewed findings every 30 days)	No, but general description to be provided to legislative body	Yes and general description to be provided to legislative body
Votes must be taken by roll call	Yes	Yes	Yes	Yes
Member's remote location included on agenda	Yes	No	No	No
Declared emergency and health official's recommendation for social distancing	No	Yes	No	No
Annual limits	None	None	Twice per calendar year (limits for emergency circumstances also apply for collective number of times AB 2449 can be used per year)	3 consecutive months/ 20% of regular meetings per calendar year; or 2 meetings per calendar year if body meets less than 10 times per year (collectively with just cause)
Effective Dates	Ongoing	Expires 12/31/2023	Expires 12/31/2025	Expires 12/31/2025

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"**.

Qualifying Reason	Provisions to attend remotely	Requirements/Limitations
"Just Cause"	<ul style="list-style-type: none"> There is a childcare or caregiving need (<i>for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner</i>) that requires the member to participate remotely A contagious illness prevents the member from attending the meeting in There is a need related to a defined physical or mental disability that is not otherwise accommodated for Traveling while on official business of the legislative body or another state or local agency 	A member is limited to two (2) virtual attendances based on "just cause" per calendar year
"Emergency Circumstances"	<p><i>"A physical or family medical emergency that prevents a member from attending the meeting in person."</i></p> <p>A member is <i>not</i> required to disclose any medical diagnosis or disability, or any personal medical information that is already exempt from existing law.</p>	<p>A member of the legislative body must make a request to the body to allow the member to meet remotely due to an emergency circumstance, and further must provide a general description of the circumstance justifying such attendance.</p> <p>A request from a member to attend remotely due to an emergency circumstance requires that the legislative body take action and approve the remote attendance at the start of the meeting for the member to be allowed to participate remotely for that meeting¹.</p>

¹If the request does not allow sufficient time to be placed on the agenda as a proposed action item, then the legislative body may take action at the beginning of the meeting.

Additional Requirements for a Member Participating Remotely:

In addition to making a request either for “just cause” or due to an “emergency circumstance” for remote appearance, AB 2449 imposes the following three (3) additional requirements on legislative body members seeking to appear remotely at public meetings:

1. Before any action is taken during the meeting, the member must publicly disclose 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.
2. A member of the legislative body participating from a remote location must participate through both audio and visual technology.
3. A member’s remote participation cannot be for more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year. And if the legislative body regularly meets fewer than 10 times per calendar year, a member’s participation from a remote location cannot be for more than two meetings.

Membership Committee

When: Wednesday, March 8, 2023 from 11:00 AM – 1:00 PM

Where: Training Room 120



Directions and Parking:

San Diego County Operations Center
5500 Overland Avenue
San Diego, CA 92123



Parking is free – All visitors parking is longer than the permitted time that is posted; you must park in an unmarked space.

There is very limited street parking along Farnham St.

From 163:

1. From 163, exit onto Clairemont Mesa Blvd – *Eastbound*
2. Turn left onto Overland Ave.

From I-15:

1. From 15, exit onto Clairemont Mesa Blvd – *Westbound*
2. Turn right onto Ruffin Rd
3. Turn left onto Hazard Way

Or

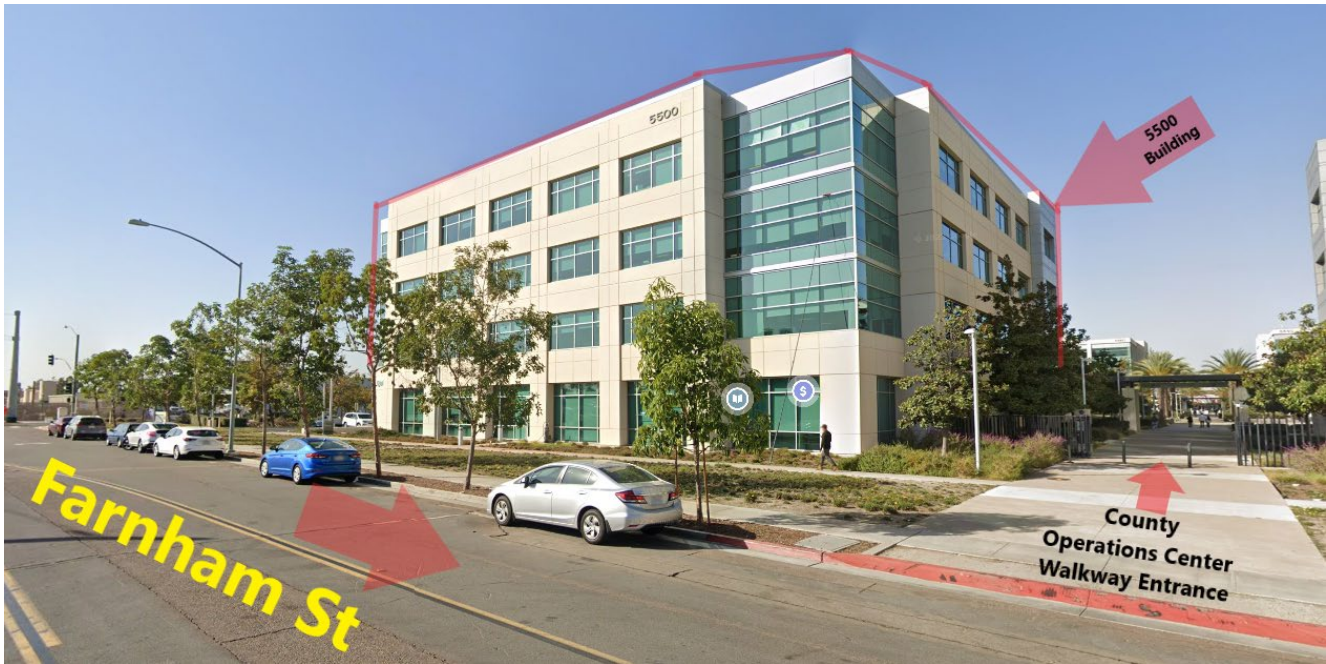
1. From 15, exit onto Clairemont Mesa Blvd – *Westbound*
2. Turn right onto Overland Ave

Via MTS/Public Transportation:



From Clairemont Mesa Blvd & Overland Ave Bus stop:

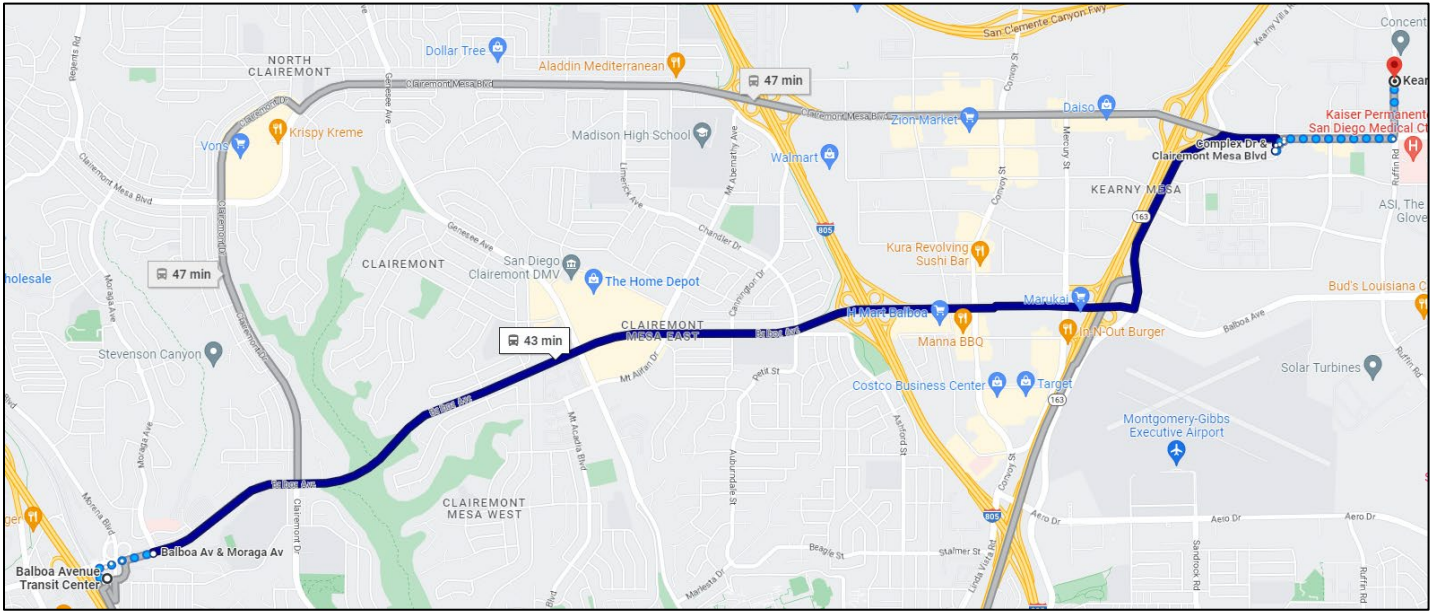
1. Head east on Clairemont Mesa Blvd toward Overland Ave.
2. Turn left onto Overland Ave.
3. Turn right onto Farnham St.
4. Turn left into County Operations Center walkway entrance.
5. Destination will be on the left side in **Building 5500**.
Main entrance will be in COC walkway.



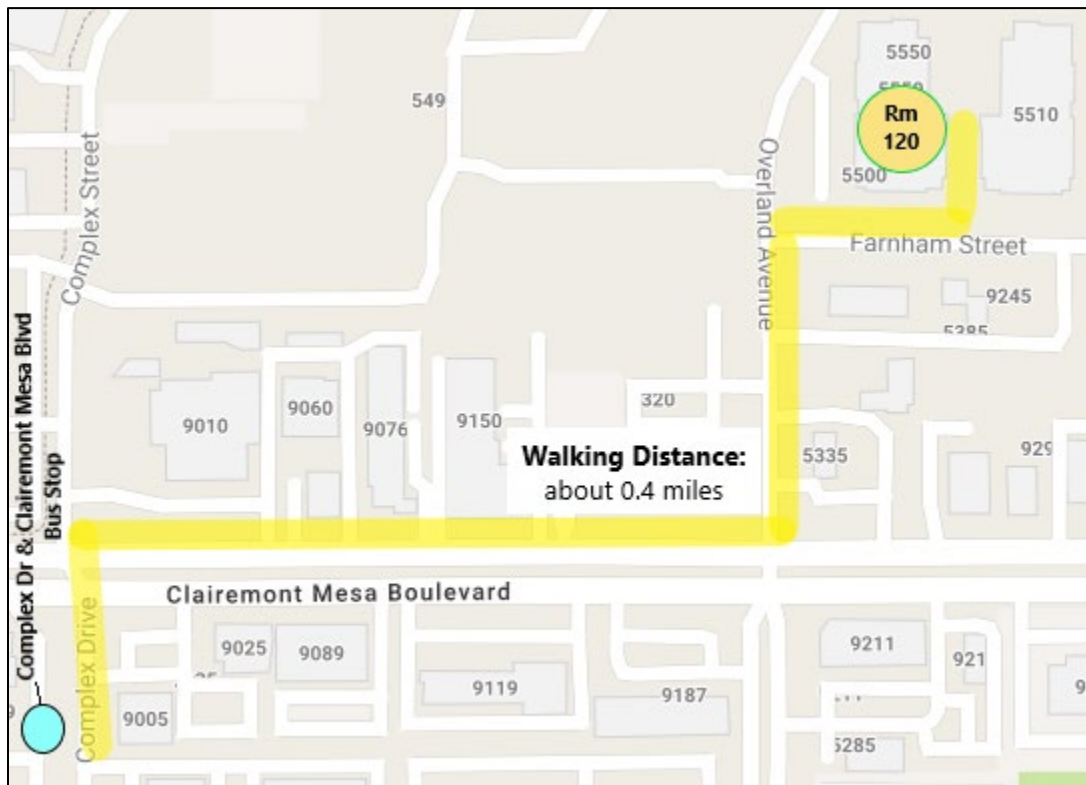
If Using Trolley & Bus:

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.
7. Turn right onto Farnham St.
8. Turn left into County Operations Center walkway entrance.
9. Destination will be on the left side in **Building 5500**.
10. Main entrance will be in COC walkway.

Full Route from Balboa Ave Transit Center to Overland Ave
(if coming off Blue Line trolley):



Walking from Complex Dr & Clairemont Mesa Blvd to
County Operations Center (COC), Training Rm 120:



The following HIV Planning Group membership seats are currently open:

- Persons Living with HIV/AIDS who use Ryan White Part A service (employees or board members of a Ryan White funded service provider not eligible for this category) – 10 open seats
- Prevention Services Consumer (Person who uses HIV Prevention services such as PrEP or PEP)
- Representative appointed by the Board of Supervisors District 1
- Representative appointed by the Board of Supervisors District 5
- Representative of the Hospital Planning Agency or Health Care Planning Agency
- Representative of State Government- State Medicaid (Medi-Cal) program
- *Prevention Services Consumer/Advocate* *(Pending BOS Approval)*

	Name	SEAT NAME	Member Term Expires:	Term 1&2
1	Michael Wimpie	Unaffiliated consumer 1	5/21/2023	1
2	Afredo De Jesus	Unaffiliated consumer 2	1/26/2025	1
3	VACANT	Unaffiliated consumer 3		
4	Cinnamen Kubricky	Unaffiliated consumer 4	11/2/2025	1
5	VACANT	Unaffiliated consumer 5		
6	VACANT	Unaffiliated consumer 6		
7	Raul Robles	Unaffiliated consumer 7	9/13/2024	2
8	Allan Acevedo, JD	Unaffiliated consumer 8	4/6/2025	1
9	VACANT	Unaffiliated consumer 9		
10	VACANT	Unaffiliated consumer 10		
11	VACANT	Unaffiliated consumer 11		
12	VACANT	Unaffiliated consumer 12		
13	VACANT	Unaffiliated consumer 13		
14	VACANT	Unaffiliated consumer 14		
15	VACANT	Unaffiliated consumer 15		
16	Mikie Lochner	Chairperson	6/23/2024	1
17	Robert Lewis	Healthcare Provider, including Federally Qualified Health Center (FQHC)	9/13/2024	2
18	Rhea Van Brocklin	Community-based organization serving affected populations and AIDS service organization	10/15/2023	1
19	Regina Underwood	Social Service Provider, including providers of housing and homeless services	9/13/2024	2
20	Dr. Delores Jacobs, PhD	Mental Health Provider Formerly a combined seat; now just Mental Health	9/13/2024	2
21	Pamela Highfill	Substance Abuse Treatment Provider Formerly a combined seat; now just Substance Abuse	2/8/2026	1
22	Dr. Elizabeth Hernandez, PhD	Local Public Health Agency: HHSA Director or Designee	3/12/2023	1 (+18 mo on prior term)
23	Dr. Winston Tilghman	Local Public Health Agency: Public Health Officer or Designee	10/18/2024	2
24	VACANT	Hospital Planning Agency or Health Care Planning Agency		
25	Karla Quedaza-Torres	Non-Elected Community Leader	9/13/2024	2
26	Estaben Martin Duarte	Prevention Services Consumer/Advocate		
27	VACANT	Prevention Services Consumer		
28	VACANT	State Government-State Medicaid		
29	Abigail West	State Government-CDPH Office of AIDS (OA) Part B	3/12/2023	1
30	Dr. David Grelotti	Recipient of RW Part C	3/10/2024	1
31	Dr. Stephen Spector	Recipient of RW PART D	1/14/2024	1

32	Amy Applebaum	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	9/13/2024	2
33	VACANT	Board of Supervisors Designee: District 1		
34	Alberto Cortes	Board of Supervisors Designee: District 2	7/19/2024	2
35	Dr. Beth Davenport, PhD	Board of Supervisors Designee: District 3	2/9/2025	1
36	Shannon Ransom (Hansen)	Board of Supervisors Designee: District 4	9/13/2024	2
37	VACANT	Board of Supervisors Designee: District 5		
38	Felipe Garcia-Bigley	Recipient of other Federal HIV Programs- Prevention Provider	10/11/2026	1
39	Maira Mar-Tang	Recipient of other Federal HIV Programs- Part F, AIDS Education and Training center and/or Ryan White Dental Provider	9/13/2024	2
40	Freddy Villafan	Recipient of other Federal HIV Programs- HOPWA / HUD	1/11/2026	1
41	Jeffery Weber	Recipient of other Federal HIV Programs- Veterans Administration	12/13/2026	1
42	James Rucker	HIV Testing Representative	6/23/2024	1
43	VACANT	Prevention Intervention Representative Formerly: Risk Reduction Activities Representative		
44	Venice Price	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	8/17/2025	1

SAN DIEGO HIV PLANNING GROUP (HPG)
MEMBERSHIP COMMITTEE
OPERATING GUIDELINES

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APPLICATION PROCESS:

Application

The Membership Committee works in conjunction with the Steering Committee and the HIV Planning Group (HPG) to recommend members for seats on the HPG that do not require direct appointment from the Board of Supervisors. Appointed seats, such as those appointed by governmental entities do not go through the Membership and Steering Committees and HPG. Rather, those applications are handled by the HIV, STD and Hepatitis Branch (HSHB) of Public Health Services. All HPG members, regardless of how they are appointed, must submit an application.

The process begins with the membership application which can be found on the HPG website www.sdplanning.org. Applications are available at all public meetings of the HPG and its committees. A completed application includes an application, at least one letter of reference and a brief biography of the applicant. The biography should be one paragraph written by the applicant. The biography is presented as written to the Membership Committee, the Steering Committee and the HPG for review. No interview shall occur without a completed application. Completed applications are submitted to HPG support staff. The application can be submitted via email, fax, mail or in person. Applications received in Spanish are translated by a professional translator coordinated by support staff and certified by the applicant.

The committee monitors membership, composition and attendance, and recommend applicants for appointment through an open nominations 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 HPG for recommendations to the Board of Supervisors. The solicitation of nominations for consideration for appointment to the HPG through an open nominations process is required in the Ryan White legislation and detailed in the HPG Bylaws.

Screening

After reviewing the application to ensure completeness, support staff provides the application to the committee to conduct an initial screening to assess if the applicant meets requirements for a current

vacant seat on the HPG. If the applicant meets all the requirements for an open seat, the applicant is invited to participate in an interview with the committee. If the application is submitted for an Unaffiliated Consumer seat, support staff provides the applicant with a list of Ryan White Part A providers to ensure the applicant is receiving services from at least one of the service providers. If there is no open seat the applicant could potentially fill, or if 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.

At least once a year, and as needed, the committee reviews applications of those not selected for HPG membership for any reason (incomplete application, ineligibility for a vacant seat, or the committee did not recommend membership at the initial interview). A completed application for membership on the HPG is reviewed by committee members when submitted and again one month prior to the interview, if needed. Support staff maintains a list of applications on file with the date the application was reviewed and seats the applicant is eligible to fill. Support staff with assistance and guidance from the committee maintains contact with non-selected applicants to ascertain if eligibility has changed and to inform applicant of opportunities for continued participation in the planning process by attending meetings and/or joining committee(s).

Interview

Interviews are conducted at the County Health Services Complex, or other designated location, by the committee members and are by invitation only. Interview invitations are extended via telephone or e-mail, and applicants are requested to respond within two weeks. If an applicant cannot appear for a scheduled interview, they are requested to provide notification of cancellation to support staff 48 hours prior to the scheduled interview time. Applicants may participate in one, or more, 30-45-minute interview(s) with the committee. Members of the public and persons who are not committee members may be present for the interview, though they are not permitted to participate in the questioning, discussion, scoring or voting. An applicant may be asked to wait outside of the conference room until the committee is prepared to begin their interview or after the interview is completed.

Committee Evaluation

The interview is conducted by committee members and consists of questions regarding knowledge and experience with HIV services in San Diego County. The committee members conducting the interview score the applicant's answers based on a scoring sheet (see Appendix 1). The score is based on an evaluation of the written application and the in-person interview. The evaluation form includes a place to recommend, or not recommend, an applicant. If an interviewer marks "NOT Recommended for HPG membership", they must include comments with an explanation, reason(s) and suggestions to prepare for a future interview.

After the interview, the total scores of all members scoring sheets are combined by support staff and the average score is shared with the committee. If the average score is over 14 out of 20, the applicant is voted on by the members to recommend or not recommend the applicant. If the average score is less than 14 out of 20, the committee members discuss areas where further effort or information could increase the score and any comments noted on the form related to not recommending an applicant, a vote occurs to recommend or not recommend the applicant. While the score is taken into consideration, the vote of the committee members is the deciding factor to move a recommendation for HPG membership forward to the Steering Committee. If an applicant is not recommended for HPG membership by the committee, they receive feedback at the time of the interview from the committee members 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.

Approval Process

Applicants voted to be recommended as member of the HPG by the majority of the committee are forwarded to the Steering Committee for membership on the HPG. A summary of the committee recommendations is prepared by support staff and forwarded to the Steering Committee for consideration. If the Steering Committee concurs, the recommended applicant(s) are forwarded to the HPG for review and approval to forward to the Board of Supervisors. If recommended for membership by the HPG, the recommendation is forwarded to the Board of Supervisors via the standard process for the County of San Diego Health and Human Services Agency.

Once the applicant's information has been forwarded to the Board of Supervisors, they are considered a pending member of the HPG. Pending members are invited to sit at the table with other HPG

members, and can participate in discussion 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 of Supervisors. The average length of time to obtain approval from ranges between one and four months.

Board of Supervisors Appointment

Once appointed by the Board of Supervisors, the member receives an approval packet. The packet contains an appointment letter and a Form 700, which must be filed within 30 days from the appointment date. Support staff is available to assist members with the completion of forms. The member is be contacted by support staff to discuss the new member orientation schedule. complete required paperwork and solicit information about the members interest and availability to serve on committees. The appointee is then an HPG member and can participate in discussion at all meetings and may vote on matters at all HPG meetings.

TERMS AND SUBCOMMITTEE APPOINTMENTS

HIV Subcommittee Appointments

Members of the HPG are appointed to one or more subcommittee(s) by the HPG chair, after review and recommendation from the Membership Committee, which includes a discussion of member's preference, availability, and needs of the HIV Planning Group. Support staff provides the subcommittee a summary of the member's preferences and availability to participate on subcommittee(s). Members of the public who are not HIV Planning Group members are also appointed by the HPG chair after a similar review by the Membership Committee.

End of Term and Second Term Process

For appointed HPG members, when members get within six (6) months of the end of the first term, the Membership Committee reviews the HPG members' attendance, participation and contribution to the HPG, its committees and the HIV planning process and membership composition and profile. The committee votes on each member to make a recommendation for the member to continue or not continue on to a second term on the HPG. The recommendation to continue for the member for a second term goes to the Steering Committee for approval, after which time it is forwarded to the HPG and subsequently the Board of Supervisors. The member is notified at each step of the process by support staff. Subsequently the member is either approved or not approved by the Board of

Supervisors to continue on to a second term on the HPG. The HPG member may continue on the HPG as a voting member until a replacement is made. The chair of the HPG sends a letter to the HPG member informing him/her of the end of his/her term on the HPG.

MONITORING ACTIVITIES

Attendance and Absence Notification

For HPG and committee attendance requirements please refer to the HPG Bylaws and the Subcommittee Guidelines. Two meetings prior to the point of recommendation for removal from the HPG based on the HPG Bylaws, the Membership Committee chair requests support staff to send the member a letter as a warning that the member is in jeopardy of being recommended for removal (see Appendix 2). One meeting prior to recommendation for removal from the HPG based on the HPG Bylaws, the Membership Committee chair or his/her designee contacts the member as a final warning that the member is in jeopardy of being recommended for removal from the HPG. The chair or designee emails support staff to confirm the person was contacted. Support staff maintains documentation and reports at monthly committee meetings on any attendance issues. If an HPG member misses the number of HPG meeting established in the HPG Bylaws for removal within a rolling 12-month period, the member is sent a letter by the HPG chair notifying the member a recommendation for vacating the seat is being sent to the Board of Supervisors via the Steering Committee (see Appendix 3). The member continues as a voting member of the HPG until removed by the Board of Supervisors.

Form 700

Per the HPG Bylaws, members are required to file a Statement of Economic Interest (Form 700) with the Clerk of the County Board of Supervisors within 90 days of appointment, each year by March 31 and upon leaving the HPG. HPG members who have not filed a Statement of Economic Interest by March 31 of each year shall be recorded in meeting minutes as absent and shall not be permitted to vote on matters before the HPG starting April 1. Members who are more than 90 days delinquent in filing a Statement of Economic Interest shall be notified that a letter recommending termination from the HPG is forwarded to the Board of Supervisors, via the Steering Committee. Beginning in January of each year HPG support staff assists HPG members with the filing of the required Statement of Interest and tracks which members have filed the form. Support staff tracks the date the Form 700 is

submitted and notifies the Membership Committee if the form is late and by how many days and/or months. The Membership Committee reviews the status of completion of Form 700s in March of each year.

Ethics Training

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

Vacating Seats

The Membership Committee notifies the Steering Committee if there is a recommendation to vacate a seat on the HPG due to an HPG member not completing the Form 700 within 30 days of the due date, not completing the ethics training within 30 days of the due date, due to non-adherence to the attendance requirement outlined in the HPG Bylaws or if an issue is repeatedly reported of a member violating the standard of conduct. The HPG member may continue as a member of the HPG until replaced; however, the member's ability to vote is determined by the HPG Bylaws. The chair of the HPG sends a letter to the HPG member informing him/her of the end of his/her term on the HPG. Other committees may forward recommendations for removal from the HPG to the Membership Committee.

Standard of Conduct

Refer to the HPG Bylaws regarding the Standard of Conduct.

Appendix 1 HIV Planning Group Application and Interview Scoring Sheet

Interviewer: _____

Applicant Name: _____ Date: _____

Seat(s) Applied: _____

0	Does not meet requirement or irrelevant.	1	Partially meets requirement or somewhat relevant.	2	Fully meets requirements or greatly relevant.
----------	--	----------	---	----------	---

WRITTEN APPLICATION

Please rate applicant's

1. Expressed understanding of teamwork and description of his/her ability to work constructively as a team member.	0	1	2
2. Special knowledge, skills or attributes and their benefit to the HIV Planning Group.	0	1	2
3. Expressed commitment to attend monthly HIV Planning Group and subcommittee meetings.	0	1	2
4. Letter of reference and the strength of his/her endorsement.	0	1	2
5. Overall ability to adequately address each question and fully complete the application packet.	0	1	2
6. Based on recent membership profile applicant represents an underrepresented area or group.	0	1	2

Written Application Score:

0	No answer given or answer completely irrelevant. No examples given.	1	Some points covered. Relevant information given. Some examples given.	2	Great answer. All points addressed. All examples and points relevant.
----------	---	----------	---	----------	---

INTERVIEW

Introductions and reminder to applicant that interview is open for public to attend but not participate

7. Why are you interested in serving on the HIV Planning Group? What do you currently know about the HIV Planning Group, its' purpose and processes?	0	1	2
8. If appointed to the HIV Planning Group, what might be your approach to engaging members of the community in HIV Planning Group activities (e.g. speaking in public forums, special events, and committee involvement)?	0	1	2
9. 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
10. Please describe any work you have done in the community related to HIV awareness and prevention, including any special population.	0	1	2

Interview Score:

TOTAL WRITTEN APPLICATION SCORE + INTERVIEW SCORE (20 total points possible) =

Please check applicable box:

☐ Applicant Recommended for HPG Membership

☐ Applicant NOT Recommended for HPG Membership.

Please provide comments, questions, concerns or discussion regarding the applicant and suggestions to support future interview (on the reverse side).

Please provide comments, questions, concerns or discussion regarding the applicant here.

Guideline for minimum scoring requirement to recommend for membership on the HPG: 14 out of 20. **If 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:
Record all dates the applicant was contacted:		
Additional other comments, questions, concerns or issues to be addressed; include committee preferences and availability:		

Appendix 2

SAN DIEGO COUNTY HIV PLANNING GROUP

HIV, STD & Hepatitis Branch, MS: P505
3851 Rosecrans Street, Suite # 207
San Diego, CA 92110-3115

DATE

ADDRESS

Dear NAME,

Thank you for your participation in the HIV Planning Group. Your commitment to help San Diegans in need is greatly appreciated.

As you know, the HIV Planning Group (HPG) is responsible for planning services for people vulnerable to infection or transmission as well as living with HIV/AIDS in San Diego, and for allocating funding for these services under the federal Ryan White HIV/AIDS Treatment Extension Act of 2009 (RWTEA), Parts A and B as well as support planning for HIV prevention services.

In order for the HPG to achieve the best outcomes for the community it is essential that each member actively participate in the proceedings, and consistently attend publicly noticed meetings. As of DATE our records indicate that you have missed (#) HPG meetings in the past twelve (12) months. In accordance with the HPG Bylaws, you are at risk of not meeting the attendance requirement and your seat could be vacated.

The HPG and I thank you for your service and are available for any support you may need to help you increase your attendance. The Membership Committee and HPG support staff are dedicated to providing additional support for members who require reasonable accommodations to fulfill their attendance requirements.

We look forward to seeing you at the next scheduled HPG meeting on DATE AND TIME. Please do not hesitate to contact me, HPG support staff at (619) 293-4700 or (firstname.lastname@sdcounty.ca.gov) with any questions or concerns you may have regarding this matter.

Once again, thank you for your dedication and continued service to the San Diego HIV community. Your expertise and experience are assets to the HPG.

Sincerely,

(Signed)

(NAME)
Chair, Membership Committee
E:
XY/Support staff

Appendix 3

SAN DIEGO COUNTY HIV PLANNING GROUP

HIV, STD & Hepatitis Branch, MS: P505
3851 Rosecrans Street, Suite # 207
San Diego, CA 92110-3115

DATE

NAME
AFFILIATION
ADDRESS 1
ADDRESS 2
CITY, STATE ZIP

Dear NAME:

Upon reviewing San Diego HIV Planning Group (HPG) meeting attendance, the HPG Membership Committee determined your absences from regularly scheduled HPG meetings exceed the guidelines outlined in the HPG Bylaws.

There are many reasons why members miss HPG meetings, but the group has an important responsibility to plan and allocate resources for Ryan White Treatment Extension Act services and supports planning HIV prevention services in San Diego County. The HIV Planning Groups Bylaws affirm that absence from six regularly scheduled meetings in any 12-month period shall result in the vacancy of that seat. Given you have missed this number of meetings, your name has been forwarded to the County Board of Supervisors to have you removed from the HPG membership roster, and the HPG will begin to actively recruit someone else to fill the seat you occupied, "SEAT NAME" (SEAT NUMBER). You may continue as a member of the HPG; however your ability to vote is determined by the HPG Bylaws.

The HIV Planning Group and I thank you for your participation and service to the community. Please feel free to attend HPG meetings and/or reapply for HPG membership. Contact (NAME), HPG support staff, at (619) 293-47XX or (firstname.lastname@sdcounty.ca.gov) if you have any questions regarding this letter.

Thank you,

(Signed)

NAME
Chair, San Diego HIV Planning Group
XY/support staff

Cc: Chair, HIV Planning Group Membership Committee
Lead Health Planner, HIV Planning Group support staff
NAME, County Board of Supervisors

HIV PLANNING GROUP
12-MONTH ATTENDANCE TRACKING
Feb 2022- Jan 2023

HPG Member	1	1	1	1	1	1	1	1	1	1	0	0	1	1	10
	Mar	Apr	May	Jun	Jul	3-Aug	10-Aug	24-Aug	28-Sep	28-Oct	27-Nov	21-Dec	25-Jan	22-Feb	TOTAL
Acevedo, Allan ^U , 8	*	*	1	*	*	*	*	1	1	*	NM	NM	*	*	2
Applebaum, Amy, 32	*	*	*	*	*	1	*	1	*	*	NM	NM	1	*	1
Cortes, Alberto, 34	1	*	*	*	*	1	*	*	*	1	NM	NM	*	1	3
Davenport, Elizabeth, 35	1	*	*	*	*	*	1	*	1	*	NM	NM	*	*	2
De Jesus, Alfredo ^U , 2	*	*	1	1	1	1	1	*	1	1	NM	NM	1	1	7
Garcia-Bigley, Felipe										1	NM	NM	*	*	1
Grelotti, David, 30	*	*	*	*	*	*	*	*	*	*	NM	NM	*	*	0
Hernandez, Elizabeth, 22	*	*	*	*	1	1	1	*	1	*	NM	NM	*	*	2
Highfill, Pamela, 21	1	1	*	1	1	*	*	*	*	*	NM	NM	*	1	5
Jacobs, Delores, 20	*	*	*	*	*	*	*	*	*	*	NM	NM	*	*	0
Kubricky, Cinnamen ^U , 4	*	*	1	*	*	*	1	*	1	1	NM	NM	*	1	4
Lewis, Bob, 17	1	*	*	*	*	*	*	*	*	1	NM	NM	*	1	3
Lochner, Mikie ^U , 16	*	*	*	*	*	*	*	*	*	*	NM	NM	*	*	0
Mar-Tang, Moira, 39	*	*	*	*	*	1	*	*	1	*	NM	NM	1	*	2
Price, Venice ^U , 44	*	*	*	*	*	*	*	*	*	*	NM	NM	*	1	1
Quezada-Torres, Karla, 25	*	*	*	*	*	*	1	*	*	*	NM	NM	1	*	1

1 = Absence

U = Unaffiliated Consumer

NM= No Meeting P=Pending (absence not counted)

= number of absences

Absence from all weekly meetings in a month= Absence for the month

HIV PLANNING GROUP
12-MONTH ATTENDANCE TRACKING
Feb 2022- Jan 2023

	Mar	Apr	May	Jun	Jul	3-Aug	10-Aug	24-Aug	28-Sep	28-Oct	27-Nov	21-Dec	25-Jan	22-Feb	TOTAL
Ransom, Shannon, 36	*	*	*	*	*	*	*	*	*	*	NM	NM	*	*	0
Robles, Raul ^U 7	1	*	1	*	*	1	1	*	*	*	NM	NM	*	*	2
Rucker, James ^U , 42	*	*	*	1	1	*	*	*	*	*	NM	NM	*	*	2
Spector, Stephen 31	*	1	*	1	*	1	1	*	1	*	NM	NM	*	*	3
Tilghman, Winston, 23	*	*	*	*	*	*	*	*	*	*	NM	NM	*	1	1
Underwood, Regina, 19	*	*	*	*	*	1	*	*	*	*	NM	NM	*	*	0
Van Brocklin, Rhea, 18	*	*	*	*	*	*	1	*	*	*	NM	NM	*	*	0
Villafan, Freddy 40	*	*	*	*	*	*	*	*	*	*	NM	NM	*	*	0
West, Abigail, 29	*	*	*	1	*	1	1	1	1	*	NM	NM	1	*	4
Wimpie, Michael ^U , 1	*	*	*	*	*	*	*	*	*	*	NM	NM	*	1	1
To remain a member of the HPG, a member may															

1 = Absence

U = Unaffiliated Consumer

NM= No Meeting P=Pending (absence not counted)

= number of absences

Absence from all weekly meetings in a month= Absence for the month

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
Mar 2022 - Feb 2023

Community Engagement Group	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	#
Total Meetings	1	1	0	1	0	0	1	1	0	1	1	1	8
Member													
Acevedo, Allan ^{UC}	*	*	NM	*	NM	NM	*	*	NM	*	*	*	0
De Jesus, Alfredo ^U	1	*	NM	*	NM	NM	1	1	NM	*	*	*	3
Donovan, Michael	*	*	NM	*	NM	NM	*	*	NM	*	*	*	0
Lochner, Mikie ^U	*	*	NM	*	NM	NM	*	*	NM	*	*	1	1

To vote, a member may not miss 4 consecutive meetings or 6 total meetings in a 12 month period.

U = Unaffiliated Consumer

= number of absences

C = Chair

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
Mar 2022 - Feb 2023

STRATEGIES	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	#
Total meetings	1	1	1	1	1	0	1	1	1	1	0	1	10
Member													
Acevedo, Allan ^{U,CC}	*	*	1	*	*	NM	*	1	*	1	NM	1	4
Applebaum, Amy	*	*	*	1	*	NM	*	*	*	*	NM	*	1
Davenport, Beth	*	1	1	1	*	NM	*	*	*	*	NM	*	3
Franco, Lucia ^N	*	1	*	1	1	NM	*	*	1	*	NM	*	4
Johnson, Liz ^N	*	1	*	*	*	NM	*	*	1	1	NM	1	4
Mora, Joseph ^N	*	*	*	*	1	NM	*	*	*	*	NM	*	1
Mar-Tang, Moira	*	*	*	*	1	NM	*	1	*	*	NM	*	2
Price, Venice ^U	*	1	*	1	1	NM	*	*	*	*	NM	1	4
Ransom, Shannon ^C	*	*	*	*	*	NM	*	*	*	*	NM	*	0
Tilghman, Dr. Winston	1	*	*	*	1	NM	*	*	*	1	NM	*	3
Weber, Jefferery						NM	*	*	*	*	NM	*	0
Wimpie, Michael ^U	*	*	*	*	1	NM	*	*	*	*	NM	*	1

To vote, a member may not miss 4 consecutive meetings or 6 total meetings in a 12 month period.

U = Unaffiliated Consumer

= number of absences

C = Chair

CC = Co-Chair

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
Mar 2022 - Feb 2023

MEMBERSHIP	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	#
Total meetings	1	1	1	1	1	0	1	1	1	1	1	1	11
Member													
Lewis, Bob	*	1	*	*	*	NM	*	*	1	*	*	*	2
Lochner, Mikie	*	*	*	*	*	NM	*	*	*	*	*	*	0
Underwood, Regina	*	*	*	*	*	NM	*	*	*	*	*	*	0
Rhea Van Brocklin								*	1	*	*	*	1
Villafan, Freddy	*	*	*	*	*	NM	1	*	*	*	*		

To vote, a member may not miss 4 consecutive meetings or 6 total meetings in a 12 month period.

U = Unaffiliated Consumer

= number of absences

C = Co-Chair

U = Unaffiliated Consumer

= number of absences

C = Chair

1 = Absence

N = Non-HPG member

CC = Co-Chair

NM = Committee did not meet

* = present

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
Mar 2022 -Feb 2023

PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE																			Total
PSRAC	Mar	Apr	May	2-Jun	9-Jun	16-Jun	23-Jun	30-Jun	7-Jul	14-Jul	21-Jul	28-Jul	4-Aug	8-Sep	13-Oct	Nov	Dec	Jan	Feb
Total meetings	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	0	1	1	1
Member																			
Jacobs, Dr. Delores ^C	*	*	*	*	*	*	*	NM	*	1	*	*	*	*	*	NM	*	*	*
Cortes, Alberto	*	*	1	1	1	*	*	NM	*	*	1	*	*	1	*	NM	*	*	1
Davenport, Beth	*	*	1	1	*	1	*	NM	*	*	*	*	*	*	*	NM	*	*	*
Garcia-Bigley, Felipe														*	*	NM	*	*	*
Highfill, Pam	1	*	*	*	*	*	1	NM	*	*	*	*	*	*	*	NM	*	*	*
Kubricky, Cinammon ^U	*	1	*	*	*	*	1	NM	*	*	*	*	*	*	*	NM	1	*	*
Mueller, Chris	*	*	1	*	*	*	*	NM	*	*	1	*	*	*	1	NM	*	1	1
Robles, Raul	*	1	*	*	1	1	1	NM	*	1	1	1	*	*	*	NM	1	*	1
Rucker, James	1	*	*	*	*	*	1	NM	*	*	*	*	*	1	*	NM	*	*	*
Quezada-Torres, Karla	1	*	*	*	*	*	*	NM	*	*	*	*	1	*	*	NM	*	*	*
Underwood, Regina	*	*	*	*	*	*	*	NM	*	*	*	*	*	*	*	NM	*	*	*
Van Brocklin, Rhea	1	*	*	*	*	*	*	NM	*	*	*	*	*	*	*	NM	*	*	*
Villafan, Freddy														*	*	NM	*	*	1

Absence from all weekly meetings in a month = absence for the month

To vote, a member may not miss 4 consecutive months or 6 total months in a 12 month period.

U = Unaffiliated Consumer

= number of absences

CC = Co-Chair

U = Unaffiliated Consumer

= number of absences

C = Chair

1 = Absence

N = Non-HPG member

CC = Co-Chair

NM = Committee did not meet

* = present

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
Mar 2022 - Feb 2023

STEERING

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	#
Total Meetings	1	1	1	1	1	0	1	1	0	0	1	1	9
Community Engagement Group	*	*	*	*	1	NM	*	*	NM	NM	1	1	3
Medical Standards	*	*	*	*	*	NM	1	1	NM	NM	*	*	2
Membership	*	1	*	*	*	NM	*	1	NM	NM	*	1	3
Priority Setting and Resource Allocation	*	*	*	*	*	NM	*	*	NM	NM	*	*	0
Strategies & Standards	*	*	1	1	*	NM	*	*	NM	NM	*	*	2
Chair- Mikie Lochner	*	*	*	*	*	NM	*	*	NM	NM	*	*	0
Vice Chair - Rhea Van Brocklin	1	*	*	*	*	NM	*	*	NM	NM	*	*	1

To vote, a member may not miss 4 consecutive meetings or 6 total meetings in a 12 month period.

NA - no HPG member co-chair

U = Unaffiliated Consumer

= number of absences

C = Co-Chair

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
Mar 2022 - Feb 2023

Medical Standards & Evaluation Committee

MSEC	May	Sep	Nov	Feb	#
Total Meetings	1	1	0	1	3
Member					
Tilghman, Dr. Winston ^C	*	*	NM	*	0
Aldous, Dr. Jeannette ^{NCC}	*	1	NM	*	1
Bamford, Dr. Laura	1	*	NM	*	1
Grelotti, Dr. David	*	*	NM	*	0
Hernandez, Yessica				*	0
Lewis, Robert	*	1	NM	1	2
Lochner, Mikie	*	1	NM	*	1
Ransom, Shannon	*	*	NM	*	0
Spector, Dr. Stephen	*	*	NM	1	1
Stangl, Lisa ^N	*	*	NM	*	0
Quezada-Torres, Karla	*	*	NM	*	0
Zweig, Dr. Adam ^N	1	*	NM	1	2

NM = Committee did not meet

HIV PLANNING GROUP:
MENTOR-MENTEE ASSIGNMENTS

<u>(Less than 2yr tenure)</u>	<u>Assigned mentor?</u>	<u>Affiliation</u>	<u>Mentor</u>	<u>Dates Met</u>
Allan Acevedo	No	Unaffiliated Consumer	Rhea Van Brocklin	
Beth Davenport	Yes	District 3	Shannon Ransom	
Alfredo De Jesus	Yes	Unaffiliated Consumer	Mikie Lochner	
Cinnamen Kubricky	Yes	Unaffiliated Consumer	Mikie Lochner	
Felipe Garcia-Bigley	Yes	Recipient of other Federal HIV Programs- Prevention Provider	Bob Lewis	
James Rucker	Yes	HIV Testing Representative	Mikie Lochner	
Jeffrey Weber	Yes	Recipient of other Federal HIV Programs- Veterans Administration	Rhea Van Brocklin	
Venice Price	Yes	Unaffiliated Consumer	Mikie Lochner	
Freddy Villafan	Yes	Recipient of other Federal HIV Programs- HOPWA / HUD	Bob Lewis	
Pamela Highfill	Yes	Substance Abuse Treatment Provider	Dr. Delores Jacobs	

Pending members who will need mentors:

None

Appointed more than 2 years ago