



County of San Diego

NICK MACCHIONE, FACHE
AGENCY DIRECTOR

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
ELIZABETH A. HERNANDEZ, Ph.D.
PUBLIC HEALTH SERVICES DIRECTOR

SAN DIEGO HIV PLANNING GROUP (HPG) MEMBERSHIP COMMITTEE

Wednesday, March 8, 2023
11:00 AM – 1:00 PM Meeting
In-person at
County Operations Center (COC)
5500 Overland Ave. (Training Room 120) San Diego, CA 92123
and remotely/virtually via WebEx

DRAFT MINUTES
Quorum = Two (2)

Present: Mikie Lochner (Acting Committee Chair), Regina Underwood, Rhea Van Brocklin

Agenda Item	Action	Follow-up
1. Call to order	Mikie Lochner called the meeting to order at 11:05 a.m. and noted that a quorum was established. The Chair also mentioned that Bob Lewis would be removed from the committee until he returns mid-April.	
2. Public Comment/Non-committee members' comment	<ul style="list-style-type: none"> A member of the public recommended that the HPG chair and vice chair invoke the ex-officio rule. Dr. Ken Riley reviewed some meeting logistics, including the QR code to download the meeting packet electronically. 	HPG Support Staff to review meeting directions and make ensure they are clear.
3. Action: Review and approve the March 8, 2023 agenda	<p>Motion: Approve the March 8, 2023 meeting agenda as presented.</p> <p>M/S/C: Van Brocklin/Underwood 2/0</p> <p>Abstentions: Lochner</p> <p>Motion carries</p>	
4. Membership Interview i. Tyra Fleming ii. Jen Lothridge	<p>a. The committee interviewed Tyra Fleming and recommended her for HPG membership.</p> <p>The committee interviewed Jen Lothridge and recommended moving forward application after the HPG Bylaws were changed to allow</p>	HPG Support Staff will forward Tyra Fleming's recommendation to HPG for approval at the April 2023 HPG meeting.

Agenda Item	Action	Follow-up
	<p>General members. During the interview, Jen mentioned she is now an employee of Christie's Place. Currently, no seat is available until the Board of Supervisors approves changes to Membership.</p> <p>The committee reviewed Michael Wimpie's application and recommended moving forward with an interview for April 12, 2023.</p>	<p>The committee will hold Jen Lothridge's appointment until the changes are approved in the HPG Bylaws, then forward it to the HPG.</p> <p>Mikie Lochner will appoint Tyra Fleming, Jen Lothridge, and Esteban Duarte to the Community Engagement Group.</p> <p>HPG Support Staff will follow up with Tyra Fleming and Jen Lothridge with the next step Membership Application process</p>
<p>5. Action: Review and approve the February 8, 2023 meeting minutes</p>	<p>Action: Approve the February 8, 2023 meeting minutes as presented. M/S/C: Van Brocklin/Underwood 2/0 Abstentions: Lochner Motion carries</p>	
6. Old Business		
<p>a. Focused Recruitment</p>		
<p>a. Open Seats</p>	<p>The committee discussed the possibility of Project PEARL (Peers Promoting Equity, Advocacy, and Resources through Leadership) graduates assisting with outreach as part of their community-based project.</p>	
<p>b. Underrepresented groups (demographics)</p>	<p>Staff noted that the demographic document would be updated once the Clerk of the Board of Supervisors has updated the HPG roster.</p>	<p>HPG Support Staff will update the Demographic data for next month's meeting</p>
<p>c. New committee members</p>	<p>No updates</p>	
<p>b. Terms expired dates</p>	<p>Staff reviewed the HPG members whose terms will expire in 2023.</p>	
7. New Business		
<p>a. Membership Operating Guidelines</p>	<p>a. Staff discussed the Membership Operating Guidelines document. The committee decided to review it, make any</p>	<p>HPG Support Staff will send the document to the</p>

Agenda Item	Action	Follow-up
	recommendations for changes, and discuss it again at the April 2023 meeting.	committee as an MS Word document for review and editing.
b. HPG Orientation	b. HPG Staff discussed the tentative date for the next HPG Orientation of Thursday, May 18, 2023, and will review this at the Community Engagement Group. Once the date is confirmed, HPG Support Staff will coordinate with Rhea to invite Project Pearl graduates.	HPG Support Staff will discuss the planned date for the HPG Orientation with the Community Engagement Group.
8. Review Attendance		
i. HPG Attendance	<p>Reviewed.</p> <p>HPG Members below have missed up to three (3) absences.</p> <ul style="list-style-type: none"> • Pam Highfill • Cinnamen Kubricky • Dr. Stephen Steven Spector • Abigail West <p>The committee asked if Alfredo De Jesus could resign instead of being removed.</p> <p>The Chair reminded the committee that members who are leaving the HPG are required to complete Form 700.</p>	HPG Support staff will follow up with those members who have missed more than three (3) absences.
ii. Committee Attendance	Reviewed	
9. Routine Business		
i. Getting to Zero (GTZ) 3-Year Action Plan a. Membership Committee plan/strategy for recruitment (Dr. Jacobs)	Dr. Jacobs discussed that several committees are reviewing parts of the GTZ Action Plan, including meeting times. For membership recruitment, the recommendation is to take advantage of the response from Project PEARL and ensure that it continues and consider expanding it. The committee recommended a 10-minute training on Project PEARL at an HPG meeting.	HPG Support Staff will add the Project PEARL training to the March 2023 Steering agenda for discussion.
i. Mentor Appointments a. Evaluation for Mentors/Prospective Mentors b. Brief discussion: How to bring	<p>a. The committee discussed the potential recommended mentors for newly recommended HPG candidates.</p> <p>b. The committee recommended discussing this topic at the next meeting.</p>	HPG Staff will email the Membership Mentor memo to committee members for review and continued discussion

Agenda Item	Action	Follow-up
current HPG members into the Mentorship program.		for the next meeting agenda.
10. Agenda items for future meetings	Review and vote on changes to the Membership Operating Guidelines document.	
11. Announcement	San Diego Women’s HIV Conference is scheduled for Saturday, March 11, 2023, from 9:00 AM – 3:00 PM.	HPG Support Staff will provide the HPG Trifold brochure to Rhea Van Brocklin
12. Next Meeting Date	Wednesday, April 12, 2023, 11:00 AM Location: In-person at 5530 Overland Ave. San Diego, CA 92123 (Room 124) and via WebEx	
13. Adjournment	Meeting adjourned at 1:07 p.m.	