

## STEERING COMMITTEE



*Friday, March 13, 2026, 10:00 AM – 12:00 PM  
County Operations Center (COC)  
5530 Overland Ave, San Diego, CA 92123  
(Conference Room 124)*

**The Charge of the Steering Committee:** The Steering Committee charge is to establish the agenda for meetings of the full Planning Group and to address matters of Planning Group governance.

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# Meeting Location & Directions:

## Steering Committee

Friday, March 13, 2026

10:00 AM – 12:00 PM

## County Operations Center

5530 Overland Ave

San Diego, CA 92123

(Training Room 124)



### 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:

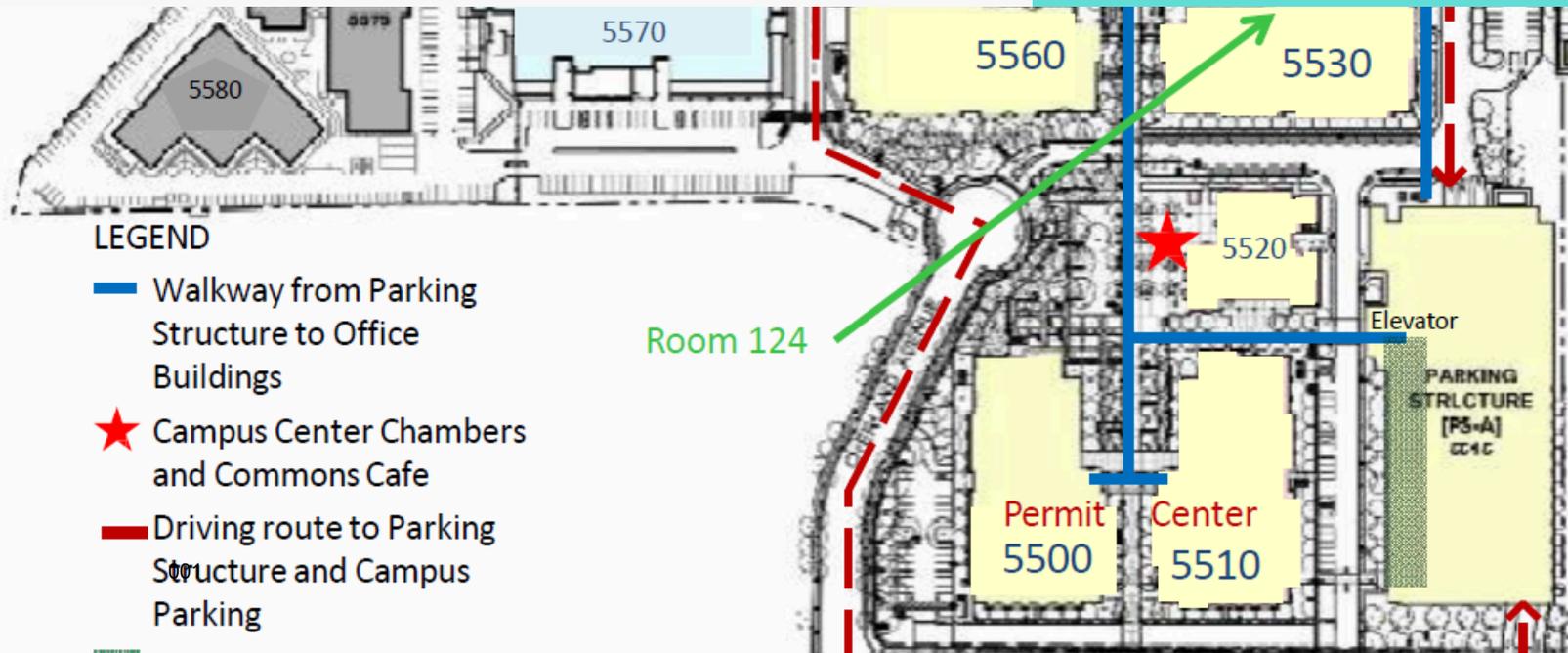
1. Take I-15 North to Exit 10 for Clairemont Mesa Blvd.
2. Turn left onto Clairemont Mesa Blvd.
3. Turn right onto Overland Ave.
4. Continue straight to stay on Overland Ave.



### PUBLIC TRANSPORTATION

#### MTS Bus Routes:

25, 235, 928



# Training Room 124



## 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 5530** will be on your left.

## FROM BUS:

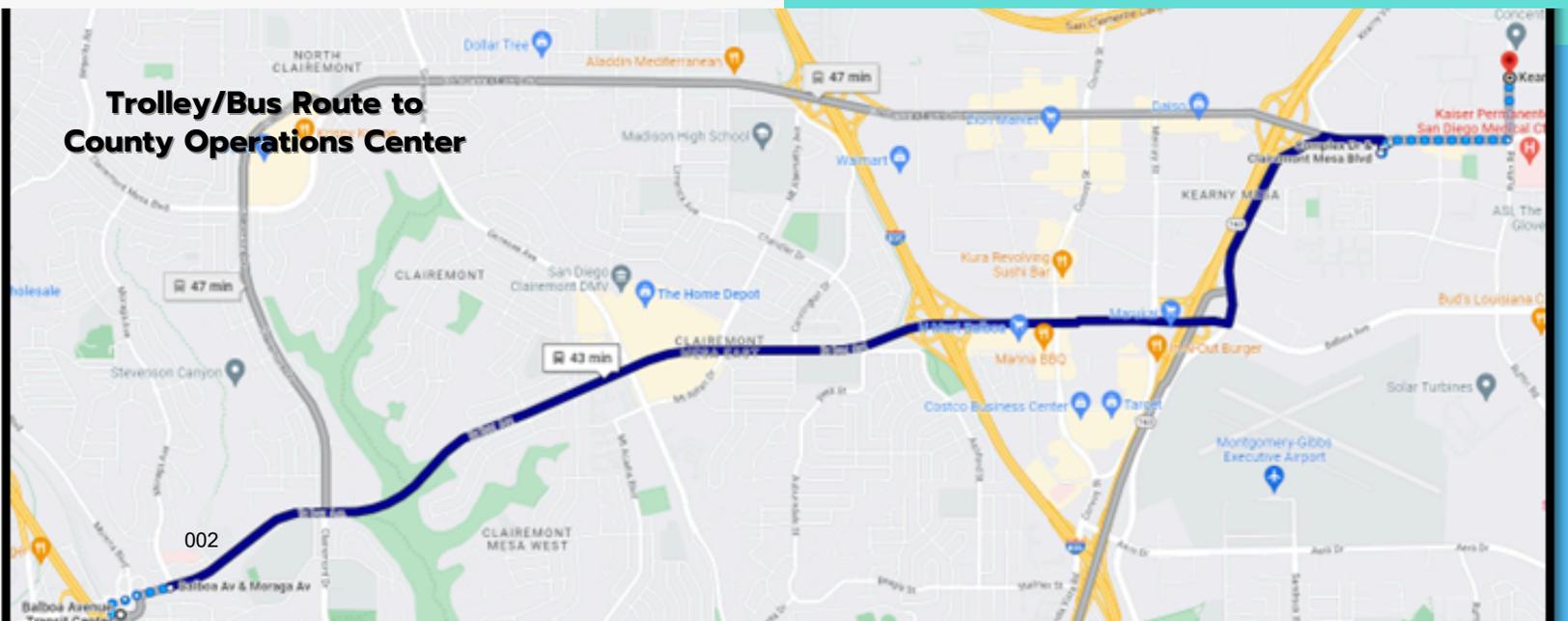
### From Ruffin Road:

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 5530** will be on your **left**.

## Trolley/Bus Route to County Operations Center



## STEERING COMMITTEE

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Friday, March 13, 2026, 10:00 AM – 12:00 PM  
County Operations Center (COC)  
5530 Overland Ave, San Diego, CA 92123  
(Conference Room 124)

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### To participate remotely via Zoom:

<https://sdcounty-ca-gov.zoom.us/j/87616321238?pwd=iS2ZSlcitaJ3PHVx8fcMjOmbli8aGX.1>

Call in: +1 (669) 444-9171

**Meeting ID (access code):** 876 1632 1238

**Password:** STEER

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 four (4)

**Committee Members:** Michael Donovan | Felipe Garcia-Bigley | Dr. David Grelotti | Mikie Lochner (Chair) | Jen Lothridge (Vice-Chair) | Eva Matthews (Vice-Chair) | Rhea Van Brocklin

## MEETING AGENDA ORDER OF BUSINESS

1. Call to order, introductions, comments from the chair and a moment of silence
2. Welcome to new Vice-Chairs
3. Public comment (for members of the public)
4. Sharing our concerns (for committee members)
5. **ACTION:** Approve the Steering Committee agenda for March 13, 2026
6. **ACTION:** Approve meeting minutes from January 9, 2026
7. **ACTION:** Approve the HIV Planning Group agenda March 25, 2026
8. HSHB Report
9. Committee reports and recommendations
10. HPG Support Staff Report
  - a. Staffing update
  - b. SB 707 and ADA Accommodation
11. Old Business
  - a. **Update:** HPG Retreat (April 22, 2026)
12. New Business
  - a. **Discussion:** SB 707 and Guide for Facilitating Hybrid Meetings
  - b. **Update:** Integrated HIV Plan updates and next steps – Virginia Suarez

## STEERING COMMITTEE

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c. **Update:** Bylaws updates

13. Routine Business

a. **Review:** Committee attendance

b. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)

14. Announcements

15. Next meeting date: **Friday, May 8, 2026, 10:00 AM – 12:00 PM**

Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114, Tubman Chavez Room C and via Zoom

16. Adjournment

## STEERING COMMITTEE



Friday, January 9, 2026, 10:00 AM – 12:00 PM  
County Operations Center  
5530 Overland Ave, San Diego, CA 92123  
(Meeting Room 124)

### A quorum for this meeting is four (4)

**Members Present:** Michael Donovan | Felipe Garcia-Bigley | Dr. David Grelotti | Cinnamen Kubricky (Vice-Chair) | Mikie Lochner (Chair) | Rhea Van Brocklin

**Members Absent:** Michael Wimpie

### ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, introductions, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 10:00 AM. Introductions were had. A moment of silence was observed.	
2. Public comment (for members of the public)	None	
3. Sharing our concerns (for committee members)	The following comments were made: <ul style="list-style-type: none"> <li>- A concern about federal childcare funding cuts.</li> <li>- A reminder that holidays increase the risk of a substance use relapse.</li> <li>- A concern about increased premiums and a loss of health care. A request to discuss it at a future meeting.</li> </ul>	
4. <b>ACTION:</b> Approve the Steering Committee agenda for January 9, 2026	<b>Motion:</b> Approve the Steering Committee agenda for January 9, 2026 <b>Motion/Second/Count (M/S/C):</b> Van Brocklin/Grelotti/5-0 <b>Discussion:</b> none <b>Abstentions:</b> Lochner <b>Motion carries</b>	
5. <b>ACTION:</b> Approve meeting minutes from November 14, 2025	<b>Motion:</b> Approve meeting minutes for November 14, 2025 <b>M/S/C:</b> Van Brocklin/Grelotti/5-0 <b>Discussion:</b> none <b>Abstentions:</b> Lochner <b>Motion carries</b>	
6. <b>ACTION:</b> Approve the HIV Planning Group agenda for January 28, 2026	<b>Motion:</b> Approve the HIV Planning Group agenda for January 28, 2026 <b>M/S/C:</b> Kubricky/Van Brocklin/5-0 <b>Discussion:</b>	

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<p><b>Abstentions:</b> Lochner</p> <p><b>Motion carries</b></p>	
7. HIV, STD, and Hepatitis Branch (HSHB) Report	<p>Patrick Loose provided the following updates:</p> <ul style="list-style-type: none"> <li>- The deployment of food vouchers was successful. PSRAC approved additional funds at their January meeting.</li> <li>- The County is looking into ways to deploy MAI funding.</li> <li>- Health Resources and Services Administration (HRSA) is coming in July for a site visit to review the programs. They will be reviewing policies and procedures, HPG agendas and minutes. They will also hold consumer focus groups.</li> </ul> <p>The following discussion took place:</p> <ul style="list-style-type: none"> <li>- A recommendation to develop a strategy to distribute food vouchers to a larger population in need.</li> <li>- If people are not eligible for enhanced case management, how can case manager ensure clients in those programs get food vouchers too. The process for fund deployment was clarified.</li> <li>- How do we manage the funding deployment and continuation of emergency financial assistance while being a payor of last resort.</li> <li>- Stigma still persists and affects access, which is important to address when developing strategies to reach those in need. How can messaging change, especially within the outreach and prevention realm.</li> </ul>	
8. Committee reports and recommendations	<p><u>Priority Setting and Resource Allocation Committee (PSRAC):</u> met in January to approve FY25 reallocations and had a discussion about data requests. A decision on the attendance policy will be discussed at the next meeting.</p> <p><u>Strategies and Standards Committee:</u> tabled</p>	<p>Mikie Lochner to inquire with the Project Officer regarding a possibility of switching the hospital agency</p>

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<p><u>Membership Committee</u>: met in November and completed the 2026 workplan. Next meeting will be held in January, and the committee will review the seat descriptions. The goal is to also recruit a new member. Mikie Lochner updated the committee that HRSA is moving closer to appointing a Medi-Cal member.</p> <p><u>Community Engagement Group (CEG)</u>: the committee hosted a holiday party in December. It was well attended.</p> <p><u>Medical Standards and Evaluation Committee (MSEC)</u>: the committee is working on updating the mental health service standards.</p>	representative seat to a non-voting seat
9. HPG Support Staff Report	<p>HPG Support Staff provided the following updates:</p> <ul style="list-style-type: none"> <li>- Interviews were concluded for two candidates, Administrative Analyst I and Health Information Specialist II. We expect new staff to join in March.</li> <li>- Brief updates on SB 707 and the upcoming changes were provided.</li> </ul>	HPG SS to summarize the SB 707 at the January HPG
10. Old Business		
a. <b>Update</b> : Committee Chair Retreat (March 2026)	The committee decided to delay the retreat until fall of 2026.	
b. <b>Discussion</b> : HPG Retreat (April 2026)	<p>The following discussion took place:</p> <ul style="list-style-type: none"> <li>- A suggestion to review what does and doesn't work in the current service structure (like care coordination) instead of the SWOT analysis.</li> <li>- Since there are several new members, a suggestion to review letter 16-02 that outlines the service categories, policies, and acronyms.</li> <li>- A recommendation to have a deeper conversation and clarify member expectations, specifically what the members have control over and what they don't.</li> <li>- Use the retreat to provide direction to the committees like the</li> </ul>	<p>HPG SS to reach out to Francisco regarding facilitating the discussion</p> <p>HPG SS to work with Recipient's Office to reach out to Delores Jacobs about her availability and next steps (if available to facilitate)</p>

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<p>Strategies and Standards Committee and PSRAC.</p> <ul style="list-style-type: none"> <li>- A request to prioritize solution-based activities.</li> <li>- A recommendation to use the appreciative inquiry framework as the basis for discussion.</li> <li>- What do we do differently to reach more people or those we are not reaching, even though our system works great.</li> <li>- Use the first hour to level set everyone on the rules and what the current service delivery is like. Emphasis on what is going well.</li> <li>- What can be revisited and potentially approved – access, helping people navigate changes (small continuous improvements).</li> <li>- Develop actionable items for each of the committees.</li> </ul>	
11. New Business		
a. <b>ACTION:</b> Approve 2026 meeting schedule	<p><b>Motion:</b> Approve the 2026 HPG and committee meeting schedule with the changes to the August HPG schedule  <b>M/S/C:</b> Garcia-Bigley/Donovan/5-0  <b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- Request to adjust the HPG August schedule to 8/12, 8/19 and 8/26 and remove 8/5</li> </ul> <p><b>Abstentions:</b> Lochner  <b>Motion carries</b></p>	
b. <b>Discussion:</b> Data requests for 2026 meetings	Mikie Lochner requested that the chairs reach out to HPG SS until end of January with any data requests.	
c. <b>Discussion:</b> Continuation of food vouchers	A request to have an agenda item on the HPG agenda in February to discuss continuation of food vouchers Emergency financial assistance is meant to be temporary, but a discussion is necessary at a future HPG meeting about access to food via home delivered meals which is a more permanent funding source.	Strategies and Standards to discuss food vouchers and set criteria; work with staff to leverage data
d. <b>Discussion:</b> HPG Vice-Chair elections	Mikie Lochner made an announcement that the HPG vice-chair elections will take place at the February HPG meeting.	

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
e. <b>Update:</b> 700 form and other annual requirements (deadline – 4/1/26)	HPG SS provided an update on the submission status.	
12. Routine Business		
a. <b>Review:</b> Committee attendance	The committee reviewed attendance.	
b. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	<p>Public comments:</p> <ul style="list-style-type: none"> <li>- A comment about the recently adopted 24-month timeframe for the PARS enrollment and the criteria for the waiting list.</li> </ul> <p>Sharing concerns:</p> <ul style="list-style-type: none"> <li>- Appreciation for the food spread.</li> <li>- A concern that Medi-Cal costs are on the rise, especially for married couples and people with dependents.</li> </ul>	
13. Future agenda items for consideration	This item is redundant and will be removed from future agendas.	
14. Announcements	<ul style="list-style-type: none"> <li>- A Women’s Voice Conference, hosted by Christie’s Place on March 7, 2026.</li> <li>- A POZabilities speed dating fundraiser on February 21, 2026.</li> <li>- Diversionary Theatre will hold five performances of Rent in May with a plug for HPG at the beginning. Tickets will be available to the clients of the involved organizations.</li> </ul>	
15. Next meeting date	<p><b>Date:</b> Friday, March 13, 2026  <b>Time:</b> 10:00 AM - 12:00 PM  <b>Location:</b> County Operations Center, 5530 Overland Ave, San Diego, CA 92123 (Meeting Room 124) and via Zoom</p>	
16. Adjournment	Meeting adjourned at 12:02 PM.	

**SAN DIEGO HIV PLANNING GROUP (HPG)**



Wednesday, March 25, 2026, 3:00 PM – 5:00 PM  
Southeastern Live Well Center  
5101 Market Street, San Diego, CA 92114  
Tubman Chavez Rooms B and C

**To participate remotely via Zoom:**

<https://us06web.zoom.us/j/85368987291?pwd=KnO1bBlgoyR53sVY04E8ymyNo6OUq4.1>

Call in: +1 (669) 444-9171

**Meeting ID (access code):** 853 6898 7291

**Password:** SDHPG

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 thirteen (13)**

**HPG Members:** Nicole Aguilar | Marco Aguirre Mendoza | Juan Conant | Beth Davenport | Michael Donovan | Tyra Fleming | Rosemary Garcia | Felipe Garcia-Bigley | David Grelotti | Ben Ignalino | Lori Jones | Michael King | Cinnamen Kubricky (*Vice-Chair*) | Michael Lochner (*Chair*) | Jen Lothridge | Eva Matthews | Skyler Miles | Veronica Nava | Shannon Paugh | Ivy Rooney | Stephen Spector | Rhea Van Brocklin | Jeffery Weber | Adrienne Yancey

**ORDER OF BUSINESS**

1. Call to order and roll call (3:00-3:05)
2. Welcome, moment of silence, matters from the Chair (3:05-3:15)
3. Public comment (for members of the public) – concerns/questions/suggestions for future training topics/agenda items (3:15-3:20)
4. HPG Member Open Forum – concerns/questions/suggestions for future training topics/agenda items (3:20-3:25)
5. **ACTION:** Approve the HPG agenda for March 25, 2026 (3:25-3:30)
6. HIV, STD, and Hepatitis Branch (HSHB) Report (3:30-3:45)
7. Routine Business: (3:45-3:55)
  - a. **ACTION:** Approval of consent agenda for March 25, 2026 which includes:

- i. Approval of HPG minutes from February 25, 2026
- ii. Acceptance of the following committee minutes:

Steering Committee	January 9, 2026
Membership Committee	February 4, 2026
Priority Setting and Resource Allocation Committee	November 13, 2025
Medical Standards and Evaluation Committee	None
Community Engagement Group	None
Strategies and Standards Committee	None

(The following is for HPG information, not for acceptance):

## SAN DIEGO HIV PLANNING GROUP (HPG)

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CARE Partnership

January 12, 2026

- iii. (*Membership Committee*): HPG appointments/reappointments – Tania Avalos-Bello and Andrew Cross
  - b. Report Outs (Office of AIDS, Housing Committee, other committees)
  - c. **Review**: HPG Attendance
- 8. Old Business: (3:55-4:05)
  - a. **Update**: Integrated HIV Plan – Virginia Suarez
- 9. New Business: (4:05-4:40)
  - a. **ACTION**: FY 26 reallocations (current fiscal year, March 1, 2026 – February 28, 2027)
  - b. **Presentation**: Core Medical Services Waiver and the 75% grand funding spending requirement
  - c. **Reminder**: HPG Retreat – April 22, 2026 at 2:00 PM – 5:00 PM
- 10. HPG Support Staff Updates (4:40-4:50)
- 11. Announcements (4:50-5:00)
- 12. Adjournment (5:00)

Next Meeting Date: **Wednesday, April 22, 2026, at 2:00 PM – 5:00 PM**

Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114  
(Tubman Chavez Rooms B and C) and via Zoom

# HSHB Report to HPG

March 2026



COUNTY OF SAN DIEGO  
HEALTH AND HUMAN SERVICES AGENCY



LIVE WELL  
SAN DIEGO



# Key Metrics Overview

## Expenditure Report

Expenditure Report includes expenses through December (83.3% of year for most categories)

## Service Utilization

Service Utilization overall, we are about 5% below when compared to last year in terms of clients served

## Viral Suppression

Viral suppression is at 94%

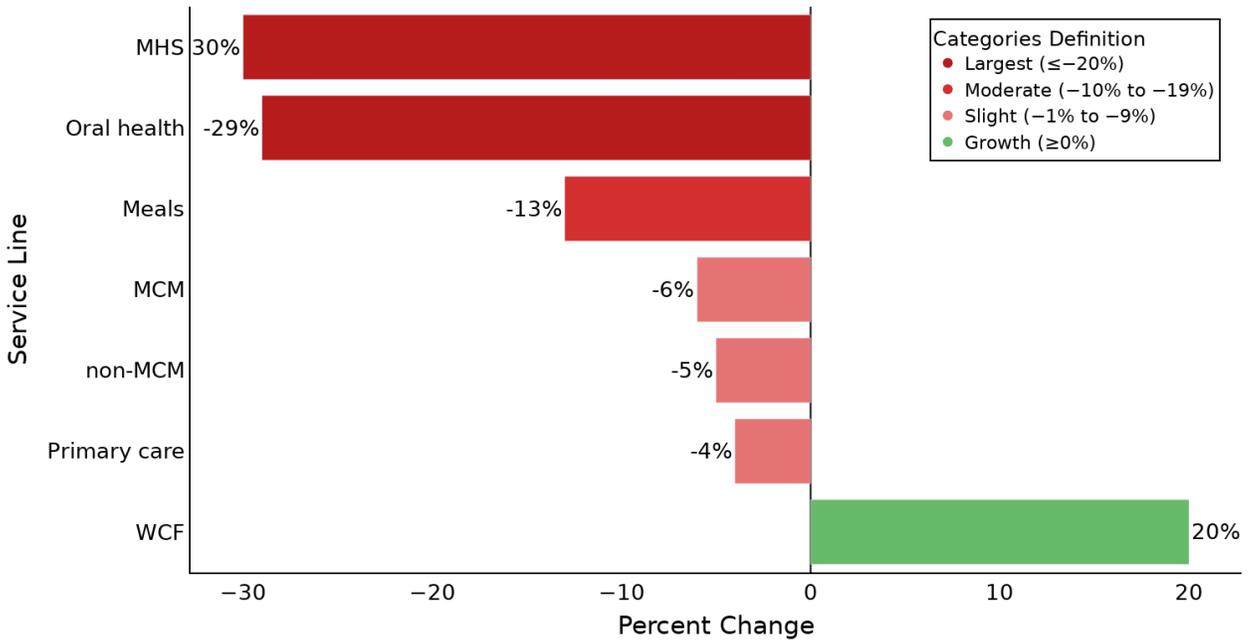
# Spending -

- Expenditures for FY25
- Timeline for FY25 final expenditures



# Service Utilization

Change in Total # of Clients Vs. Same Time Last Year (February 2025)  
 Percent change by service line



## Service Utilization Summary

When compared to February 2025, the steepest drops were in MHS at 30 percent and Oral Health at 29 percent. Meals, MCM, non-MCM, and Primary Care saw smaller declines. Only WCF grew, increasing 20 percent.

# PARS Report – As of 3/9/2026

## Current Clients Summary Table

Category	Details
<b>Total Clients</b>	85 clients currently enrolled
<b>Gender</b>	58 male, 18 female, 9 transgender
<b>Race / Ethnicity</b>	11 Black, 48 Hispanic/Latino, 23 White, 2 Asian, 1 American Indian
<b>Age Groups</b>	55 over 45, 28 ages 31-44, 2 ages 18-30
<b>Regions</b>	Central 49, East 13, South 18, North 5



# PARS Report – As of 3/9/2026

## Waiting List Summary Table

Category	Details
<b>Total Waitlist</b>	70 clients currently on the waitlist
<b>Previously Enrolled (PARS)</b>	26 previously enrolled in PARS
<b>New Applicants</b>	44 new applicants
<b>Gender</b>	51 male, 14 female, 5 transgender
<b>Race / Ethnicity</b>	18 Black, 35 Hispanic/Latino, 15 White, 1 Asian, 1 American Indian
<b>Age Groups</b>	48 over 45, 20 ages 31-44, 2 ages 18-30
<b>Regions</b>	Central 48, East 11, South 5, North 6



# Guide for Facilitating Hybrid Meetings

December 2025 (updated February 2026)

The California State Legislature passed Senate Bill 707 (SB 707) that implemented significant changes for local legislative bodies that hold meetings subject to the Brown Act. This guide is provided to assist staff liaisons to County boards and commissions in complying with SB 707 to hold hybrid meetings. (Ref. Government Code §54953.8.6)

## What the Law Allows

If approved by the Board of Supervisors, members of a board, commission, or committee (BCC) may participate in meetings remotely without listing their location on the agenda or making that location public. However, there must be at least one physical meeting location within the County where the public can attend, and a staff member must be present at that location. BCC members may also choose to attend in person at the designated meeting site.

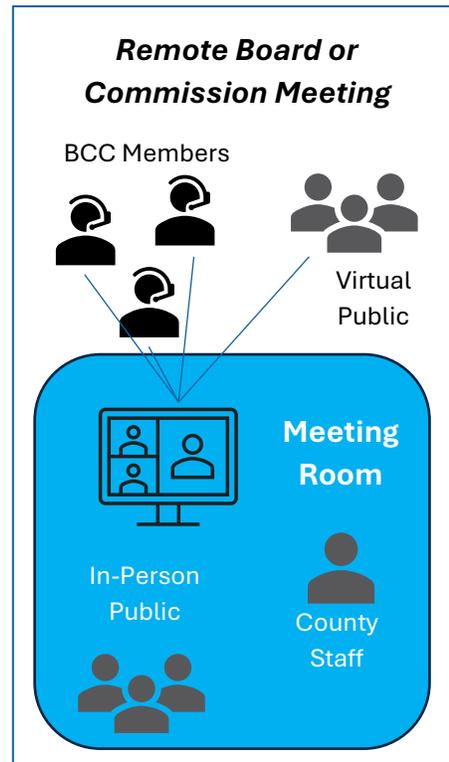
Members participating virtually are required to appear visibly on camera throughout the meeting. A member may turn off their camera only for a non-ADA physical or medical condition or if it becomes technologically infeasible to remain on video—such as due to unreliable internet connectivity. In such cases, the member must announce the reason before disabling their camera.

Additionally, Government Code §54953.8 has requirements for any legislative body member that participates remotely in a public meeting. The member must disclose anyone over the age of 18 that is in the room with them, along with their relationship to the member, the meeting must be stopped if there are technological disruptions, there must be a reasonable public comment period, and the County cannot require public comments before the meeting (e.g. require recorded or email comments before the meeting starts). Lastly, members who participated remotely must be listed in the minutes.

Please note that any elected official serving on the BCC in their official capacity is not permitted to participate remotely and must attend in person.

Additionally, the public must be given a way to both watch and participate in the meeting remotely. This can be done in one of two ways:

- A two-way video platform, like Zoom or Teams, where people can see and hear the meeting and speak during public comment.
- Or, a combination of a phone line that allows people to speak, along with a live video stream of the meeting they can watch online.



## Who is Eligible

A board or commission **can hold virtual meetings** if all the following are true:

1. **It was officially created** by the Board of Supervisors. This includes any group formed by a formal vote, ordinance, resolution, or charter.
2. **It only gives advice** — it doesn't make final decisions. The group's role is to provide recommendations, not to act on laws, contracts, permits, or funding.
3. **It cannot take final action** on important matters. This means it doesn't have the power to approve or deny things like:
  - Laws or regulations
  - Contracts or licenses
  - Permits or grants
  - Spending or budget decisions
4. **It doesn't focus on sensitive or high-impact topics** like:
  - Elections
  - Budgets
  - Police oversight
  - Privacy
  - Library content restrictions
  - Taxes or spending proposals

Please refer to the attached analysis of eligible boards and commissions.

For reference, Government Code Section 54953.8.6(b) states: *For purposes of this section, "eligible subsidiary body" means a legislative body that meets all of the following:*

- (A) *Is described in subdivision (b) of Section 54952: A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.*
- (B) *Serves exclusively in an advisory capacity.*
- (C) *Is not authorized to take final action on legislation, regulations, contracts, licenses, permits, or any other entitlements, grants, or allocations of funds.*
- (D) *Does not have primary subject matter jurisdiction, as defined by the charter, an ordinance, a resolution, or any formal action of the legislative body that created the subsidiary body, that focuses on elections, budgets, police oversight, privacy, removing from, or restricting access to, materials available in public libraries, or taxes or related spending proposals.*

*(2) An eligible subsidiary body may include members who are elected officials, members who are not elected officials, or any combination thereof.*

## How to Comply

### 1. Submit a Request to the Board of Supervisors (BOS)

Before a BCC can hold teleconference meetings, the Board of Supervisors must approve it.

- **When to Submit:** At least 4–6 weeks before the Board’s March or September meetings.
- **How to Submit:** Contact the Clerk of the Board (COB) to coordinate docketing.
- **See sample memo template on pages 5-6.**

### 2. Ensure the Board Can Make These Required Findings

The BOS must be able to confirm the following:

#### ✓ Public Access

- Teleconferencing will improve public access to meetings.
- The public must have been made aware of the type of remote participation that the BCC will be using, including audio-visual or telephonic and will have the opportunity to provide comment at an in-person meeting.

#### ✓ Member Participation

- Teleconferencing will help:
  - **Attract and retain** members.
  - **Increase diversity**, for example, by making participation easier for people with:
    - Caregiving or work responsibilities
    - Health or mobility challenges
    - Long travel distances

### 3. Board of Supervisors Reviews and Approves at a Regular Board Meeting

- If the BOS agrees with the findings, they will approve the use of teleconferencing.
- This approval is valid for **six months**.

### 4. BCC Must Also Approve

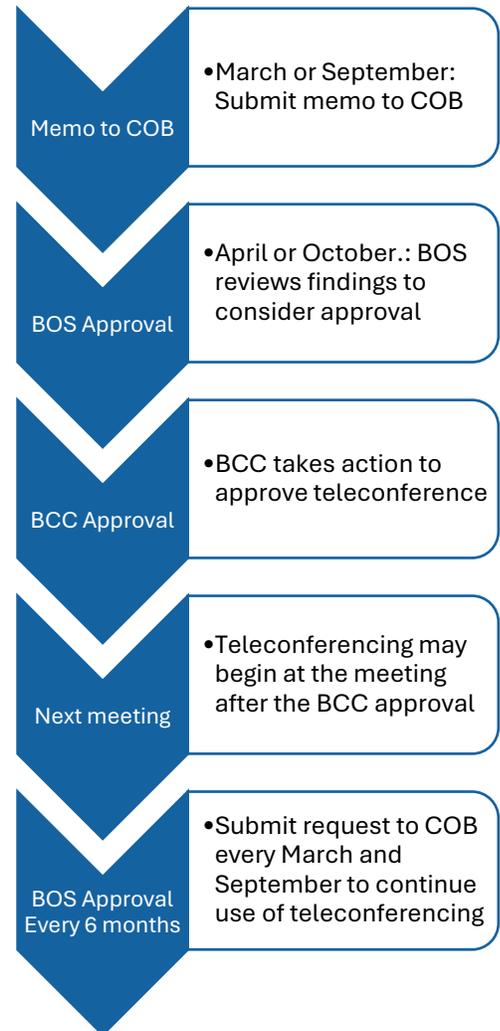
- After BOS approval, the BCC must vote to approve the use of teleconferencing for its own meetings.
- The BCC may then use the teleconferencing provisions at the next meeting.

### 5. Re-Approval Every Six Months

- The BOS must **renew approval** every six months (planned for **March and September**).
- BCCs should plan ahead and submit updated requests if they wish to continue teleconferencing.

### 6. BOS Can Revoke Approval at Any Time

- The Board may withdraw approval if conditions change or requirements are not met.



## Running a Hybrid Meeting

Below are the best practices for running the meeting if the Board of Supervisors approves use of teleconferencing:

<b>Platform Setup</b>	<ul style="list-style-type: none"><li>• Schedule the meeting in Zoom or Teams<ul style="list-style-type: none"><li>○ It is recommended that the meeting be set up as a Zoom Webinar or Teams Event to mitigate the risk of unauthorized access and disruptive behavior, such as Zoom bombing.</li></ul></li><li>• Enable:<ul style="list-style-type: none"><li>○ Waiting room/lobby (if needed)</li><li>○ Enable Panelists so that the BCC members can have a specific link to join that grants them permissions to show their video and audio.</li><li>○ Live captions (for accessibility)</li><li>○ Screen sharing for Panelists (for presentations)</li><li>○ Recording</li></ul></li><li>• Share the meeting link publicly in advance</li><li>• Test audio/video with both in-person and remote participants before the meeting</li></ul>
<b>Technology Setup</b>	<ul style="list-style-type: none"><li>• Reliable Internet (wired preferred)</li><li>• Laptop or desktop in meeting room</li><li>• Projector or large screen for in-person attendees to see remote participants</li><li>• Microphones:<ul style="list-style-type: none"><li>○ Room mic for in-person speakers</li><li>○ USB or Bluetooth mic for computer audio</li></ul></li><li>• Speakers:<ul style="list-style-type: none"><li>○ Ensure remote participants can be heard clearly in the room</li></ul></li><li>• Camera:<ul style="list-style-type: none"><li>○ Wide-angle webcam to show the room</li></ul></li><li>• Optional: second camera for speaker podium or Owl Camera</li></ul>
<b>Agenda/Public Participation</b>	<ul style="list-style-type: none"><li>• Provide clear instructions for:<ul style="list-style-type: none"><li>○ Joining remotely (link, dial-in, etc.)</li><li>○ How to request to speak (e.g., “Raise Hand” feature)</li></ul></li><li>• Monitor chat/Q&amp;A for public comments</li><li>• Ensure equal opportunity for remote and in-person public comment</li></ul>
<b>During the Meeting</b>	<ul style="list-style-type: none"><li>• Assign roles:<ul style="list-style-type: none"><li>○ Tech facilitator: manages platform, mics, and screens</li><li>○ Moderator: tracks speakers and public comment</li></ul></li><li>• Mute/unmute participants as needed</li><li>• Announce when remote participants are speaking</li><li>• Monitor for technical issues and troubleshoot quickly</li></ul>

## Sample Memo Requesting Teleconferencing

Below is a sample memo to submit to the Clerk of the Board of Supervisors to request that the Board of Supervisors make the findings to authorize teleconferencing for a BCC.

[DEPARTMENT LETTERHEAD]

DATE

TO: Andrew Potter, Clerk of the Board of Supervisors

FROM: Department Head

### REQUEST FOR BOARD OF SUPERVISORS FINDINGS TO AUTHORIZE TELECONFERENCING FOR [NAME OF BCC]

This memo is submitted on behalf of the [Name of Board/Commission/Committee], which met on [Insert Date] and voted to request authorization to conduct its meetings via teleconference. The [Department Name] is submitting this request in support of [Name of BCC]'s decision.

We respectfully request that the Board of Supervisors make the necessary findings under Government Code section 54953.8.6 to allow the [Name of BCC] to hold meetings via teleconference for the next six-month period.

#### Required Findings and Supporting Details

##### 1. Public Access

Teleconferencing will improve public access to meetings of the [Name of BCC] in the following ways:

- [Insert specific explanation from the BCC and/or department]  
*(e.g., "Many members of the public live in rural areas and have limited transportation options. Teleconferencing allows them to participate without traveling long distances.")*
- The BCC will use [Zoom / Microsoft Teams / other platform], which allows both audio-visual and telephonic participation.
- Instructions for joining remotely will be posted on the meeting agenda and website, and public comment will be accepted from both in-person and remote attendees.
- The public has been provided the opportunity to comment at an in-person meeting of the legislative body authorizing the subsidiary body to meet entirely remotely by [identify physical meeting location and details for in-person participation].

##### 2. Member Participation

**COUNTY BOARD AND COMMISSIONS  
GUIDE FOR FACILITATING HYBRID MEETINGS**

Teleconferencing will support the attraction, retention, and diversity of the members that serve on the [Name of BCC] in the following ways:

- **[Insert specific explanation from the BCC]**  
*(e.g., “Several members have caregiving responsibilities or work full-time jobs. Teleconferencing allows them to participate without taking extended time off or arranging for childcare.”)*
- It enables participation from individuals with health or mobility challenges and those who live in geographically distant areas of the County.
- The [Name of BCC] believes that continuing to offer remote participation will help maintain quorum and encourage broader community representation.

**Request**

Based on the above, we request that the Board of Supervisors make the required findings and authorize the [Name of BCC] to conduct its meetings via teleconference for the upcoming six-month period.

For reference, attached are the minutes from the referenced meeting.

Please let us know if additional information is needed.

**NAME**  
**TITLE**

**ATTACHMENT**

County of San Diego Boards and Commissions  
 Eligibility for Teleconferencing under SB 707

Subsidiary Body	Eligible for Remote Meetings	Notes
Abandoned Vehicle Abatement Service Authority	● No	Not merely advisory; allocates funds
Aging & Independence Services Advisory Council	● Yes*	*Except for any members who are Elected Officials
Alpine Community Planning Group	● Yes	
Alpine Design Review Board	● Yes	
Arts and Culture Commission, San Diego County	● Yes	
Assessment Appeals Boards	● No	Subject Matter Exclusion – Quasi-Judicial
Behavioral Health Advisory Board (BHAB)	● No	Group Required by State Law
Bonsall Community Sponsor Group	● Yes	
Borrego Springs Sponsor Group	● Yes	
Boulevard Community Planning Group	● Yes	
Campo - Lake Morena Community Planning Group	● Yes	
Child And Family Strengthening Advisory Board of SD	● Yes	
Child Care and Development Local Planning Council	● No	Group Required by State Law
Citizens Law Enforcement Review Board (CLERB)	● No	Subject Matter Exclusion - Police Oversight
Citrus Pest Control District, San Diego County	● No	Decision Making
City/County Reinvestment Task Force	● Yes*	*Except for any members who are Elected Officials
Civil Service Commission	● No	Decision Making
Community Action Partnership Administering Board	● No	Group Required by Federal Law
County Hearing Officers	● No	Decision Making
Countywide Redevelopment Successor Agency Oversight Board	● No	Decision Making
Crest/Dehesa/Granite Hills/Harbison Canyon Community Planning Group	● Yes	

*County of San Diego Boards and Commissions  
Eligibility for Teleconferencing under SB 707*

<b>Subsidiary Body</b>	<b>Eligible for Remote Meetings</b>	<b>Notes</b>
CSA No. 017 - San Dieguito EMS District Advisory Committee	● Yes	
CSA No. 026 - Rancho San Diego Local Park District Advisory Board	● Yes	
CSA No. 069 - Heartland EMS District Advisory Committee	● Yes	
CSA No. 081 - Fallbrook Local Parks Advisory Committee	● Yes	
CSA No. 128 - San Miguel Local Park District Citizen Advisory Board	● Yes	
CSA No. 138 - Valley Center Park and Recreation Advisory Committee	● Yes	
Cuyamaca Sponsor Group	● Yes	
Descanso Community Planning Group	● Yes	
Emergency Medical Care Committee	● No	Group Required by State Law
Environmental Health and Quality Advisory Board, San Diego County	● Yes	
Eye Gnat Abatement Appeals Board	● No	Decision Making - Administrative Appeals
Fairbanks Ranch Community Services District	● No	Decision Making
Fallbrook Airpark Advisory Committee	● Yes	
Fallbrook Community Planning Group	● Yes	
Fallbrook Public Utility District	● No	Decision Making
Fallbrook Regional Health District	● No	Decision Making
Fire Protection District Fire Advisory Board, San Diego County	● Yes	
First 5 Commission	● No	Decision Making
Fish And Wildlife Advisory Commission, San Diego County	● Yes	

County of San Diego Boards and Commissions  
 Eligibility for Teleconferencing under SB 707

Subsidiary Body	Eligible for Remote Meetings	Notes
Flood Control District Advisory Commission	● Yes	
Fly Abatement and Appeals Board	● No	Decision Making
Gillespie Field Development Council	● No	Decision Making
Health Services Advisory Board (HSAB)	● Yes	
Healthy San Diego Consumer and Professional Advisory Committee	● Yes	
Hidden Meadows Community Sponsor Group	● Yes	
Historic Site Board	● Yes	
HIV Planning Group, County of San Diego	● Yes	
Housing Authority, Board of Commissioners	● No	Decision Making
Human Relations Commission, Leon L. Williams San Diego County	● Yes	
Human Trafficking and Commercial Sexual Exploitation of Children Advisory Council	● Yes	
I-15 Corridor Design Review Board	● Yes	
Indian Gaming Local Community Benefit Committee (Committee Currently Inactive)	● No	Decision Making – Grant-Making & Allocations
In-Home Supportive Services/Public Authority Advisory Committee	● No	Group Required by State Law
Jacumba Hot Springs Sponsor Group	● Yes	
Jamul/Dulzura Community Planning Group	● Yes	
Jess Martin Park Advisory Committee	● Yes	
Julian Community Planning Group	● Yes	
Julian Historic District Architectural Review Board	● Yes	
Lakeside Community Planning Group	● Yes	
Lakeside Design Review Board	● Yes	
Law Library Board of Trustees, San Diego County	● No	Decision Making

*County of San Diego Boards and Commissions  
Eligibility for Teleconferencing under SB 707*

<b>Subsidiary Body</b>	<b>Eligible for Remote Meetings</b>	<b>Notes</b>
North County Gang Commission	● Yes	
Otay River Watershed Advisory Panel	● No	Group Required by State Law
Pala-Pauma Community Sponsor Group	● Yes	
Palomar Airport Advisory Committee	● Yes	
Palomar Health District	● No	
Palomar Mountain Community Sponsor Group	● Yes	
Parks Advisory Committee, San Diego County	● Yes	
Past Grand Jurors Association Implementation Review Committee	● Yes	
Persons with Disabilities, Committee for	● Yes	
Pine Valley Community Planning Group	● Yes	
Planning Commission	● No	Decision Making
Potrero Community Planning Group	● Yes	
Rainbow Community Planning Group	● Yes	
Ramona Community Planning Group	● Yes	
Ramona Design Review Board	● Yes	
San Diego County Capital Asset Leasing Corp	● No	Decision Making
San Diego Military and Veterans Advisory Council	● Yes	
San Dieguito Community Planning Group	● Yes	
Social Services Advisory Board	● Yes	
Solid Waste Hearing Panel	● No	Decision Making – Quasi-Judicial
South Bay Irrigation Hearing Panel	● No	Decision Making – Quasi-Judicial
Spring Valley Community Planning Group	● Yes	
Status of Women and Girls, Commission On The	● Yes	
Sweetwater Community Planning Group	● Yes	
Sweetwater River Watershed Advisory Panel	● No	Group Required by State Law

*County of San Diego Boards and Commissions  
Eligibility for Teleconferencing under SB 707*

<b>Subsidiary Body</b>	<b>Eligible for Remote Meetings</b>	<b>Notes</b>
Tecate Sponsor Group	● No	Subject Matter Exclusion - Quasi-regulatory
Tijuana River Watershed Advisory Panel	● No	Group Required by State Law
Traffic Advisory Committee	● Yes	
Treasury Oversight Committee	● No	Decision Making – Fiduciary oversight
Tri-City Healthcare	● No	Decision Making
Twin Oaks Valley Sponsor Group	● Yes	
Underground Utilities Advisory Committee	● Yes	
Valle De Oro Community Planning Group	● Yes	

**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 Michael Donovan</b>	*	*	*	*	*	*	0	
<b>Medical Standards &amp; Evaluation Committee Dr. David Grelotti</b>	JC	JC	*	*	*	*	0	
<b>Membership Committee Felipe Garcia-Bigley</b>	*	*	*	1	1	*	2	
<b>Priority Setting &amp; Resource Allocation Committee Rhea Van Brocklin</b>	1	*	*	*	*	*	1	
<b>Strategies &amp; Standards Committee Michael Wimpie</b>	*	*	*	*	*	1	1	
<b>HIV Planning Group Mikie Lochner (Chair)</b>	*	*	*	*	*	*	0	
<b>HIV Planning Group 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

**Public Comment/Sharing Concerns/Suggestions to the Steering Committee from the  
February 25, 2026 HPG meeting**

Agenda Item	Comment	Steering Committee Response
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>- A concern regarding agencies not printing golden rod forms on yellow or golden paper.</li> <li>- A concern regarding providers and/or the Recipients' Office not notifying the clients about termination of contracts/services.</li> </ul>	
<b>Sharing Concerns</b>	<ul style="list-style-type: none"> <li>- A suggestion to provide insurance navigation resources outside the Ryan White program.</li> <li>- A request to continue food support as it is very helpful to the community.</li> <li>- A reminder that the priority setting process should be data-informed and an encouragement to request specific data during this process.</li> </ul>	
<b>Suggestions to the Steering Committee for consideration of future items</b>	None	
<b>Request from the community on future training topics and other agenda items</b>	None	

## SENATE BILL (SB) 707: THE USE OF JUST CAUSE (2026)

(An Amendment to AB 2302)

*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 "just cause".*

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 "just cause" 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 support staff 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 such individuals.