

STEERING COMMITTEE



Friday, March 14, 2025, 10:00 AM – 12:00 PM
County Operations Center
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 14, 2025

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:

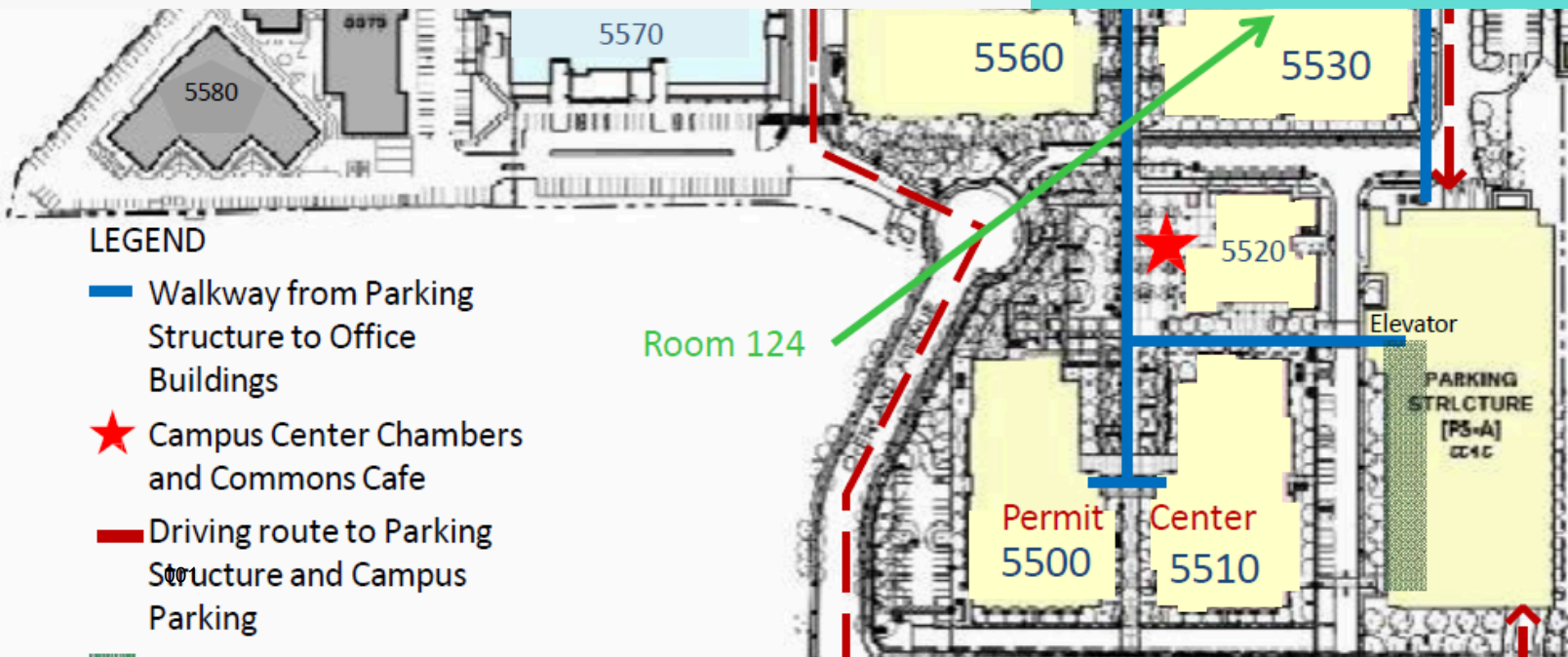
1. Take I-15 North to Exit 10 for Clairemont Mesa Blvd.
2. Turn left onto Clairemont Mesa Blvd.
3. Turn right onto Overland Ave.
4. Continue straight to stay on Overland Ave.



PUBLIC TRANSPORTATION

MTS Bus Routes:

25, 235, 928



LEGEND

- Walkway from Parking Structure to Office Buildings
- ★ Campus Center Chambers and Commons Cafe
- - - Driving route to Parking Structure and Campus Parking

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:

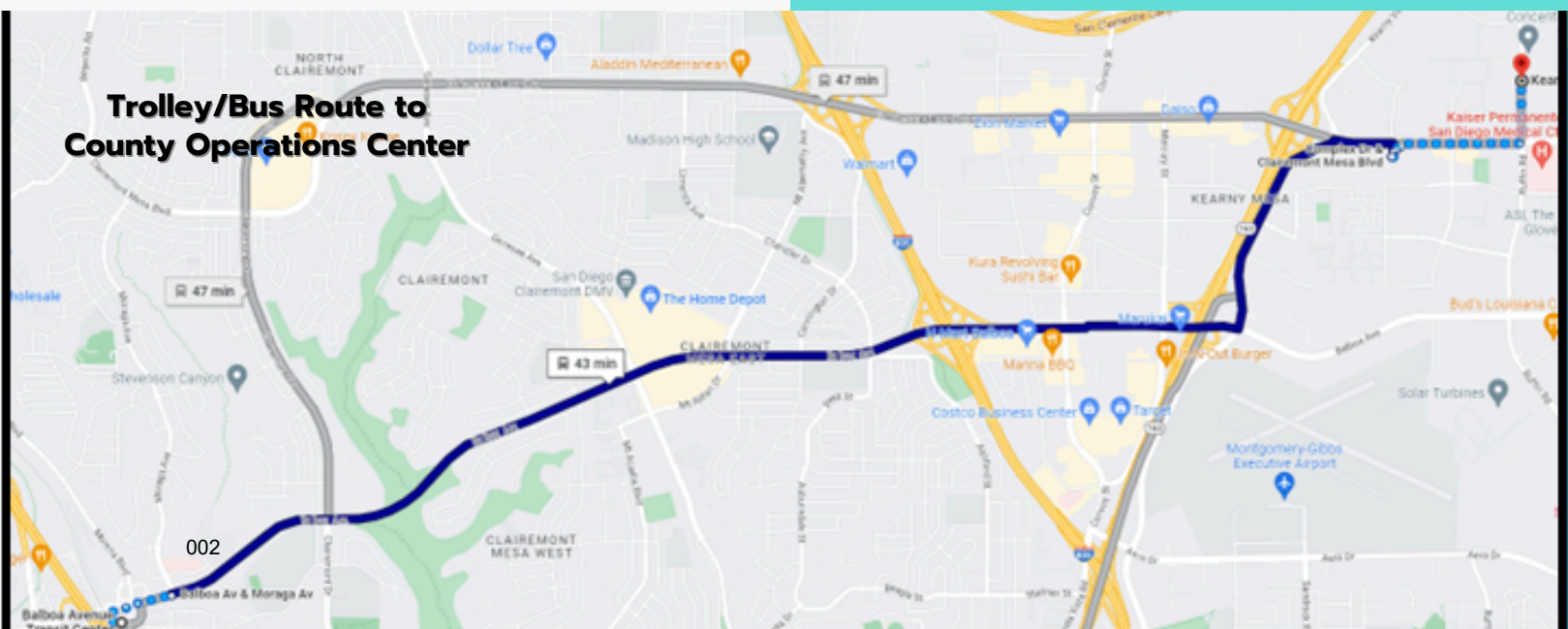
From Ruffin Road:

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



Friday, March 14, 2025, 10:00 AM – 12:00 PM
County Operations Center
5530 Overland Ave, San Diego, CA 92123
(Conference Room 124)

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.

A quorum for this meeting is four (4)

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

MEETING AGENDA ORDER OF BUSINESS

1. Call to order, introductions, comments from the chair and a moment of silence
2. Public comment (for members of the public)
3. Sharing our concerns (for committee members)
4. **ACTION:** Approve the Steering Committee agenda for March 14, 2025
5. **ACTION:** Approve meeting minutes from January 21, 2025
6. **ACTION:** Approve the HIV Planning Group agenda for March 26, 2025
7. Committee reports and recommendations
8. Old Business
 - a. **Update:** 2025 Retreat
9. New Business
 - a. **Update:** California Planning Group (CPG) meeting – May 28-30, 2025 in San Diego
 - b. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)
10. Routine Business
 - a. **Review:** Committee attendance
11. HIV, STD, and Hepatitis Branch (HSHB) Report
12. HPG Support Staff Report
 - a. Administrative budget review

STEERING COMMITTEE

13. Future agenda items for consideration

14. Announcements

15. Next meeting date: **Friday, May 9, 2025, 10:00 AM – 12:00 PM**

Location: TBD

16. Adjournment

STEERING COMMITTEE



Tuesday, January 21, 2025, 11:00 AM – 1:00 PM
County Operations Center
5530 Overland Ave, San Diego, CA 92123
(Conference Room 124)

A quorum for this meeting is four (4)

Members Present: Michael Donovan | Cinnamen Kubricky (Vice-Chair) | Mikie Lochner (Chair) | Rhea Van Brocklin | Michael Wimpie

Members Absent: Dr. David Grelotti

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 11:00 AM. Introductions were held. The Chair made the following comments: <ul style="list-style-type: none">- Acknowledged that this is the first meeting of the new year.	
2. Public comment (for members of the public)	A member of the public expressed concern about the PARS program, noting the number of people that are still on the waitlist.	
3. Sharing our concerns (for committee members)	The Chair made a comment about the medical advocate program. Patrick Loose recommended that the HPG consider reviewing the priorities and discussing what is important for the community. <ul style="list-style-type: none">- Consider Medicare/Medi-Cal training at the HPG, especially as it relates to HIV benefits.	The Chair to work with the HPG Support Staff (HPG SS) to add the training to the work plan.
4. ACTION: Approve the Steering Committee agenda for January 21, 2025	Motion: Approve the Steering Committee agenda for January 21, 2025 Motion/Second/Count (M/S/C): Van Brocklin/Donovan/5-0 Discussion: none Abstentions: Lochner Motion carries	
5. ACTION: Approve meeting minutes from November 19, 2024	Motion: Approve meeting minutes for November 19, 2024 M/S/C: Donovan/Garcia-Bigley/5-0 Discussion: none	

STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	Abstentions: Lochner Motion carries	
6. ACTION: Approve the HIV Planning Group agenda for January 22, 2025	Motion: Approve the HIV Planning Group agenda for January 22, 2025, moving 7e to be 7b. M/S/C: Van Brocklin/Donovan/5-0 Discussion: none Abstentions: Lochner Motion carries	
7. Committee reports and recommendations	<p>Priority Setting and Resource Allocation Committee (PSRAC): The committee had a meeting earlier this month to approve reallocations. An ad hoc meeting was approved for February to review FY25 allocations and consider more funds for the primary care category.</p> <p>Membership Committee: The committee is still working on the seat definitions. The membership expectations document will be brought to Steering in March as it is still work in progress and will be presented at the January HPG meeting.</p> <p>Medical Standards and Evaluation Committee (MSEC): The committee is meeting in February to review the Oral Health Standards.</p>	
8. Old Business		
a. ACTION: Approve the revised Mileage Reimbursement Form	<p>Motion: Approve the revised Mileage Reimbursement Form with the changes listed below.</p> <p>M/S/C: Garcia-Bigley/Wimpie/4-0</p> <p>Discussion: The following discussion took place:</p> <ul style="list-style-type: none"> - Visa gift cards are not allowed. - Arco may not be the cheapest option. - Recommendation to remove the unaffiliated consumer. - Concern about the language regarding ineligibility when two consecutive meetings are missed. 	HPG SS to confirm with the Project Officer about an ability to provide grocery cards in lieu of gas cards (including cards for electric car charging stations).

STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> - No way to compensate those who drive electric vehicles. - Remove “consumer” from the form. - “You may be eligible to receive reimbursement if you drove to and from the meeting” - A recommendation to have a policy not attached to the reimbursement form that doesn’t call out consumers. - Add language about “I have read and understood the...” - Recommendation to remove items 4 and 5. - (change the mileage amount) <p>Abstentions: Donovan, Lochner Motion carries</p>	
b. ACTION: Steering Committee meeting schedule	No action needed. If a modified time works for Dr. Grelotti, starting March, the committee will move to a new schedule.	HPG SS to ask Dr. Grelotti if 10am on 2 nd Friday of every other month would work.
c. Discussion: 2025 Retreat	<p>The following discussion took place:</p> <ul style="list-style-type: none"> - There may be some benefit to discuss the Ryan White funding at the federal level. Ending the HIV Epidemic (EHE) initiative may be at risk of being cancelled. Prep funding may also be at risk, including Medi-Cal and ACA funding. - Provide an overview of different systems and how they work. - Aging is also an important topic that may need training, especially aging women living with HIV. - Current political climate and what the consumers are facing (housing, medical benefits, service coordination, aging deportation). - Recommendation to have a retreat in early spring so the 	<p>HPG SS to look at 11am-3pm or 1pm-5pm on March 26th (HPG meeting).</p> <p>HPG SS to find a trainer without conflicts.</p>

STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	discussion can guide the allocations and planning at PSRAC.	
9. New Business		
a. ACTION: Approve 2025 Meeting Schedule	Motion: Approve the 2025 meeting schedule M/S/C: Van Brocklin/Wimpie/5-0 Discussion: Add language to PSRAC clarifying that the June/July meetings are additional. Abstentions: Lochner Motion carries	
b. Discussion: Unaffiliated consumer definition and 33% minimum requirement	<p>The following discussion was held:</p> <ul style="list-style-type: none"> - The current definition is restrictive as people living with HIV cannot have a job at any of the Part A service organizations. It makes it harder for Christie's Place that tries to empower those people as a goal should be for clients to achieve self-sufficiency which is part of the overall wellness. - A clarification that people living with HIV who are NOT considered an unaffiliated consumer, do not get counted in the demographics. - The rule/definition goes back to the very beginning, which misaligns with the changing time. Ryan White has not been reauthorized since 2009. 	
c. Discussion: Committee assignment process for new and current members	<p>The committee reviewed the process. The following discussion took place:</p> <ul style="list-style-type: none"> - HPG SS will be sending four forms for the members to complete and submit, including a committee preference. - When membership makes a recommendation to appoint a new member, it should also include a recommendation for a committee. The Chair will then make the appointment. 	HPG SS to review the membership application with the Membership Committee to ensure that the committee preference is listed and isn't restrictive.

STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> - There is a gap in the current process. - New members should attend at least one CEG meeting. - Current CEG members should attend other committee meetings. - Committee members should be free to move from committee to committee, and their attendance should not be impacted if they don't feel that a committee is a good fit. - Recommendation to move towards a self-selection process from an appointment process, noting this in a policy. 	
d. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	Tabled	
10. Routine Business		
a. Review: Committee attendance	Tabled	
11. HIV, STD, and Hepatitis Branch (HSHB) Report	<p>Patrick Loose updated the committee on the following:</p> <ul style="list-style-type: none"> - The notification of the partial award has been received. We are expecting next year's award to be the same amount as this year. - There is still a lot of uncertainty based on the current administration, including the future of the EHE Initiative. 	
12. HPG Support Staff Report	Tabled	
a. Administrative budget review	Tabled	
13. Future agenda items for consideration	Tabled	
14. Announcements	Tabled	

STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
15. Next meeting date	Subject to change, pending confirmation from Dr. Grelotti regarding time change. The date of the 2 nd Friday of every other month has been confirmed, moving forward. Date: Tuesday, March 18, 2025 Time: 11:00 AM – 1:00 PM Location: to be determined, in-person and via Zoom	
16. Adjournment	Meeting adjourned at 1:01 PM.	

SAN DIEGO HIV PLANNING GROUP (HPG)



Wednesday, March 26, 2025, 1:00 PM – 5:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114
(Tubman Chavez Room A)

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.

A quorum for this meeting is twelve (12)

HPG Members: Marco Aguirre Mendoza | Juan Conant | Beth Davenport | Michael Donovan | Tyra Fleming | Hector Garcia | Rosemary Garcia | Felipe Garcia-Bigley | David Grelotti | Ben Ignalino | Lori Jones | Cinnamen Kubricky (Vice-Chair) | Michael Lochner (Chair) | Skyler Miles | Veronica Nava | Shannon Paugh | Venice Price | Stephen Spector | Rhea Van Brocklin | Jeffery Weber | Abigail West* | Michael Wimpie | Adrienne Yancey

**Participating virtually from 1616 Capitol Ave, Sacramento, CA 95814*

ORDER OF BUSINESS

1. Call to order and roll call
2. Welcome, moment of silence, matters from the Chair
3. Public comment (for members of the public) – concerns/questions/suggestions for future topics
4. HPG Member Open Forum – concerns/questions/suggestions for future topics
5. **ACTION:** Approve the HPG agenda for March 26, 2025
6. Routine Business:

- a. **ACTION:** Approval of consent agenda for March 26, 2025 which includes:

- i. Approval of HPG minutes from January 22, 2025
- ii. Acceptance of the following committee minutes:

Steering Committee	January 21, 2025
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Membership Committee	February 15, 2025
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Priority Setting and Resource Allocation Committee	January 9, 2025
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Medical Standards and Evaluation Committee	November 12, 2024
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Community Engagement Group	December 11, 2024; January 29, 2025
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Strategies and Standards Committee	December 3, 2024
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SAN DIEGO HIV PLANNING GROUP (HPG)

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

CARE Partnership

January 13, 2025

iii. Committee Reports

1. HPG committees

2. State Office of AIDS (OA) and AIDS Drug Assistance Program (ADAP) –
Abigail West

3. Housing Committee Report – committee representative

iv. California HIV Planning Group (CHPG) – Mikie Lochner

v. Administrative Items:

1. HPG expenditures report

7. New Business:

a. **Presentation:** Core Medical Services Waiver

b. **ACTION** (*Priority Setting and Resource Allocation Committee*): Re-allocations for FY
25 (March 1, 2025 – February 28, 2026)

c. 2025 Retreat

i. Introductions and Ice Breaker

ii. Training:

1. Strengths, Weaknesses, Opportunities, Threats (SWOT)

2. Creating SMART (Specific, Measurable, Achievable, Relevant, Time-
Bound) Goals

iii. Break

iv. SWOT Activity

v. Break

vi. Developing SMART Goals

vii. Wrap-up

8. Adjournment

Next Meeting Date: **Wednesday, April 23, 2025, at 3:00 PM – 5:00 PM**

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

Public Comment/Sharing Concerns/Suggestions to the Steering Committee from the January 22, 2025 HPG meeting

Agenda Item	Comment	Steering Committee Response
Public Comment	A member of the public expressed concern about underspending in the Partial Assistance Rental Subsidy (PARS) service category with only one month of the award year left. Additionally, they expressed concern about lack of consideration for the consumers' time when it comes to meeting attendance.	
Sharing Concerns	HPG members shared the following: <ul style="list-style-type: none"> - A reminder to be mindful of the need for social support services. - A reminder about the requirement to complete the annual HPG forms. 	
Suggestions to the Steering Committee for consideration of future items	None	
Request from the community on future training topics and other agenda items	None	

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
March 2024 -February 2025

STEERING COMMITTEE	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	#
Total Meetings	1	1	1	1	0	0	1	0	1	0	1	0	7
(7) Members													
Community Engagement Group Michael Donovan	*	*	*	*	NM	NM	*	NM	*	NM	*	NM	0
Medical Standards & Evaluation Committee Dr. David Grelotti									1	NM	1	NM	2
Membership Committee Felipe Garcia-Bigley					NM	NM	1	NM	*	NM	*	NM	1
Priority Setting & Resource Allocation Committee Rhea Van Brocklin	*	*	*	1	NM	NM	*	NM	*	NM	*	NM	1
Strategies & Standards Committee Michael Wimpie						NM	*	NM	1	NM	*	NM	1
HIV Planning Group Mikie Lochner (Chair)	*	*	*	*	NM	NM	*	NM	1	NM	*	NM	1
HIV Planning Group Cinnamen Kubricky (Vice-Chair)		*	*	*	NM	NM	*	NM	*	NM	*	NM	0

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

* = Present

1 = Absent for the month

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

JC = Just Cause

EC = Emergency Circumstance

NM = No Meeting

NQ = No Quorum

RW 2024-25 PART A AWARD INFORMATION	
Funding Source	Total RW 2024-25 Award
Part A	11,667,474.00
Part A MAI	784,859.00
TOTAL AWARD AMOUNT	12,452,333.00

RW 2024-25
YEAR TO DATE EXPENDITURE AND SAVINGS BREAK-DOWN
Through January 2025

FY24-25 ALLOCATION BREAK DOWN								
Funding Source	Admin. \$	Admin. %	CQM \$	CQM %	RW 2024-25 Service dollars	Total	CORE Medical Services	Support Services
Part A	1,131,364	10%	349,067	3%	10,187,043	11,667,474	49.96%	50.04%
Part A MAI	78,486	10%	32,933	4%	673,440	784,859		
TOTAL	1,209,850.00		382,000.00		10,860,483.00	12,452,333.00	70%	30%

Ryan White Part A Allocations						% Elapsed		92%			
Service Categories	HRSA Ranking	Priority Ranking	RW 2024-25 HPG Initial Allocation	%	HPG & Recipient Approved Actions +/-	RW 2024-25 HPG Adjusted Allocation	%	RW 2024-25 Year to Date Expenditure	RW 2024-25 Year-to-Date % Expenditure/Budget	RW 2024-25 Balance	Comments
Outpatient Ambulatory Health Services: Primary Care	1l	1	1,102,630.00	11%	826,112.00	1,928,742.00	19%	1,314,102.30	68%	614,639.70	
Outpatient Ambulatory Health Services: Medical Specialty	1l	2	195,000.00	2%	-	195,000.00	2%	147,641.00	76%	47,359.00	
Psychiatric Medication Management	1j	12	6,000.00	0%	11,393.55	17,393.55	0%	12,040.33	69%	5,353.22	
Oral Health	1k	3	160,940.00	2%	80,631.00	241,571.00	2%	152,668.58	63%	88,902.42	
Medical Case Management	1h	4	1,151,853.00	11%	-	1,151,853.00	11%	1,026,424.46	89%	125,428.54	
Non-Medical Case Management for Housing		6	200,000.00	2%	(200,000.00)	-		-	0%	-	
Housing: Emergency Housing	2e	7	1,515,998.00	15%	(332,483.00)	1,183,515.00	12%	986,581.02	83%	196,933.98	
Housing: Location, Placement and Advocacy Services NEW		8	100,000.00	1%	(100,000.00)	-		-	0%	-	
Housing: Partial Assistance Rental Subsidy (PARS)	2e	9	807,507.00	8%	43,000.00	850,507.00	8%	498,668.66	59%	351,838.34	
Non-Medical Case Management	2h	5	392,021.00	4%	-	392,021.00	4%	338,896.77	86%	53,124.23	
Coordinated HIV Services for Women, Infants, Children, Youth, and Families (WICYF)	1c	13	993,157.00	10%	-	993,157.00	10%	908,269.63	91%	84,887.37	
Childcare Services	2a		-	0%	-	-	0%	-	0%	-	
Early Intervention Services: Regional Services	1c	14	810,000.00	8%	(20,000.00)	790,000.00	8%	666,691.03	84%	123,308.97	
Health Education & Risk Reduction	2d	14a	-	0%	-	-	0%	-	0%	-	
Outreach Services	2j	14b	-	0%	-	-	0%	-	0%	-	
Referral Services	2l	14c		0%		-	0%	-	0%	-	
Referral to Health and Supportive Services (Peer Navigation)		16	300,000.00	3%	(86,800.00)	213,200.00	2%	165,428.95	78%	47,771.05	

Ryan White Part A Allocations						% Elapsed		92%			
Service Categories	HRSA Ranking	Priority Ranking	RW 2024-25 HPG Initial Allocation	%	HPG & Recipient Approved Actions +/-	RW 2024-25 HPG Adjusted Allocation	%	RW 2024-25 Year to Date Expenditure	RW 2024-25 Year-to-Date % Expenditure/Budget	RW 2024-25 Balance	Comments
Mental Health: Counseling/Therapy & Support Groups	1j	10	900,000.00	9%	(171,000.00)	729,000.00	7%	593,968.18	81%	135,031.82	
Psychosocial Support Services		17	46,744.00	0%	(46,744.00)	-	0%	-	0%	-	
Substance Abuse Services: Outpatient	1m	11	260,127.00	3%	53,000.00	313,127.00	3%	273,083.01	87%	40,043.99	
Substance Abuse Services: Residential	2o	18	-	0%	-	-	0%	-	0%	-	
Home-based Health Care Coordination	1e	19	228,500.00	2%	(73,120.00)	155,380.00	2%	94,082.47	61%	61,297.53	
Transportation: Assisted and Unassisted	2g	20	122,830.00	1%	29,000.00	151,830.00	1%	130,023.24	86%	21,806.76	
Food Services: Food Bank/Home-Delivered Meals	2c	21	536,073.00	5%	-	536,073.00	5%	468,909.31	87%	67,163.69	
Medical Nutrition Therapy	1i	22	35,542.00	0%	-	35,542.00	0%	32,213.13	91%	3,328.87	
Legal Services	2i	23	285,265.00	3%	-	285,265.00	3%	256,300.01	90%	28,964.99	
Emergency Financial Assistance	2b	24	36,856.00	0%	42,804.00	79,660.00	1%	61,887.45	78%	17,772.55	
Home Health Care	1f	25	-	0%		-	0%	-	0%	-	
Early Intervention Services: HIV Counseling and Testing	1c	26	-	0%		-	0%	-	0%	-	
Cost-Sharing Assistance	1d	27	-	0%		-	0%	-	0%	-	
Hospice	1g	28	-	0%		-	0%	-	0%	-	
Subtotal			10,187,043.00	100%	55,793.55	10,242,836.55	100%	8,127,879.53	79%	2,114,957.02	
Ryan White Part A Minority AIDS Initiative (MAI)			RW 2024-25 HPG Initial Allocation		HPG & Recipient Approved Actions +/-	RW 2024-25 HPG Adjusted Allocation	%	RW 2024-25 Year to Date Expenditure	RW 2024-25 Year-to-Date % Expenditure/Budget	RW 2024-25 Balance	Comments
Multi-Disciplinary Team			593,183.00		-	593,183.00	86%	458,244.83	77%	134,938.17	
Housing: Emergency Housing			100,000.00		-	100,000.00	14%	90,717.05	91%	9,282.95	
Subtotal			693,183.00		-	693,183.00	100%	548,961.88	79%	144,221.12	
TOTAL			10,880,226.00		55,793.55	10,936,019.55		8,676,841.41	79%	2,259,178.14	

CORE and Support Sevices Allocation Breakdown			
Total Allocation		Total Expenditure	Total Balance
CORE Medical Services	5,089,490.55	3,941,944.27	1,147,546.28
Support Services	5,097,552.70	4,185,935.26	911,617.44
TOTAL	10,187,043.25	8,127,879.53	2,059,163.72

Other funding info

Month: Jan-25 Part A & Part B Prevention Comp A/C HRSA 20-078

YEAR TO DATE EXPENDITURE AND SAVINGS BREAK-DOWN AS OF DEC 2024						
RW2425 SERVICE DOLLAR ALLOCATIONS AND EXPENDITURES						
Funding Source	RW 2024/2025 Service Dollars	Contract YTD Expenditure	% of Year Invoiced	% Spent	Balance	Comments
Ryan White Part B						
Outpatient Ambulatory Health Services (Medical)	-	-	83.00%	0.00%	-	Part A Payment Summary (Part B funding)
Early Intervention Services (Expanded HIV Testing)	-	-	83.00%	0.00%	-	Part A Payment Summary (Part B funding)
Early Intervention Services (Focused Testing)	187,900.00	\$137,750.39	83.00%	73.31%	50,149.61	Part B Payment Summary
Medical Case Management (Emergency Financial Assistance)	177,600.00	\$99,170.74	83.00%	55.84%	78,429.26	Part B Payment Summary
Housing (Substance Abuse Services-Residential)	589,552.00	\$512,534.77	83.00%	86.94%	77,017.23	Part B Payment Summary
Non-medical Case Management (Rep Payee)	50,000.00	\$31,160.91	83.00%	62.32%	18,839.09	Part B Payment Summary
CoSD Medical Case Management	392,403.61	272,862.43	83.00%	69.54%	119,541.18	Part B Cost Report
CoSD Early Intervention Services	375,134.29	339,818.95	83.00%	90.59%	35,315.34	Part B Cost Report
Ryan White Part B Total	1,772,589.90	1,393,298.19			379,291.71	
Prevention (27-0047)- awaiting						
Counseling and Testing				0.00%	-	Payment Summary
Evaluation/ Linkage Activities/ Needs Assessment				0.00%	-	Payment Summary
Prevention Total	-	-		0.00%	-	
HRSA Ending the HIV Epidemic- 20-078 FY2324				0.00%		
HRSA Ending the HIV Epidemic- 20-078 FY2324	4,038,108.00	516,652.38	83.00%	12.79%	3,521,455.62	Payment Summary
HRSA Ending the HIV Epidemic- 20-078 TOTAL	508,240.00	516,652.38		12.79%	3,521,455.62	

Ryan White Utilization Report

Summary of Services for FY 24

*(March 1, 2024 - February
28, 2025)*

HIV, STD and Hepatitis Branch



Program: HIV Planning Group - Administrative Budget
Year: RW 2024

DETAILED INTERNAL BUDGET				
Budget Period: 03/01/2024 to 2/28/2025 CFD#: 93.914 Updated - 3/2024-1/2025 Expenditures for 3/2025 Meeting	% of Year Elapsed	91.7%		
	FY 24 Budget	YTD Total Expenditures	Expended	Remaining Balance
Personnel Expenses (Salary & Benefits)	\$ 307,705.26	\$ 408,029.49	132.60%	\$ (100,324.23)
Interpreter Services	\$ 10,200.00	\$ 15,345.05	150.44%	\$ (5,145.05)
Food	\$ 7,100.00	\$ 6,792.33	95.67%	\$ 307.67
Staff Training	\$ 250.00	\$ -	0.00%	\$ 250.00
Office Expenses	\$ 5,731.00	\$ 7,560.59	131.92%	\$ (1,829.59)
Mileage and Gas Cards	\$ 7,100.00	\$ 3,256.98	45.87%	\$ 3,843.02
Zoom and WiFi (MiFi)	\$ 1,323.00	\$ 3,220.07	243.39%	\$ (1,897.07)
TOTAL PC BUDGET	\$ 339,409.26	\$ 444,204.51	130.88%	\$ (104,795.25)

HIV Planning Group

Mileage Reimbursement Claim Form

Eligibility Policy

Ryan White Part A funds may only be used to reimburse the mileage expenses of unaffiliated consumers¹ attending a committee to which they are assigned, the Community Engagement Group, or other approved event or meeting.

All reimbursements made are consistent with federal guidance and local regulations. In the event of any conflict between local, state and federal rules, the federal rules prevail.

ELIGIBILITY

You are eligible to receive reimbursement if you are an unaffiliated consumer who drove to/from a meeting and meet one of the criteria outlined in the reimbursement form.

You are NOT eligible if:

1. You received a ride to the meeting for which you did not incur cost.
2. You are attending a meeting that is not HPG-related.
3. You are not an “appointed” member of the committee you are attending.

INSTRUCTIONS

To successfully complete the Mileage Reimbursement Claim Form, follow these steps:

1. Fill in the following areas:
 - a. Name
 - b. Phone number
 - c. Select your eligibility
 - d. Select the Title of the Meeting/Event Attended
 - e. Starting point (address from where you started your travel). Please note that any travel outside San Diego County will not be reimbursed.
 - f. Signature
 - g. Date
2. Turn in the completed and signed form to HPG Support Staff within 30 days of the meeting attended to receive a gas card.

If the information on this form is inaccurate, the person making the claim will not receive additional reimbursement and will give up all rights to a trial. Contact HPG Support Staff with any questions.

Please submit the claim no later than 30 days from meeting to receive reimbursement.

¹ **Unaffiliated consumer** is defined as an individual who is living with HIV and is receiving HIV-related services from a Ryan White Part A services provider; and who is not a board member or officer of, employee of, or consultant to any providers receiving Ryan White Part A funds and does not represent any such entities or receive a stipend from such entities.



Mileage Reimbursement Claim Form

Mileage reimbursement is permitted for the actual transportation costs to and from eligible HIV Planning Group (HPG) meetings.

This form must be completed in person at each eligible meeting attended.

Name:	Phone Number:
Date of Meeting/Event:	Meeting/Event Address:

I am eligible to receive mileage reimbursement because I meet one of the following criteria:

- ☐ Appointed to the HPG
- ☐ Attended a meeting for a committee to which I am assigned (or am a guest speaker)
- ☐ Attended the Community Engagement Group meeting or other officially approved HPG meeting or event

Meeting Attended: <input type="checkbox"/> HIV Planning Group <input type="checkbox"/> Community Engagement Group <input type="checkbox"/> Membership Committee <input type="checkbox"/> Medical Standards & Evaluation Committee <input type="checkbox"/> Priority Setting & Resource Allocation Committee <input type="checkbox"/> Steering Committee <input type="checkbox"/> Strategies & Standards Committee <input type="checkbox"/> Ad Hoc: <input type="checkbox"/> Officially approved HPG meeting or event: 	<p style="text-align: center;">Starting Point/Home Address</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Number and Street</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>City State/Country Zip Code</i></p>
<p><input type="checkbox"/> Check If the Ending point is the same as the Starting Point</p> <p style="text-align: center;">Ending Point</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Number and Street</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>City State/Country Zip Code</i></p>	<p><i>By signing below, I certify the following:</i></p> <p style="margin-left: 20px;">1. <i>I have read and am in compliance with the Eligibility Policy.</i></p> <p style="margin-left: 20px;">2. <i>I drove to/from the meeting and incurred mileage for attending and participating.</i></p> <p>Signature: X _____</p>

For HIV Planning Group Support Staff Use Only	
Calculated Roundtrip Mileage:	≈ APPROX _____ MILES @ \$0.70/MILE = \$ _____
Approved Gas Card Amount:	\$ _____
Gas Card Number(s):	#1- _____ #2- _____ #3- _____ <i>Card 1 Card 2 Card 3</i>
Issued on:	_____
HPG Support Staff:	_____

Completed forms will be reimbursed via the closest value gas card(s) based on the standard mileage rates for using a vehicle (including vans, pick-ups, and panel trucks) published by the Internal Revenue Service (IRS).

ANNUAL HIV PLANNING GROUP

2025 RETREAT

Join us for the Annual HPG Retreat, where we will conduct a comprehensive SWOT analysis to assess our strengths, weaknesses, opportunities, and threats, and collaborate on setting SMART goals to guide our efforts for 2025.



Wednesday, March 26

1:00 PM - 5:00 PM



Southeastern Live Well Center

5101 Market St, San Diego, CA,
92114 (Tubman Chavez Room A)

PUBLIC MEMBERS ARE WELCOME TO OBSERVE!

Join Zoom Meeting

<https://bit.ly/HPGRetreat>
or call (669) 444 9171

Meeting ID: 853 6898 7291
Passcode: SDHPG



Visit our website
SDPlanning.org



For questions, please email staff
HPG.HHSA@sdcounty.ca.gov

