



SAN DIEGO HIV PLANNING GROUP (HPG)
 MEMBERSHIP COMMITTEE
 MEETING PACKET
Wednesday, April 8, 2026, 11:00 AM – 1:00 PM
County Operations Center
5560 Overland Ave, San Diego, CA 92123
Training Room 172

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

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Meeting Location & Directions:

Membership Committee

Wednesday, April 8, 2026

11:00 AM - 1:00 PM

County Operations Center

5560 Overland Ave

San Diego, CA 92123

(Training Room 172)



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

FROM I-163 SOUTH:

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

FROM I-15 SOUTH:

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



PUBLIC TRANSPORTATION

MTS Bus Routes:

25, 235, 928





FROM TROLLEY & BUS:

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

FROM BUS:

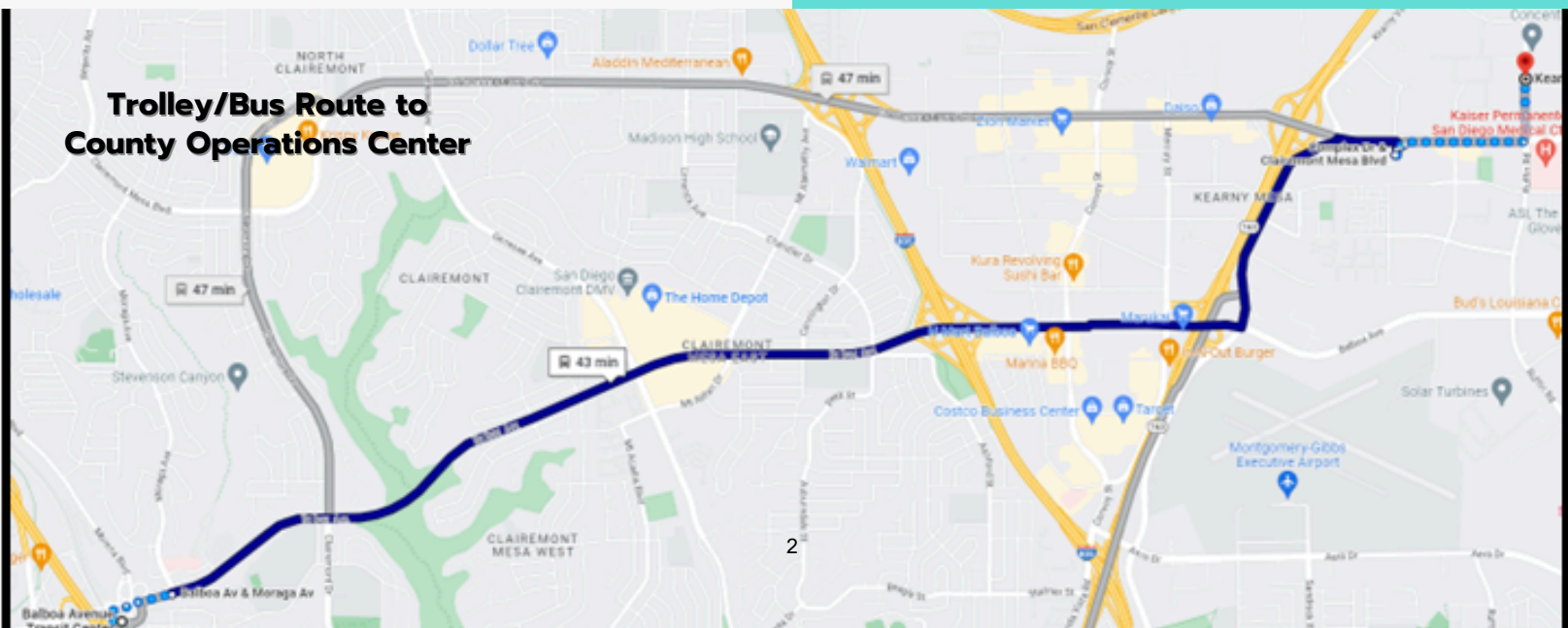
From Ruffin Road:

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

From Overland Ave.:

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

Trolley/Bus Route to County Operations Center





Wednesday, April 8, 2026, 11:00 AM – 1:00 PM
County Operations Center
5560 Overland Ave, San Diego, CA 92123
Training Room 172

To participate remotely via Zoom:

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

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

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

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

Please contact HPG Support Staff via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is Two (2)

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

**MEETING AGENDA
ORDER OF BUSINESS**

1. Call to order, roll call, comments from the chair, and a moment of silence
2. Public comment (for members of the public)
3. Sharing our concerns (for committee members)
4. **ACTION:** Approve the Membership Committee agenda for April 8, 2026
5. **ACTION:** Approve the Membership Committee meeting minutes from March 4, 2026
6. New Business
 - a. **ACTION:** Approve HPG Appointment, Esteban Duarte, Seat #42, HIV Testing Representative
 - b. **ACTION:** Approve HPG Appointment, Angela Vito Cruz, Seat #44, Affected communities include people with HIV/AIDS, members of a federally recognized Indian tribe as represented in the population, individuals co-infected with Hepatitis B or C, and historically underserved groups and/or subpopulations
 - c. **Discussion:** Strategies for meeting 33% unaffiliated consumer requirement
 - d. **ACTION:** Approve Membership Committee Operating Guidelines
7. Old Business
 - a. HIV Planning Group Membership recruitment update

- i. Vacant Seats
 - ii. New Committee Members
 - b. HIV Planning Group Membership Demographics
 - c. 2026 Membership Workplan
- 8. Routine Business
 - a. HIV Planning Group Body Attendance
 - b. HIV Planning Group Committees Attendance
 - c. Getting to Zero Community Engagement Project
 - i. Review Outreach and Event Engagement Efforts
- 9. Future agenda items for consideration
- 10. Announcements
- 11. Next meeting date: **Wednesday, May 13, 2026, from 11:00 AM – 1:00 PM**
Location: Southeastern Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room C)
- 12. Adjournment



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

A quorum for this meeting is three (3)

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

Committee Members Absent: Michael Wimpie

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	Felipe Garcia-Bigley called the meeting to order at 2:05AM and noted the presence of an in-person quorum	
2. Public Comment on non-agenda items (for Members of the public)	None	
3. Sharing our concerns (for committee members)	None	
4. ACTION: Review and approve the March 4, 2026 meeting agenda	Motion: Approve the Membership agenda for March 4, 2026 Motion/Second/Count (M/S/C): Van Brocklin/Jones/3-0 Abstentions: Motion carries	
5. ACTION: Review and approve the February 4, 2026 Membership minutes	Motion: Approve the Membership minutes for February 4, 2026 with a spelling correction on #5 M/S/C: Jones/Van Brocklin/3-0 Motion carries	
6. New Business		
a. ACTION: Approve Andrew Cross, Seat #2	Motion: Approve Andrew Cross, Seat #2 Motion/Second/Count (M/S/C): Jones/Van Brocklin/3-0 Motion carries	
b. ACTION: Approve Tania Avalos-Vello, Seat #5	Motion: Approve Tania Avalos-Vello, Seat #5 Motion/Second/Count (M/S/C): Van Brocklin/Jones/3-0 Motion carries	
c. ACTION: Approve the HPG Member Seat Descriptions	Motion: Approve the HPG Member Seat Descriptions with the correction of PB for #44 Motion/Second/Count (M/S/C): Van	

Agenda Item	Discussion/Action	Follow-Up
	Brocklin/Jones/3-0 Motion carries	
d. Discussion: Review and update membership guidelines	The committee reviewed the Membership Committee Operating Guidelines, and the following recommendations were made: Screening Section <ul style="list-style-type: none"> - Change to: “membership committee chair” - Add: “the membership chair or designee” Interview Section <ul style="list-style-type: none"> - Change to: “a total of 12 possible points” - Change to 6 questions - Remove: “forwarded to the steering committee” - Add: “membership and/or HPG chair” - Add: “the membership chair or designee” - Add language stating that processes will be handled on a case-by-case basis Monitoring Activities Section <ul style="list-style-type: none"> - Change to: “recommendation for removal is sent to the membership committee” - Revise the attendance policy to align with attendance requirements approved by committees that follow a non-monthly meeting schedule - Remove: “good standing” - Update to reflect Senate Bill 707 - Add that HPG SS will “check in and work with the member” rather than “send a warning letter” Application and Interview Scoring Sheet <ul style="list-style-type: none"> - Remove 	
7. Old Business		
a. HPG Member recruitment update	As of March 4, 2026, we have 24 members. Updates: <ul style="list-style-type: none"> • Applications Received in January 2026: 4 <ul style="list-style-type: none"> ○ Two (2) new applications ○ One (1) incomplete ○ One (1) application on hold • Members pending Clerk of the Board: 7 <ul style="list-style-type: none"> ○ Six (6) new members ○ One (1) term expired seat 	
i. Vacant Seats	As of February 4, 2026, there are 13 vacant seats <ul style="list-style-type: none"> • Eight (8) General Member seats • 24- Hospital Planning Agency or Health Care Planning Agency 	

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> • 28- State Government-State Medicaid • 34- Board of Supervisors Designee: District 2 • 42- HIV Testing Representative • 44- Affected community including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the population, individual co-infected with Hep B or C, and historically underserved group and/or subpopulation 	
ii. New Committee Members	<ul style="list-style-type: none"> • Tania and Andy will be appointed to the Community Engagement Group 	
b. HPG Membership Demographics	Current HPG Demographics: reviewed and recruitment efforts were discussed.	
Routine Business		
a. HIV Planning Group Attendance	HPG Support Staff sends reminders to members who have missed three (3) consecutive or six (6) meetings within 12 months.	
b. Committee Attendance	None	
c. Getting to Zero (GTZ) Community Engagement Project i. Review Outreach and Event Engagement Efforts	<ul style="list-style-type: none"> - HPG SS working with HSHB on an HIV integrated plan to develop objective, activities and performance measures for HPG outreach and recruitment <ul style="list-style-type: none"> o An integrated plan draft will sent to the HPG for feedback and a presentation will be given in March - HPG has 6 upcoming outreach events 	
8. Future agenda items for consideration	None	
9. Announcements	None	
10. Next Meeting Date	Date: Wednesday, March 11, 2026 Time: 11:00 AM –1:00 PM Location: County Operations Center, 5560 Overland Ave, San Diego, CA 92123 Room 172	
12. Adjourn	The meeting adjourned at 3:41pm	

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

APPLICATION PROCESS

Application Submission

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

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

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

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

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

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

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

Screening

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

Interview

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

HPG support staff and, depending on availability, the HPG Chair and/or Membership Chair or their designee The HPG Chair and HPG Support Staff will conduct the interview using the standardized rating sheet of 65 questions with a ~~total possible point of 10~~ total of 12 possible points. ~~If the applicant does not consent to the disclosure of confidential information, the interview will be paused until~~ either the HPG Chair and/or Membership Chair is available. After the interview, ~~the total scores of all interviewers' rating sheets are combined by the Support Staff, and the average score is shared with the committee~~ HPG Support Staff will combine the total scores from all interviewers' rating sheets and share the average score with the committee. If the average score is ~~over~~ above ~~108~~ out of ~~120~~, the members will vote on ~~the applicant to recommend or not recommend the applicant~~ on whether to recommend the applicant. ~~For example, suppose~~ If the average score is ~~less than~~ below ~~86~~ out of ~~120~~. ~~In that case, the HPGS Support Staff will discuss areas with the Membership Chair where further effort or information could increase the score and any comments on the form related to not recommending an applicant will review the rating sheets with the Membership Chair to identify areas where additional information or clarification may help strengthen the application. A vote then occurs~~ The Membership Committee will then vote whether to recommend or not recommend the applicant. Recommendations for membership are then ~~forwarded to the Steering Committee and~~ added to the HPG consent agenda ~~of an upcoming HPG meeting~~ for full group consideration and voting. ~~Suppose the HPG recommends that~~

~~the applicant join. In that case, if approved,~~ the HPG recommendation is forwarded to the Board of Supervisors ~~via through~~ the standard ~~process for the~~ County of San Diego Health and Human Services Agency process.

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

Meeting Participation

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

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

Board of Supervisors Appointment

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

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

Required Forms	
Form/Training	Source
Statement of Economic	Email notice from Clerk of the Board with

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

TERMS AND SUBCOMMITTEE APPOINTMENTS

HIV Subcommittee Appointments

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

End of Term and Second Term Process (Reappointment)

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

MONITORING ACTIVITIES

Attendance and Absence Notification

Members are encouraged to attend regularly and stay engaged in committee activities.

According to the Committee Operating Guidelines, "to remain ~~in good standing with the~~ righteligible to vote, members must not have more than three (3) HPG absences in a row or six (6) absences in a 12-month period. Attendance is tracked by HPG Support Staff and reviewed monthly at the committee meetings.

If a member misses two (2) consecutive meetings, HPG Support Staff will reach out to share meeting updates, confirm the member's ongoing interest, and offer support in addressing

any barriers to participation. The HPG Support Staff will send a warning letter (email) to members who have missed two (2) consecutive meetings or missed 3 meetings within a twelve (12) month period. Suppose the ~~If~~ a member misses three (3) consecutive or more than six (6) meetings within a twelve (12) month period. In that case, HPG Support Staff will then send a recommendation for removal to the HPG ~~HPG Support Staff will consult with the HPG Chair and Membership Committee and a final warning to the member to review the member's participation and discuss options for continued engagement.~~

If attendance challenges continue and the member is unable to participate consistently, the committee may recommend that the seat be made available for another community member to maintain active participation in the planning process. The member will be informed of the discussion and provided the opportunity to respond. Once the recommendation for removal is voted on at the HPG meeting, the member is sent a letter via email by the HPG Support Staff notifying the member of a recommendation for vacating the seat. ~~If a recommendation for removal is approved at an HPG meeting, HPG Support Staff will notify the member via email, which is sent and forward the recommendation~~ to the Board of Supervisors ~~via through~~ the Steering Committee. The member will continue as a voting member of the HPG until removed by the Board of Supervisors.

Attendance Procedures

The Medical Standards and Evaluation Committee oOnly meets four (4) times a year; to remain ~~in good standing, the members must not have two consecutive absences; a member will not be in good standing until they have attended two additional consecutive meetings.~~ eligible to vote, the committee member may not miss more than two (2) meetings within the 12 months.

Priority Setting and Resource Allocation Committee: ~~Only meets nine (8) times per year only meets eleven (11) times a year; to remain in good standing eligible to vote, ; the committee members must not have 2 consecutive meetings or four meetings in 12 months) may not miss three (3) consecutive meetings or six (6) meetings in 12 months (exceptions apply during June and July when the committee meets multiple times in a month. Members must attend at least one meeting each month).~~

Strategies and Standards Committee: ~~This committee meets only meets six (6) times per year. To remain in good standing, the members must not have two consecutive meetings or four meetings in 12 months. and eligible to vote, the committee member may not miss more than two (2) meetings within the 12 months.-~~

HPG members may request to attend meetings virtually under the updated California Senate Bill (SB) 707 (effective January 1, 2026).

HPG Members are also allowed to use the Assembly Bill (Ab) 2449: Cause and Emergency Circumstances (2023). If the physical attendance quorum requirement is met, AB 2449 SB 707 permits a member who is not physically present to request virtual attendance through "just cause" at the local legislative body's meeting under two circumstances: (1) for "just cause" and (2) due to "emergency circumstances". up to two times within any 12-month period. Members may also request remote participation as an ADA accommodation when needed.

Vacating Seats

Members may vacate their seats for multiple reasons, including:

Member resignation:

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

Member is no longer eligible for the seat they fill:

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

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

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

**HIV Planning Group
Application and Interview Scoring Sheet**

Applicant _____ Date: _____
Name: _____
Seat(s) Applied: _____

0	No answer was given, or the answer was completely irrelevant. No examples were given.	1	Some points are covered. Relevant information was given. Some examples are given.	2	Great answer. All points addressed. All examples and points are relevant.
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INTERVIEW
~~Introductions and reminder to the applicant that the interview is open for the public to attend but not participate.~~

1. Why are you interested in serving on the HIV Planning Group?	0	1	2
2. What do you know about the HIV Planning Group, its purpose, and its processes?	0	1	2
3. If appointed to the HIV Planning Group, what might be your approach to engaging community members in HIV Planning Group activities (e.g., speaking in public forums, special events, and committee involvement)?	0	1	2
4. Please describe your knowledge of HIV/AIDS services available in San Diego County and any significant connections you have with certain services or providers.	0	1	2
5. Please describe any work you have done in the community related to HIV awareness and prevention, including any special population.	0	1	2
Interview Score:			

INTERVIEW SCORE (10 total points possible) =

~~Please check the applicable box:~~

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

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

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

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

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

APPLICATION PROCESS

Application Submission

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

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

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

Screening

After reviewing the submitted membership application to ensure completeness, HPG Support Staff provides the application to the Membership Committee Chair or designee for screening to assess whether the applicant meets the requirements for a currently vacant seat on the HPG. If all the requirements are met, HPG Support Staff will invite the applicant to participate in an interview. The HPG Support Staff will conduct the interview and forward the recommendations to the Membership Committee. If the application is submitted for a General Member seat, HPG Support Staff provides the applicant with a list of Ryan White Part A providers to ensure the applicant receives services from at least one of the service providers. If there are no vacant seats the applicant qualifies for, the application will be kept on file for future consideration. The applicant will also be referred to other opportunities to participate in the planning process.

Interview

Once the Membership Chair or designee has reviewed the application an invitation for an interview is extended via phone or email. Applicants are requested to respond within one week. If an applicant is unable to appear for the scheduled interview, they are asked to provide notification of cancellation to HPG Support Staff 48 hours prior to the scheduled interview time. Interviews are conducted at any San Diego County facility or other designated locations, including virtually.

HPG support staff and, depending on availability, the HPG Chair and/or Membership Chair or their designee will conduct the interview using the standardized rating sheet of 6 questions with a total of 12 possible points. If the applicant does not consent to the disclosure of confidential information, the interview will be paused until either the HPG Chair and/or Membership Chair are available.

After the interview, HPG Support Staff will combine the total scores from all interviewers' rating sheets and share the average score with the committee. If the average score is above 10 out of 12, the members will vote on whether to recommend the applicant. If the average score is below 8 out of 12, HPG Support Staff will review the rating sheets with the Membership Chair to identify areas where additional information or clarification may help strengthen the application. The Membership Committee will then vote whether to recommend or not recommend the applicant. Recommendations for membership are then added to the HPG consent agenda for full group consideration and voting. If approved, the HPG recommendation is forwarded to the Board of Supervisors through the standard County of San Diego Health and Human Services Agency process.

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

Meeting Participation

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

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

Board of Supervisors Appointment

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

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

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

TERMS AND SUBCOMMITTEE APPOINTMENTS

HIV Subcommittee Appointments

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

End of Term and Second Term Process (Reappointment)

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

MONITORING ACTIVITIES

Attendance and Absence Notification

Members are encouraged to attend regularly and stay engaged in committee activities. According to the Committee Operating Guidelines, "to remain eligible to vote, members must not have more than three (3) HPG absences in a row or six (6) absences in a 12-month period. Attendance is tracked by HPG Support Staff and reviewed monthly at the committee meetings.

If a member misses two (2) consecutive meetings, HPG Support Staff will reach out to share meeting updates, confirm the member's ongoing interest, and offer support in addressing any barriers to participation. If a member misses three (3) consecutive or more than six (6) meetings within a twelve (12) month period, HPG Support Staff will consult with the HPG Chair and Membership Committee to review the member's participation and discuss options for continued engagement.

If attendance challenges continue and the member is unable to participate consistently, the committee may recommend that the seat be made available for another community member to maintain active participation in the planning process. The member will be informed of the discussion and provided the opportunity to respond. If a recommendation for removal is approved at an HPG meeting, HPG Support Staff will notify the member via email and forward the recommendation to the Board of Supervisors through the Steering Committee.

The member will continue as a voting member of the HPG until removed by the Board of Supervisors.

Attendance Procedures

The Medical Standards and Evaluation Committee only meets four (4) times a year; to remain eligible to vote, the committee member may not miss more than two (2) meetings within the 12 months.

Priority Setting and Resource Allocation Committee only meets eleven (11) times a year; to remain eligible to vote, the committee members may not miss three (3) consecutive meetings or six (6) meetings in 12 months (exceptions apply during June and July when the committee meets multiple times in a month. Members must attend at least one meeting each month).

Strategies and Standards Committee only meets six (6) times per year. To remain eligible to vote, the committee member may not miss more than two (2) meetings within 12 months.

HPG members may request to attend meetings virtually under the updated California Senate Bill (SB) 707 (effective January 1, 2026). SB 707 permits a member who is not physically present to request virtual attendance through “just cause” at the local legislative body’s meeting up to two times within any 12-month period. Members may also request remote participation as an ADA accommodation when needed.

Vacating Seats

Members may vacate their seats for multiple reasons, including:

Member resignation:

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

Member is no longer eligible for the seat they fill:

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

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

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

Seat #	Name	SEAT NAME	Agency Affiliation	Term Expires:	Term 1&2
1	VACANT	General Member 1			
2	Andrew Cross	General Member 2	None		Pending COB approval
3	Tyra Fleming	General Member 3	None	04/09/28	2
4	Cinnamen Kubricky	General Member 4	None	03/24/30	2
5	Tania Avalos-Bello	General Member 5	None		Pending COB approval
6	VACANT	General Member 6			
7	VACANT	General Member 7			
8	VACANT	General Member 8			
9	VACANT	General Member 9			
10	Marco Aguirre Mendoza	General Member 10	None	12/05/27	1
11	VACANT	General Member 11			
12	Jennifer Lothridge	General Member 12	None	08/26/29	1
13	VACANT	General Member 13			
14	Kalee Garland	General Member 14		03/24/30	1
15	VACANT	General Member 15			
16	Mikie Lochner	Chairperson	None	06/24/28	2
17	Michael King	Healthcare Provider, including Federally Qualified Health Center (FQHC)	Family Health Centers of San Diego	08/26/29	1
18	Rhea Van Brocklin	Community-based organization serving affected populations and AIDS service organization	Christie's Place	11/07/27	3
19	Eva Matthews	Social Service Provider, including providers of housing and homeless services	Mama's Kitchen	04/08/29	1
20	Pamuela Halliwell	Mental Health Provider	The Center		Pending COB approval
21	Joseph Westcott	Substance Abuse Treatment Provider	Stepping Stone		Pending COB approval
22	Adrienne Yancey	Local Public Health Agency: HHS Director or Designee	County of San Diego- PHSA	05/02/27	1
23	Rosemary Garcia	Local Public Health Agency: Public Health Officer or Designee	County of San Diego - HSHB	01/07/29	1
24	VACANT	Hospital Planning Agency or Health Care Planning Agency			Vacant since 09/2020
25	Juan Conant	Non-Elected Community Leader	AIDS Healthcare Foundation	01/07/29	1
26	Lori Jones	Prevention Services Consumer/Advocate	None	06/02/27	1
27	Sergio Luna	Prevention Services Consumer	Gilead		Pending COB approval
28	VACANT	State Government-State Medicaid			
29	Leroy Blea	State Government-CDPH Office of AIDS (OA) Part B	State Government- CDPH Office of AIDS (OA) Part B	03/12/27	1
30	Dr. David Grelotti	Recipient of RW Part C	UC San Diego	07/16/28	2

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

Seat #	HPG Vacant Seats as of 04/2026
1	General Member
6	General Member
7	General Member
8	General Member
9	General Member
11	General Member
13	General Member
15	General Member
24	Hospital Planning Agency or Health Care Planning Agency
28	State Government-State Medicaid
34	Board of Supervisors Designee: District 2
42	HIV Testing Representative
44	Affected community including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the population, individual co-infected with Hep B or C, and historically underserved group and/or subpopulation

Planning Council/Planning Body Reflectiveness

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

Race/Ethnicity	HIV Prevalence in EMA/TGA		Total Members of the PC/PB		Unaffiliated RWHAP Part A Clients on PC/PB	
	Number	Percentage (include % with #)	Number	Percentage (include % with #)	Number	Percentage (include % with #)
White, not Hispanic	5,724	38.08%	12	46.15%	3	42.86%
Black, not Hispanic	1,837	12.22%	2	7.69%	1	14.29%
Hispanic	6,326	42.09%	8	30.77%	1	14.29%
Asian/Pacific Islander	498	3.31%	2	7.69%	0	0.00%
American Indian/Alaska Native	39	0.26%	0	0.00%	0	0.00%
Multi-Race	467	3.11%	2	7.69%	2	28.57%
Unknown	139	0.92%	0	0.00%	0	0.00%
Total	15030	100%	26	100%	7	100%

Planning Council/Planning Body Reflectiveness

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

Gender	HIV Prevalence in EMA/TGA		Total Members of the PC/PB		Unaffiliated RWHAP Part A Clients on PC/PB	
	Number	Percentage (include % with #)	Number	Percentage (include % with #)	Number	Percentage (include % with #)
Male	13,267	88.29%	11	42.31%	2	28.57%
Female	1,620	10.78%	14	53.85%	4	57.14%
Transgender: male-to-female	135	0.90%	0	0.00%	0	0.00%
Transgender: female-to-male	4	0.03%	0	0.00%	0	0.00%
Other gender identity	0	0.00%	1	3.85%	1	14.29%
Total	15026	100%	26	100%	7	100%

Planning Council/Planning Body Reflectiveness

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

Age	HIV Prevalence in EMA/TGA		Total Members of the PC/PB		Unaffiliated RWHAP Part A Clients on PC/PB	
	Number	Percentage (include % with #)	Number	Percentage (include % with #)	Number	Percentage (include % with #)
13-19 years	25	0.17%	0	0.00%	0	0.00%
20-29 years	700	4.68%	0	0.00%	0	0.00%
30-39 years	2,607	17.41%	3	11.54%	2	28.57%
40-49 years	2,842	18.98%	9	34.62%	2	28.57%
50-59 years	4,038	26.97%	11	42.31%	2	28.57%
60+ years	4,761	31.80%	3	11.54%	1	14.29%
Total	14973	100%	26	100%	7	100%

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

HIV PLANNING GROUP
12-MONTH ATTENDANCE TRACKING
Apr 2025 - Mar 2026

Total Meetings	23-Apr	28-May	25-Jun	23-Jul	6-Aug	13-Aug	24-Sep	22-Oct	19-Nov	17-Dec	28-Jan	25-Feb	25-Mar	TOTAL	# of JC Starting 2026
(25) HPG Members	1	0	1	1	1	1	1	1	1	0	1	1	1	11	
Aguilar, Nicole, 40			*	JC	1	*	*	*	*	NM	*	*	*	0	
Blea, Leroy, 29													*	0	
Aguirre Mendoza, Marco, 10	*	NM	*	*	*	*	*	*	*	NM	*	*	*	0	
Conant, Juan, 25	1	NM	*	*	1	*	*	1	*	NM	*	*	*	2	
Davenport, Beth, 35	*	NM	*	*	1	*	1	*	*	NM	*	*	*	1	
Donovan, Michael, 32	JC	NM	1	*	*	*	*	1	*	NM	*	*	*	2	
Fleming, Tyra, 3	1	NM	*	*	*	*	*	*	*	NM	JC	*	*	1	1
Garcia, Rosemary, 23	*	NM	*	*	*	*	*	*	*	NM	*	*	*	0	
Garcia-Bigley, Felipe, 38	*	NM	*	*	*	*	*	*	*	NM	1	*	*	1	
Garland, Kalee, 14													1	1	
Grelotti, David, 30	*	NM	*	1	1	*	*	*	1	NM	*	*	*	2	
Ignalino, Benjamin, 39	*	NM	1	1	1	*	*	*	*	NM	*	1	*	3	
Jones, Lori, 26	*	NM	*	*	*	*	*	*	*	NM	*	*	*	0	
King, Michael							*	JC	1	NM	*	*	*	1	
Kubricky, Cinnamen, 4	1	NM	*	*	1	1	*	*	1	NM	*		1	3	
Lochner, Mikie, 16	*	NM	*	*	*	*	*	*	*	NM	*	*	*	0	

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

Total Meetings	23-Apr	28-May	25-Jun	23-Jul	6-Aug	13-Aug	24-Sep	22-Oct	19-Nov	17-Dec	28-Jan	25-Feb	25-Mar	TOTAL	# of JC
Lothridge, Jen							*	*	*	NM	*	*	*	0	
Matthews, Eva 19	*	NM	*	*	*	*	*	*	*	NM	*	*	*	0	
Miles, Skyler, 32	1	NM	*	*	*	*	1	*	1	NM	*	*	*	3	
Nava, Veronica, 33	*	NM	*	*	*	*	*	*	*	NM	1	*	*	1	
Paugh, Shannon, 37	*	NM	*	*	*	*	*	*	*	NM	*	*	*	0	
Rooney, Ivy, 43	*	NM	*	*	*	*	*	*	1	NM	*	*	*	1	
Spector, Stephen, 31	*	NM	*	*	*	1	*	*	*	NM	*	*	1	1	
Van Brocklin, Rhea, 18	1	NM	1	*	*	*	*	*	*	NM	*	*	*	2	
Weber, Jeffery, 41	*	NM	*	*	*	1	*	*	*	NM	*	*	*	0	
Yancey, Adrienne, 22	*	NM	*	*	*	1	1	1	1	NM	*	1	1	5	
<i>To remain in good standing and eligible to vote, the HPG member may not miss 3 consecutive meetings or 6 meetings within 12 months.</i>															
* = Present															
1 = Absent for the month															
1 = Absent when there are multiple meetings in a month. The member needs to attend at least one meeting for attendance to count for the specific month.															
JC = Just Cause															
NQ = No Quorum															
NM = No Meeting															

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

Strategies and Standards Committee									
	Apr	May	Jun	Aug	Oct	Dec	Feb	#	# of JC Starting Jan 2026
Total meetings	0	0	1	1	1	0	1	4	
(12) Members									
Aguilar, Nicole	NM	NM	*	1	*	NM	*	1	
Applebaum, Amy	NM	NM	*	*	*	NM	*	0	
Conant, Juan	NM	NM	1	1	1	NM	*	3	
Davenport, Beth	NM	NM	*	1	*	NM	1	2	
King, Michael			*	*	*	NM	1	1	
Miles, Skyler			*	*	1	NM	*	1	
Mora, Joseph	NM	NM	*	*	1	NM	*	1	
Nava, Veronica			*	1	1	NM	1	3	
Rooney, Ivy	NM	NM	1	*	*	NM	*	1	
Tilghman, Winston	NM	NM	*	*	*	NM	*	0	
Weber, Jeffery ^{cc}	NM	NM	*	*	*	NM	*	0	
Wimpie, Michael ^c	NM	NM	*	*	*	NM	1	1	

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

* = Present

1 = Absent for the month

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

JC = Just Cause

NM = No Meeting

NQ = No Quorum

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

PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE														
PSRAC	May	12-Jun	26-Jun	17-Jul	24-Jul	31-Jul	Aug	Sep	Oct	Nov	Jan	Mar	#	# of JC Starting Jan 2026
Total meetings	0	1	1	1	1	1	1	0	0	1	1	0	8	
(12) Members														
Aguirre Mendoza, Marco	NQ	1	*	1	*	*	*	NQ	NQ	1	*	NM	1	
Davenport, Beth	NQ	*	*	*	*	*	1	NQ	NQ	*	*	NM	1	
Fleming, Tyra^{cc}	NQ	*	*	*	1	*	*	NQ	NQ	*	*	NM	0	
Garcia-Bigley, Felipe	NQ	*	*	*	*	*	*	NQ	NQ	1	*	NM	1	
Garland, Kalee										1	JC	NM	1	1
Halliwell, Pamuela										*	*	NM	0	
Jacobs, Dr. Delores	NQ	*	*	*	1	*	1	NQ	NQ	*	1	NM	2	
Kubricky, Cinnamen	NQ	*	*	*	*	*	1	NQ	NQ	*	*	NM	1	
Matthews, Eva	NQ	*	*	1	*	*	*	NQ	NQ	*	*	NM	0	
Mueller, Chris	NQ	*	*	*	*	*	*	NQ	NQ	1	*	NM	1	
Van Brocklin, Rhea^c	NQ	*	1	*	*	*	*	NQ	NQ	*	*	NM	0	
Westcott, Joe										*	*	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

NM = No Meeting

NQ = No Quorum

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
May 2025 - Mar 2026

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

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

* = Present

1 = Absent for the month

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

JC = Just Cause

NM = No Meeting

NQ = No Quorum

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

MEMBERSHIP	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	#	# of JC Starting Jan 2026
Total meetings	1	1	0	1	0	1	0	1	0	0	1	1	7	
(4) Members														
Garcia-Bigley, Felipe ^c	*	*	NM	*	NM	1	NQ	*	NM	NQ	*	*	1	
Jones, Lori	*	*	NM	1	NM	*	NQ	*	NM	NQ	*	*	1	
Van Brocklin, Rhea	*	*	NM	*	NM	*	NQ	*	NM	NQ	*	*	0	
Wimpie, Michael	*	*	NM	*	NM	*	NQ	*	NM	NQ	1	1	2	

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

* = Present

1 = Absent for the month

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

JC = Just Cause

NM = No Meeting

NQ = No Quorum

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

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

* = Present

1 = Absent for the month

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

JC = Just Cause

NM = No Meeting

NQ = No Quorum

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

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

* = Present

1 = Absent for the month

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

JC = Just Cause

NM = No Meeting

NQ = No Quorum

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

Qualifying Reason	Provisions to Attend Remotely	Requirements /Limitations
"Just Cause"	<ul style="list-style-type: none"> ▪ Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. ▪ A contagious illness prevents the member from attending the meeting in person. ▪ A need related to a physical or mental condition not otherwise accommodated by any reasonable accommodations provided. ▪ Travel while on official business of the legislative body or another state or local agency. ▪ An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely. ▪ A physical or family medical emergency that prevents a member from attending in person. ▪ 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. 	A member is limited to two (2) virtual attendances due to "just cause" per calendar year.

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

Additional Information for Members Participating Remotely

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

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

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

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