



SAN DIEGO HIV PLANNING GROUP (HPG)  
MEMBERSHIP COMMITTEE  
MEETING PACKET  
**WEDNESDAY, APRIL 9, 2025, 11:00 AM – 1:00 PM**  
**Southeastern Live Well Center**  
**5101 Market Street, San Diego, CA 92114, (Tubman Chavez Room A)**

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

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SAN DIEGO HIV PLANNING GROUP (HPG)  
MEMBERSHIP COMMITTEE  
MEETING PACKET

# Meeting Location & Directions:

## Membership Committee

Wednesday, April 9, 2025

11:00 AM - 1:00 PM

## **Southeast Live Well Center**

5101 Market St.

San Diego, CA 92114

Tubman Chavez Room A



Visitor/Employee parking available in parking structure. Main entrance can be accessed by exiting the parking structure on the 2nd floor and walking down the sidewalk to the left.

### **FROM I-805 SOUTH:**

1. Head northwest on I-805 North.
2. Take exit 12B for Market St.
3. Turn right onto Market St.
4. The destination will be on your right.

### **FROM I-805 NORTH:**

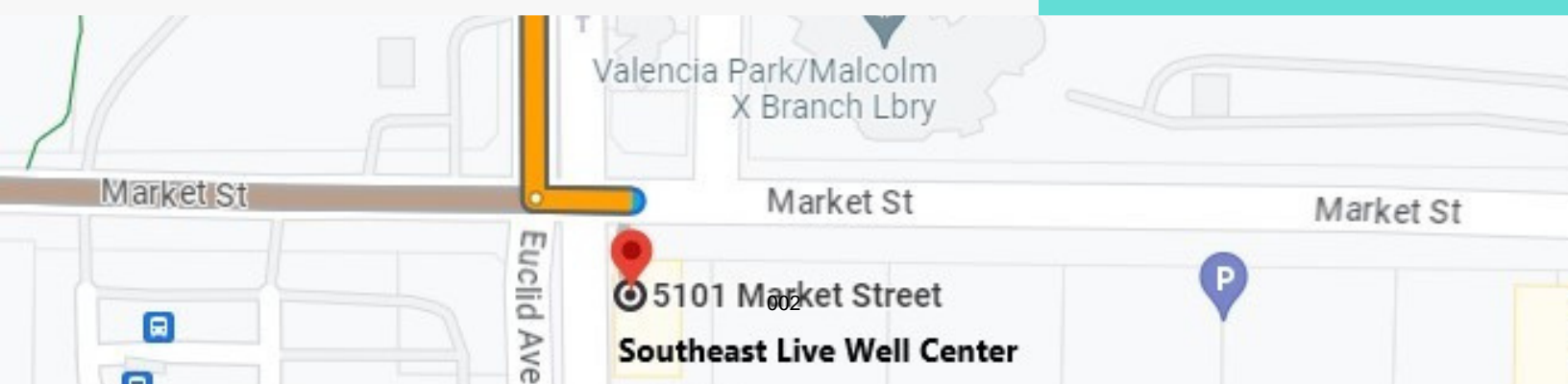
1. Head southeast on I-805 South.
2. Take exit 13A for CA-94-E/M L King Jr. Fwy.
3. Merge onto CA-94 E.
4. Take exit 4A for Euclid Ave.
5. Turn left onto Euclid Ave.
6. Use the left 2 lanes to turn left onto Market St.
7. The destination will be on your right.



## **PUBLIC TRANSPORTATION**

**MTS Trolley:**  
Orange Line

**MTS Bus Routes:**  
3, 4, 5, 13, 60, 916,  
917 and 955



## MEMBERSHIP COMMITTEE

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Wednesday, April 9, 2025, 11:00 AM – 1:00 PM  
Southeastern Live Well Center  
5101 Market Street, San Diego, CA 92114  
(Tubman Chavez Room A)

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### 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](mailto:hpg.hhsa@sdcounty.ca.gov).

### A quorum for this meeting is Three (3)

**Committee Members:** Felipe Garcia-Bigley (Chair) | Lori Jones | Benjamin Ignalino | Rhea Van Brocklin | Michael Wimpie

### 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 9, 2025
5. **ACTION:** Approve the Membership Committee meeting minutes from February 12, 2025
6. New Business
  - a. **ACTION:** Approve Michael King for Seat #17 Healthcare Provider, including Federally Qualified Health Center (FQHC)
  - b. **ACTION:** Approve Jen Lothridge for Seat #12 General Member
  - c. **Discussion:** Membership Seat requirements – Hector Garcia
7. Old Business
  - a. **ACTION:** Continue discussion and approve the HIV Planning Group Member Participation Expectations
  - b. HIV Planning Group Membership recruitment update
    - i. Vacant Seats
    - ii. New Committee Members

## MEMBERSHIP COMMITTEE

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- 1) Michael King
- 2) Jen Lothridge

c. HIV Planning Group Membership Demographics

### 8. Routine Business

- a. HIV Planning Group Body Attendance
- b. HIV Planning Group Committees Attendance
- c. Getting to Zero Community Engagement Project
  - i. Membership Committee Recruitment Plan Updates

9. Future agenda items for consideration

10. Announcements

11. Next meeting date: **Wednesday, May 14, 2025, 11:00 AM - 1:00 PM**

**Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114  
(Tubman Chavez Room A)**

12. Adjournment

## MEMBERSHIP COMMITTEE



Wednesday, February 12, 2025, 11:00 AM – 1:00 PM  
Southeastern Live Well Center  
5101 Market St, San Diego, CA 92114  
(Tubman Chavez Room A)

A quorum for this meeting is three (3)

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

**Absent Members:** Benjamin Ignalino

### ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	Felipe Garcia-Bigley called the meeting to order at 11:05 AM and noted the presence of an in-person quorum. The committee chair shared the following: Thank you, everyone, for being here and for all your contributions.	
2. Public Comment on non-agenda items (for Members of the public)	A committee member expressed interest in joining the Priority Setting & Resource Allocation Committee	
3. Sharing our concerns (for committee members)	<ul style="list-style-type: none"><li>A committee member inquired about the new procedure for joining the committee not reflecting his request to rejoin.</li><li>A committee member expressed confusion over the new membership process and suggested training for clarity.</li></ul>	
4. <b>ACTION:</b> Review and approve the February 12, 2025 meeting agenda	<b>Motion:</b> Approve the Membership agenda for February 12, 2025 <b>Motion/Second/Count (M/S/C):</b> Van Brocklin/Wimpie/3-0 <b>Abstentions:</b> Garcia-Bigley <b>Motion carries</b>	
5. <b>ACTION:</b> Review and approve the January 8, 2025 Membership minutes	<b>Motion:</b> Approve the Membership minutes for January 8, 2025, <b>M/S/C:</b> Wimpie/Van Brocklin/3-0 <b>Abstentions:</b> Garcia-Bigley <b>Motion carries</b>	
6. New Business		

## MEMBERSHIP COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
a. None	None	
7. Old Business		
a. <b>ACTION:</b> Discussion and approval on the HIV Planning Group Member Expectations	The Committee member decided to update the HIV Planning Group Member Expectations by incorporating a citation for the HPG Bylaws and move for voting until the next meeting.	HPG SS to update the document with a reference to the Bylaws.
b. <b>ACTION:</b> Discussion and approval on the HPG Mentorship Process	<b>Motion:</b> Approve the HPG Mentorship Process <b>M/S/C:</b> Jones/Wimpie/3-0 <b>Abstentions:</b> Garcia-Bigley <b>Motion carries</b>	
c. HPG Member recruitment update	<p>As of February 12, 2025, we have 23 members. Pending:</p> <ul style="list-style-type: none"> <li>Eva Matthew's pending COB approval</li> <li>Ivy Rooney pending HPG minutes approval</li> </ul> <p>Term Expired:</p> <ul style="list-style-type: none"> <li>Ivy Rooney 43- Prevention Intervention Representative: Formerly: Risk Reduction Activities Representative on <b>1/26/25</b></li> </ul> <p>The HPG staff diligently manages membership requests, ongoing applications, and outreach strategies. However, we are encountering challenges with some applicants who have not completed the application process. We are committed to addressing these issues to ensure a smoother experience for all involved.</p>	
i. Vacant Seats	<p>As of February 12, 2025, there are 21 vacant seats</p> <ul style="list-style-type: none"> <li>10 General seats</li> <li>17- Healthcare Provider, including Federally Qualified Health Center (FQHC)</li> <li>20- Mental Health Provider</li> <li>21- Substance Abuse Treatment Provider</li> <li>24- Hospital Planning Agency or Health Care Planning Agency</li> <li>27- Prevention Services Consumer</li> <li>28- State Government-State Medicaid</li> </ul>	

## MEMBERSHIP COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> <li>24- Board of Supervisors Designee: District 2</li> <li>40 - Recipient of other Federal HIV Programs- HOPWA / HUD</li> <li>43- Prevention Intervention Representative</li> </ul>	
ii. New Committee Members	<ul style="list-style-type: none"> <li>Dr. Rosemary Garcia- Medical Standards &amp; Evaluation Committee</li> <li>Fadra Whyte - Medical Standards &amp; Evaluation Committee</li> </ul>	
d. HPG Membership Demographics	<ul style="list-style-type: none"> <li>Need to address disparities in representation, especially among people of color.</li> <li>Emphasis on recruiting young population and leveraging community partnerships.</li> </ul>	
Routine Business		
a. HIV Planning Group Attendance	<p>The HPG Support Staff sends reminders to members who have missed 3 consecutive meetings or a total of 6 meetings within a 12-month period—additionally, reminders to members who have utilized two Just Cause or Emergency Cause absences.</p> <p>The committee discussed and made the following recommendations for consideration:</p> <ul style="list-style-type: none"> <li>Members are encouraged to maintain attendance by avoiding 3 consecutive or 6 absences within a 12-month.</li> <li>Adapting the attendance policy for committees that convene less frequently (e.g., 6 times per year) is recommended.</li> <li>A standardized attendance requirement should be established across all committees to ensure consistency.</li> <li>Incorporating attendance policies into meeting agendas is advised to enhance visibility and awareness among members.</li> </ul>	HPG SS to follow up with each of their committees
b. Committee Attendance		
c. Getting to Zero (GTZ) Community	The HPG SS and the following recommendations presented in the CEG Recruitment plan were given:	.

## MEMBERSHIP COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
Engagement Project i. Membership Committee Plan/Strategy for Recruitment	<ul style="list-style-type: none"> <li>• Development of outreach and recruitment materials, including brochures and presentations.</li> <li>• Utilization of national awareness days for social media outreach.</li> <li>• Distribution of outreach materials through community partners.</li> <li>• Implementation of kid-focused activities at events.</li> </ul> <p><b>Tracking and Reporting:</b></p> <ul style="list-style-type: none"> <li>• Creation of a tracking table covering months, events, locations, target populations, affiliated organizations, attendees, and quantifiable data.</li> <li>• Strategies to close the loop on applications through QR codes and digital forms.</li> </ul>	
8. Future agenda items for consideration	None	
9. Announcements	<p>HIV Planning Group Retreat:</p> <ul style="list-style-type: none"> <li>• Date: March 26, 2025</li> <li>• Time: 1:00 PM - 5:00 PM</li> <li>• Location: Southeastern LiveWell Center</li> </ul> <p>A Woman's Voice Conference:</p> <ul style="list-style-type: none"> <li>• Date: March 15, 2025</li> <li>• Location: UCSC Park and Market, Downtown</li> <li>• Theme: The Evolution of Women and HIV</li> </ul>	
10. Next Meeting Date	<p>Date: Wednesday, March 12, 2025</p> <p>Time: 11:00 AM –1:00 PM</p> <p>Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)</p>	
12. Adjourn	The meeting adjourned at 12:13 pm.	



## HPG Membership Participation Expectations

### In-person Attendance and Participation<sup>1</sup>

- All HPG members and committee members attend the monthly HIV Planning Group and one HPG committee meeting in person. In-person participation is required to achieve a quorum and ensure the HPG and/or committee can effectively conduct its business.

### Timely Responses

- A quorum is required to conduct an HPG or a committee meeting. All HPG members respond promptly to HPG support staff emails and other communications, especially when confirming meeting attendance, **within 48 hours**.

### Participation in Additional Activities

- All HPG members and committee members participate in additional HPG activities such as task forces, working groups, and/or outreach activities. This may include representing the HPG at community events, supporting public engagement initiatives, and/or collaborating with other members to raise awareness of our HIV prevention and support work. All members are encouraged to participate in these efforts to ensure our initiatives are inclusive and impactful.
  - All HPG members and committee members participate in at least one or more of the following HPG activities annually: task forces, working groups, and/or outreach activities
  - All HPG members and committee members, new and existing, are encouraged to attend at least one Community Engagement Group meeting per year.
  - The Community Engagement Group members can provide onboarding and mentorship support to the new HPG members.
  - The Community Engagement Group members can participate in outreach events.

### Respectful Behavior<sup>1</sup>

All HPG members and committee members engage respectfully. Respectful behavior towards HPG and committee members during meetings and all HPG-related communications is a reflection of our value and respect for each other. Disrespectful or disruptive behavior is not tolerated because we believe in fostering a culture of mutual respect and understanding.

- All HPG members and committee members are punctual, prepared, and actively contribute to discussions.
- All HPG members and committee members are solution-oriented and communicate clearly and respectfully. Differences of opinion may be expressed, fostering collaboration rather than conflict. Constructive engagement discussions are focused on the committee's objectives, with all members contributing positively and constructively.

Seat #	Name	SEAT NAME	Agency Affiliation	Term Expires:	Term 1&2
1	Michael Wimpie	General Member 1	None	05/21/27	2
2	VACANT	General Member 2			
3	Tyra Fleming	General Member 3	None	04/09/28	2
4	Cinnamen Kubricky	General Member 4	None	11/02/25	1
5	VACANT	General Member 5			
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	VACANT	General Member 12			
13	VACANT	General Member 13			
14	VACANT	General Member 14			
15	VACANT	General Member 15			
16	Mikie Lochner	Chairperson	None	06/23/28	2
17	VACANT	Healthcare Provider, including Federally Qualified Health Center (FQHC)			
18	Rhea Van Brocklin	Community-based organization serving affected populations and AIDS service organization	Christie's Place	11/07/27	1
19	Eva Matthews	Social Service Provider, including providers of housing and homeless services		04/07/29	
20	VACANT	Mental Health Provider Formerly a combined seat; now just Mental Health			
21	VACANT	Substance Abuse Treatment Provider Formerly a combined seat; now just Substance Abuse			Vacant since 9/26/24
22	Adrianne Yancey	Local Public Health Agency: HHSA 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			
25	Juan Conant	Non-Elected Community Leader		01/07/29	1
26	Lori Jones	Prevention Services Consumer/Advocate	None	06/02/27	1
27	VACANT	Prevention Services Consumer			
28	VACANT	State Government-State Medicaid			
29	Abigail West	State Government-CDPH Office of AIDS (OA) Part B	State Government- CDPH Office of AIDS (OA) Part B	03/12/27	2
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	Skyler 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			
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		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			Pending COB approval minutes
41	Jeffery Weber	Recipient of other Federal HIV Programs- Veterans Administration	San Diego Veterans Administration	12/13/26	1
42	Hector Garcia	HIV Testing Representative		01/07/29	1
43	Ivy Rooney	Prevention Intervention Representative Formerly: Risk Reduction Activities Representative	Ivy Pharmacy	01/26/25	Pending COB approval minutes
44	Venice Price	Affected community including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the population, individual co-infected with Hep B or C, and historically underserved group and/or subpopulation	None	08/17/25	2

COB- Clerk of Board

HIV PLANNING GROUP  
12-MONTH ATTENDANCE TRACKING  
April 2024 - March 2025

(22) HPG Members	1	0	1	1	1	1	1	1	0	1	0	1	9
Total Meetings	24-Apr	22-May	26-Jun	24-Jul	7-Aug	25-Sep	23-Oct	21-Nov	18-Dec	22-Jan	26-Feb	26-Mar	TOTAL
Aguirre Mendoza, Marco, 10	NM	NQ	*	*	*	1	1	*	NM	JC	NM	*	2
Conant, Juan, 25										*	NM	*	0
Davenport, Beth, 35	NM	NQ	*	*	1	1	*	*	NM	*	NM	*	2
Donovan, Michael, 32						*	1	*	NM	*	NM	1	2
Fleming, Tyra, 3	NM	NQ	*	*	*	*	1	*	NM	*	NM	*	1
Garcia, Hector, 42										*	NM	*	0
Garcia, Rosemary, 23										1	NM	*	1
Garcia-Bigley, Felipe, 38	NM	NQ	*	*	*	*	*	*	NM	*	NM	*	0
Grelotti, David, 30				*	1	*	*	*	NM	1	NM	*	2
Ignalino, Jr., Benjamin, 39						*	*	*	NM	*	NM	*	0
Jones, Lori, 26				JC	1	*	*	*	NM	*	NM	JC	1
Kubricky, Cinnamen, 4	NM	NQ	*	1	*	*	*	*	NM	JC	NM	*	1
Lochner, Mikie, 16	NM	NQ	*	*	*	*	*	1	NM	*	NM	*	1
Miles, Skyler, 32						*	*	*	NM	*	NM	*	0
Nava, Veronica, 33	NM	NQ	*	*	*	*	*	1	NM	*	NM	*	1

HIV PLANNING GROUP  
12-MONTH ATTENDANCE TRACKING  
April 2024 - March 2025

Total Meetings	24-Apr	22-May	26-Jun	24-Jul	7-Aug	25-Sep	23-Oct	21-Nov	18-Dec	22-Jan	26-Feb	26-Mar	TOTAL
Paugh, Shannon, 37									NM	*	NM	*	0
Price, Venice, 44	NM	NQ	JC	*	1	*	1	1	NM	1	NM	*	4
Rooney, Ivy, 43	NM	NQ	*	1	*	*	*	*	NM	*			
Spector, Stephen, 31	NM	NQ	1	1	*	1	*	*	NM	JC	NM	*	3
Van Brocklin, Rhea, 18	NM	NQ	1	*	*	*	*	*	NM	*	NM	*	1
Weber, Jeffery, 41	NM	NQ	*	1	*	1	*	1	NM	*	NM	*	3
West, Abigail, 29	NM	NQ	*	*	*	*	1	*	NM	JC	NM	*	1
Wimpie, Michael, 1	NM	NQ	*	*	*	*	*	*	NM	*	NM	*	0
Yancey, Adrianne, 22	NM	NQ	*	*	*	1	*	*	NM	1	NM	*	2
To remain in good standing and eligible to vote, the HPG member may not miss 3 consecutive meetings or 6 meetings within 12 months.													
* = 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													
EC = Emergency Circumstance													

**HIV PLANNING GROUP**  
**6-MONTH COMMITTEE TRACKING**  
**April 2024 - March 2025**

STRATEGIES	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	#
Total meetings	0	0	1		1		1		1		1		5
(8) Members													
Applebaum, Amy	NM	NQ	*		*		*		*		*		0
Davenport, Beth	NM	NQ	*		*		*		*		1		1
Mora, Joseph	NM	NQ	*		*		1		1		*		2
Price, Venice	NM	NQ	EC		1		1		1		1		4
Rooney, Ivy	NM	NQ	*		*		*		*		*		0
Tilghman, Winston	NM	NQ	1		*		*		*		1		2
Weber, Jeffery	NM	NQ	*		*		*		*		*		0
Wimpie, Michael <sup>c</sup>	NM	NQ	*		*		*		*		*		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

**HIV PLANNING GROUP**  
**6-MONTH COMMITTEE TRACKING**  
**April 2024 - March 2025**

PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE																
PSRAC	Apr	May	6-Jun	13-Jun	11-Jul	18-Jul	25-Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	#
Total meetings	1	1	1	1	1	1	1		0	1	1		1	0	1	8
(9) Members																
Aguirre Mendoza, Marco	*	*	*	1	*	*	*		NM	*	*		JC	NQ	JC	0
Jacobs, Dr. Delores	*	*	*	*	*	*	*		NM	1	*		1	NQ	*	2
Davenport, Beth	1	*	*	*	*	*	*		NM	*	*		*	NQ	*	1
Fleming, Tyra <sup>cc</sup>	*	*	*	JC	*	*	*		NM	*	*		*	NQ	*	0
Garcia-Bigley, Felipe	*	*	*	*	*	1	*		NM	*	*		*	NQ	*	0
Kubricky, Cinnamen	*	*	*	1	*	*	*		NM	1	*		JC	NQ	*	1
Matthews, Eva													*	NQ	JC	0
Mueller, Chris	*	*	*	*	*	*	*		NM	*	*		*	NQ	*	0
Van Brocklin, Rhea <sup>c</sup>	*	*	*	*	*	*	*		NM	*	1		*	NQ	*	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

EC = Emergency Circumstance

NM = No Meeting

NQ = No Quorum

**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
**April 2024 - March 2025**

<b>MEMBERSHIP</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>#</b>
<b>Total meetings</b>	1	0	1	1	0	1	1	1	1	1	1	0	9
<b>(5) Members</b>													
<b>Garcia-Bigley, Felipe <sup>c</sup></b>		*	*	*	NM	*	NQ	*	*	*	*	NQ	0
<b>Ignalino, Ben</b>							NQ	*	*	1	1	NQ	2
<b>Jones, Lori</b>					NM	JC	NQ	*	*	*	JC	NQ	0
<b>Van Brocklin, Rhea</b>	*	NQ	*	1	NM	*	NQ	1	*	*	*	NQ	2
<b>Wimpie, Michael</b>				*	NM	*	NQ	*	*	*	*	NQ	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



**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
**April 2024 -March 2025**

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

**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
**April 2024 - March 2025**

<b>Community Engagement Group</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>#</b>
<b>Total Meetings</b>	1	1	1	1	0	1	1	0	1	1	1	0	9
<b>(5) Members</b>													
Donovan, Michael c				*	NM	*	*	NM	*	*	*	NM	0
Garcia, Hector										*	1	NM	1
Lothridge, Jen <sup>cc</sup>	*	*	*	*	NM	*	*	NM	*	*	*	NM	0
Miles, Skyler			*	*	NM	*	*	NM	*	1	1	NM	2
Nava, Veronica		*	*	*	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

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**HIV PLANNING GROUP**  
**4-MONTH COMMITTEE TRACKING**  
**March 2024 - February 2025**

<b>Medical Standards &amp; Evaluation Committee</b>					
<b>MSEC</b>	<b>Jun</b>	<b>Sep</b>	<b>Nov</b>	<b>Feb</b>	<b>#</b>
<b>Total Meetings</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>
<b>(9) Members</b>					
<b>Tilghman, Dr. Winston</b>	*	*	JC	*	<b>0</b>
<b>Aldous, Dr. Jeannette<sup>CC</sup></b>	*	*	*	JC	<b>0</b>
<b>Bamford, Dr. Laura</b>	*	*	<b>1</b>	*	<b>1</b>
<b>Grelotti, David<sup>C</sup></b>	<b>1</b>	*	*	*	<b>1</b>
<b>Hernandez, Yessica</b>	*	*	*	*	<b>1</b>
<b>Lewis, Bob</b>	*	<b>1</b>	*	*	<b>1</b>
<b>Spector, Dr. Stephen</b>	<b>1</b>	<b>1</b>	<b>1</b>	*	<b>3</b>
<b>Stangl, Lisa</b>	<b>1</b>	<b>1</b>	*	*	<b>2</b>
<b>Quezada-Torres, Karla</b>	*	*	*	<b>1</b>	<b>1</b>

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

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**1** = Absent for the month

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

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# APPENDIX

(Page 021)

# ASSEMBLY BILL (AB) 2302: THE USE OF JUST CAUSE AND EMERGENCY CIRCUMSTANCES (2025)

## (An Amendment to AB 2449)

If the physical attendance quorum requirement is met, AB 2302 permits a member who is not physically present to request virtual attendance at the local legislative body’s meeting under two circumstances: (1) for “just cause” and (2) due to “emergency circumstances”.

Qualifying Reason	Provisions to Attend Remotely	Requirements/Limitations
<p><b>“Just Cause”</b></p>	<ul style="list-style-type: none"> <li>There is a childcare or caregiving need (for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner) that requires the member to participate remotely.</li> <li>A contagious illness prevents the member from attending the meeting in person.</li> <li>There is a need related to a defined physical or mental disability that is not otherwise accommodated for.</li> <li>Traveling while on official business of the legislative body or another state or local agency.</li> </ul>	<p>A member is limited to <u>two (2)</u> virtual attendances due to “just cause” per calendar year.</p>
<p><b>“Emergency Circumstances”</b></p>	<p><b><i>“A physical or family medical emergency that prevents a member from attending the meeting in person.”</i></b></p> <p>A member is <u>not</u> required to disclose any medical diagnosis or disability, or any personal medical information that is already exempt from existing law.</p>	<p><b>A member of the legislative body must:</b></p> <ol style="list-style-type: none"> <li>Make a request to the body to allow the member to meet remotely due to an emergency circumstance; and</li> <li>Provide a general description of no more than 20 words of the circumstance justifying such attendance.</li> </ol> <p>A request from a member to attend remotely requires that the legislative body take action and <u>approve</u> the remote attendance at the start of the meeting for the member to be allowed to participate remotely for that meeting<sup>1</sup>.</p>

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

### Additional Requirements for a Member Participating Remotely

In addition to making a request either for “just cause” or due to an “emergency circumstance” for remote appearance, AB 2302 imposes the following three (3) additional requirements on legislative body members seeking to appear remotely at public meetings:

- The member:
  - Notifies 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. **OR**
  - Requests the legislative body to allow them to participate in the meeting remotely due to emergency circumstances and the legislative body takes action to approve the request. (See “requirements/limitations” for the use of emergency circumstances.)
- 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.
- The member shall participate through both audio and visual technology.