



County of San Diego

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PUBLIC HEALTH OFFICER

SAN DIEGO HIV PLANNING GROUP (HPG) STEERING COMMITTEE

Tuesday, April 18, 2023, 11:00 am – 1:00 pm

**County Operations Center (COC)
5530 Overland Ave. San Diego, CA 92123 (Training Room 124)**

A quorum for this committee is four (4)

Committee Members: Dr. Delores Jacobs, Priority Setting and Resource Allocation Committee / Mikie Lochner, Chair / Shannon Ransom, Strategies & Standards Committee / Dr. Winston Tilghman, Medical Standards and Evaluations Committee / Rhea Van Brocklin, Vice-Chair

Absent: Allan Acevedo, Community Engagement Group / Bob Lewis, Membership Committee

MINUTES

Agenda Item	Discussion/Action	Follow-Up Needed
1. Call to order, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 11:10 a.m. and noted the presence of a quorum in person. The chair thanked attendees for their participation. Then, a moment of silence was observed.	
2. Public comment (for members of the public)	A member of the public commented about the regulations of Assembly Bill (AB) 2449.	
3. Sharing our concerns (for committee members)	Shannon Ransom requested an update on Housing Navigation services per discussion from the CARE Partnership meeting on 04/17/2023.	
4. Action: Review/approve the Steering Committee agenda for Tuesday, April 18, 2023	Action: Approve the Steering Committee agenda for April 18, 2023 as presented: M/S/C: Jacobs, Ransom, 4-0	

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	Abstentions: Lochner Motion carries	
5. Action: Review/approve HPG agenda for April 26, 2023	Action: Review/approve HPG agenda for April 26, 2023 M/S/C: Van Brocklin, Tilghman, 4-0 Abstentions: Lochner Motion carries	
6. Committee Reports and Recommendations		
a. Membership Committee		
i. Recommendation for HPG membership	None	
b. Priority Setting and Resource Allocation Committee (PSRAC)		
i. Recommendation(s) for reallocation of funds in Fiscal Year 2023 (the current fiscal year is March 1, 2023 – February 28, 2024)	<p>The final award for Ryan White Part A has been granted and indicates that \$78,759 will need to be allocated. Because PSRAC was not able to meet quickly enough to allocate these funds, allocation will occur during the next HPG meeting on April 26, 2023.</p> <p>Dr. Delores Jacobs would like to follow up with the possibility of allocating funds toward psychosocial support services. Shannon Ransom asked a question regarding transportation services. Clarification on procurement and eligibility criteria was given by a member of the Recipient's office.</p> <p>During September 2023- May 2024, PSRAC will meet; PSRAC once every other month in alteration with the Strategies and Standards Committee. During the previous PSRAC meeting, the committee agreed to reduce their meeting time from 2 to 1.5 hours. The committee</p>	<p>Allocation of funds will occur during the next HPG meeting on April 26, 2023.</p> <p>PSRAC will discuss alternative meeting times during the next PSRAC meeting on May 11, 2023.</p>

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	<p>also agreed to change the time of their meetings to accommodate members' schedules. Further discussion will be held at the next PSRAC meeting on May 11, 2023.</p> <p>During the summer months, PSRAC will be transitioning from meeting every week to two 4-hour meetings to accommodate members' schedules. During these months, all data and the budget will be reviewed. Additional s can be scheduled if needed.</p> <p>Mikie Lochner (Chair) proposed to schedule two 3-hour meetings to review the budget for August 2023. This will be discussed during the next Steering Committee meeting.</p>	
c. Community Engagement Group	None	
d. Strategies and Standards Committee	The Strategies and Standards Committee has changed its meeting time to 3:00 PM – 5:00 PM.	
e. Medical Standards and Evaluation Committee (MSEC)	None	
f. Steering Committee	None	
7. Process and Governance Issues		
a. Review: Public comments / HPG member comments / Suggestions to the Steering Committee from previous HPG meeting(s)	None	
b. Update: In-person meetings, implementation of AB 2449, and location of Steering meetings in April and May 2023	The Chair asked if members could promptly reply to emails being sent from Support Staff, especially emails regarding quorum. The Chair also requested that Committee Chairs ask their members to notify Support Staff if they have a	Members will be asked to notify Support Staff if they have preferred methods of communication during the next

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	<p>preferred method of communication other than email. A standardized process will be established during the next HPG meeting on April 26, 2023.</p> <p>A member of the public expressed concerns about receiving emails from Support Staff that are too large in size and taking up space in their inbox. A member of the Support Staff mentioned that they have initiated a transition to utilizing MailChimp to simplify emails and graphics.</p>	HPG meeting on April 26, 2023.
c. Discussion: HPG purchase of FirstNet ATT hotspots	<p>A member of the Support Staff reviewed with the committee that there are currently six (6) hotspot devices that have been distributed for use. The committee agreed to continue paying its monthly fees, which are \$286.44 a month (\$47.74 per device).</p> <p>We currently need to find out to whom the devices were distributed.</p>	The Chair would ask members to notify Support Staff if they were given a hotspot device. Support Staff will follow up to see if any distributed devices are being actively used.
d. Update: HPG Orientation on May 18, 2023, from 2:00 PM – 4:00 PM at the Malcolm X Library	<p>A member of the Support Staff announced that we had reserved the Malcolm X Library from 2:00 PM – 4:00 PM to conduct the annual HPG Orientation on May 18, 2023. Support Staff requested that members promote the event and notify Support Staff if anyone is interested.</p> <p>Rhea Van Brocklin will follow-up with Project PEARL participants.</p>	Rhea Van Brocklin will follow-up with Project PEARL participants.
e. Discussion: Assessment of the Administrative Mechanism: Planning	The committee addressed deadlines for when to complete the assessment of the Administrative Mechanism. The Chair aims to	Chair will work with Support Staff to create the assessment.

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	discuss the assessment with the Steering committee and the HPG in June 2023. The HPG will then submit their questions for the assessment to the Support Staff. Support staff will submit the assessment to the Recipient's office by August 2023.	
f. Update: GTZ Community Engagement Project – 3-Year HPG Action Plan	Dr. Delores Jacobs reviewed two (2) new documents for review: HPG Membership Recruitment Plan and the Procedure for Public Requests (included in the packet). The committee agreed on the Procedure for Public Requests. The HPG Membership Recruitment Plan is still in draft and will continue to be updated as necessary.	Support Staff will implement guidance included in the Procedure for Public Requests and include that document in every HPG meeting packet moving forward.
i. Membership recruitment plan	<p>Shannon Ransom voiced concerns of a lack of engagement from potential members. It was suggested that all members should improve on building a safe and welcoming environment so people will be encouraged to join. It was noted that individuals would historically walk away from the HPG due to various challenges and barriers.</p> <p>The committee discussed different promotion strategies for engagement. Shannon Ransom recommended if there can be participation at the County Case Management meeting.</p> <p>A member of the public voiced concerns about transportation reimbursement for those who would like to attend the CARE Partnership</p>	<p>Membership recruitment will continue to be discussed during the next Membership and Steering committee meeting.</p> <p>The chair and a member of the recipient's office will discuss requirements of transportation reimbursement and food distribution with Health Resources and Services Administration (HRSA).</p>

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	meeting in person. A concern was brought up regarding whether we can provide food for non-HPG members during meetings.	
g. Discussion: Steering Retreat		
h. Review 2023 HPG Work Plan		
i. Action: Approval of the Committee Operating Guidelines	The Committee Operating Guidelines were not approved due to further recommendations.	The Chair requested that members view the draft of the Committee Operating Guidelines and notify Support Staff of their recommendations.
j. Update: Integrated Statewide Strategic Plan	The Chair noted that the Strategic Plan should include implementing services for the aging population.	The Chair will follow up to ensure an updated Strategic Plan will be sent to the Strategies and Standards Committee and the Recipient's office.
k. Discussion: HIV Prevention Board Letter	A member of the recipient's office requested authorization to accept funding from the HIV Prevention funding source. The committee accepted this funding.	A member of the Recipient's office will present the HIV Prevention Board Letter to the HPG during the next HPG meeting on April 26, 2023.
l. Discussion: Eliminate Hepatitis C Virus, Task Force	To end Hepatitis C, there is a request for an HPG member to join the Hepatitis C Task Force due to the overlap of HIV work. Dr. Tilghman is a current member of the	The Chair will ask HPG members if they would like to join the Hepatitis C Task Force.

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	Hepatitis C Task Force, but the opportunity will also be presented to other members. In addition, we will receive a report to inform members how many people with HIV currently have untreated Hepatitis C.	
8. Updates and budget review from the HIV, STD, and Hepatitis Branch (HSHB)	Patrick Loose presented updates regarding the budget and grant opportunities. An award was given to focus on black individuals, men who have sex with men, and transgender women. There will be a future meeting to decide how to deploy those funds. There is also a grant opportunity from HRSA, which is to support transitioning to a status-neutral approach to HIV care and services. This is a highly competitive grant which will be given to entities that are eligible from Ryan White Part A jurisdictions.	
9. Action: Approval committee meeting minutes from February 14, 2023	The Steering Committee meeting minutes from February 14, 2023, will be approved at the May 2023 Steering Committee meeting.	
10. Review committee attendance		
11. Future agenda items for consideration		
12. Announcements		
13. Confirm the next meeting date	<p>Date: May 16, 2023 Time: 11:00 am – 1:00 pm Location: In-person meeting at: County Operations Center (COC) Training Room 124 5530 Overland Avenue San Diego, CA 92123</p> <p>AND remotely/virtually via WebEx</p>	
14. Adjournment	1:07 PM	

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