



County of San Diego

NICK MACCHIONE, FACHE
AGENCY DIRECTOR

HEALTH AND HUMAN SERVICES AGENCY
PUBLIC HEALTH SERVICES
3851 ROSECRANS STREET, MAIL STOP P-578
SAN DIEGO, CA 92110-3134
(619) 531-5800 • FAX (619) 542-4186

WILMA J. WOOTEN, M.D., M.P.H.
PUBLIC HEALTH OFFICER

SAN DIEGO HIV PLANNING GROUP (HPG) STEERING COMMITTEE

Tuesday, April 19, 2022

11:00 a.m.

WebEx Meeting

DRAFT MINUTES

Quorum = 5

Committee Members present: Roger Al-Chaikh, Vice-Chair / Dr. Delores Jacobs, Priority Setting and Resource Allocation Committee / Mikie Lochner, Chair / Allan Acevedo, Consumer Group / Shannon Ransom, Strategies & Standards Committee / Dr. Winston Tilghman, Medical Standards and Evaluations Committee/ Rhea Van Brocklin, Vice-Chair

Committee Members absent: Bob Lewis, Membership Committee

Agenda Item	Discussion/Action	Follow-Up Needed
1. Call to order,	Mikie Lochner, HPG Chair called the meeting to order at 11:01 AM and noted the presence of a quorum via WebEx video teleconference. A moment of silence was observed.	
2. Action: Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e).	All votes at the meeting were taken by roll call. For each vote committee members names were called, and each provided a verbal vote. Action: Find that the Committee has reconsidered the State of Emergency and that State and local officials continue to recommend measures to promote social distancing authorizing teleconferenced meetings pursuant to Government Code section 54953(e). Motion/Second/Count (M/S/C): Van Brocklin/Ransom 5/0 Abstentions: Lochner Motion carries	
3. Comments from the chair, moment of silence	Chair Lochner thanked everyone for participation in the meeting. A moment of silence was observed.	
4. Public comment	None	

Agenda Item	Discussion/Action	Follow-Up Needed
5. Sharing our Concerns	None	
6. Review/Approval of Steering Committee agenda for Tuesday, April 19, 2022	Action: Approve Steering Committee agenda for April 19, 2022 as presented. M/S/C: Van Brocklin/Ransom 5/0 Abstentions: Lochner Motion carries	
7. Review/Approval of HPG Agenda for April 27, 2022	Action: Approve HPG Agenda for April 27, 2022 meeting as presented. Minutes of the HOPWA Housing Committee Meeting were forwarded by Freddy Villafan and will be included in the HPG packet for informational purposes only. A report from the Faith-Based Action Coalition will be added to future HPG agendas. M/S/C: Van Brocklin/Ransom Abstentions: Lochner Motion carries	
8. Committee Reports and Recommendations		
a. Membership Committee	A member of the public shared a concern that a candidate who has applied for the Prevention Consumer seat is not using Pre-Exposure Prophylaxis (PrEP).	
i. Recommendation for HPG Membership	No membership recommendations at this time.	
b. Priority Setting and Resource Allocations	The Committee continued the conversation on housing and PARS program and discussed the importance of using housing data to make decisions for changes to the programs.	
i. Recommendations for reallocation of funds in FY 22 (the current fiscal year, March 1, 2022 – February 28, 2023)	No recommendations for reallocation at this time.	
c. Consumer Group	The next committee meeting is tomorrow, Wed. April 20, 2022, there will be a presentation on injectable PrEP.	
d. Strategies and Standards	Discussed focus group being held by Facente Consulting to collect input from San Diego for the Integrated Plan. Everyone is encouraged to participation.	HPG Support Staff will send a flyer regarding the

Agenda Item	Discussion/Action	Follow-Up Needed
	The committee will create service standards for new service categories, Housing Case Management and Housing, Location, Placement and Advocacy services, which will go to Consumer Committee for review.	planned community engagement meeting for the Integrated Plan. .
e. Medical Standards and Evaluation	No update at this time; the next meeting is in May.	
9. Process and Governance Issues:		
a. Review: Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	Reviewed by Rodney von Jaeger: Responses: <ul style="list-style-type: none"> • The ad hoc committee has included specific recommendations in the bylaws to address concerns of filling vacant seats and the reappointment process. • For the service complaint the person was referred to the Ryan White Program Manager, Maritza Herrera. 	
b. Upcoming Training: Harm Reduction and Syringe Service/Needle Exchange – Felipe Ruiz and Lori Jones	This training is in the HPG work/training plan and will be presented as noted at the May 27, 2022 HPG meeting.	
c. Update: GTZ Community Engagement Project – 3-Year HIV Planning Group (HPG) Action Plan	Report on status of staffing and activity in committees: Patrick Loose is working to find a solution. Information will be provided to the HPG when it is known.	
d. Action: Review recommendations of the ad hoc Bylaws and procedures and forward to County Counsel.	The committee discussed the draft bylaws. Rodney von Jaeger and Lauren Brookshire provided clarity on the bylaw’s approval process. The original charge to the committee and draft bylaws will be sent to Steering Committee and will be discussed again at the May.	HPG Support Staff will send the original charge to the ad hoc committee and the bylaws and document(s) outlining the changes.
e. Update: Preparation for in-person meetings/Plan for next Steering Committee meeting	The committee had a robust discussion on moving to in-person meetings with several questions and concerns. HPG and committees will continue to meet virtually for now. HPG Support Staff will draft policies and procedures to prepare for when HPG and/or its committees move to in-person meetings. Staff will Investigate what other public meetings are doing who meet with persons who are potentially immunocompromised.	The Recipient will ask the Public Health Officer, Dr. Wooten for her recommendations regarding in-person meetings with persons who have compromised immune systems.

Agenda Item	Discussion/Action	Follow-Up Needed
f. HRSA Ryan White Part A virtual site visit scheduled for Monday, May 23, 2022	The HRSA site visit will take place the week beginning Monday, May 23, 2022 with different activities throughout the week. There will be a Consumer-only discussion on May 23 rd at 12:00 noon.	
g. Update: Ryan White Part A Notice of Grant Award	The notice of award has not yet been received.	
h. Collaborative Integrated prevention and care plan	The San Diego Community Townhall meeting is tentatively set by Facente Consulting for May 9, 2022 from 1:00 – 4:00 pm.	Discuss this topic with the Strategies and Standards Committee to inquire if additional regional SD meetings should be planned.
i. Update: COI Form 700, Ethics training requirements, and HPG Code of Conduct and Confidentiality agreement	Rodney von Jaeger discussed the HPG approved code of conduct form and the draft Confidentiality agreement. The committee recommended changes to the latter form. Action: Revise the draft Confidentiality form so that background statements of understanding are at the beginning for the document and statements of agreement are grouped together above the signature and distribute the document to members M/S/C: Acevedo/Jacobs 6/0 Abstentions: Lochner Motion carries	HPG Support Staff will revise the Confidentiality statement and distribute to HPG membership.
j. Review 2022 HPG work plan	The committee reviewed the HPG Work Plan, planned trainings, and recommended having Vice-Chair elections in January 2023, electing one Vice-Chair for 2 years and one for 1 year to achieve staggered future elections.	
10. Update and Budget Review from the HIV. STD. and Hepatitis Branch (HSHB) – Patrick Loose		
a. HSHB Monthly Report – April 2022	Patrick Loose highlighted the April HSHB Report which was included in the meeting materials packet. The Capacity Assessment report shows the wait time for a daytime, in-person psychiatry appointment in the North region is 34 days, otherwise all other service categories have a wait time < 30 days.	
b. FY 21 Expenditure/Budget review	The reports were included in the meeting materials packet. Some invoices still pending for FY 21; a final report will be forthcoming soon.	
c. Service Utilization Summary Report – March	The report was included in the meeting materials packet. Total unduplicated clients	

Agenda Item	Discussion/Action	Follow-Up Needed
2022	in March were 1334 (cf. 1,490 the previous year)	
d. Monthly Client Services Evaluation (Goldenrod) CQM Update – March 2022	One Goldenrod was received, a positive comment.	
e. HRSA, CDC, and CDPH Policies and Procedures Updates	No updates	
f. Administrative Budget Review	Rodney von Jaeger reviewed the administrative budget, which was included in the meeting materials packet.	
11. Approval Meeting minutes from March 15, 2022	Action: Approve the March 15, 2022 meeting minutes as presented. M/S/C: Ransom/Al-Chaikh 4/0 Abstentions: Lochner Motion carries	
12. Review committee attendance	Reviewed	
13. Future Agenda Items for Consideration		
a. Border Health (2023) b. Recommend HSHB work with providers to educated Consumers about all changes to Temporary Housing assistance	Rodney von Jaeger discussed.	
14. Announcements:	<ul style="list-style-type: none"> The Integrated Plan community engagement meeting for San Diego will be Monday, May 9, 2022, 1:00 – 4:00 p.m. at the Logan Heights Branch Library, Community Room To register: https://sdregionalmeeting.eventbrite.com The county-wide Dining Out For Life San Diego event is occurring on April 28, 2022. Restaurants are giving at least 25% of profits to fund HIV/AIDS services. For more information go to https://www.diningoutforlife.com/city/san-diego/ 	
15. Confirm next meeting date and time/adjourment	Date: May 17, 2022 Time: 11:00 a.m. – 1:00 p.m. Location: WebEx	
16. Adjournment	12:59 p.m.	