

MEMBERSHIP COMMITTEE



Wednesday, May 14, 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 | Benjamin Ignalino | Rhea Van Brocklin | Michael Wimpie

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	Felipe Garcia-Bigley called the meeting to order at 11:00 AM and noted the presence of an in-person quorum. The committee chair shared the following:	
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 May 14, 2025 meeting agenda	Motion: Approve the Membership agenda for May 14, 2025 Motion/Second/Count (M/S/C): Van Brocklin/Wimpie 3/0 Abstentions: Garcia-Bigley Motion carries	
5. ACTION: Review and approve the April 9, 2025, Membership minutes	Motion: Approve the Membership minutes for April 9, 2025. M/S/C: Wimpie/ Jones 3/0 Abstentions: Garcia-Bigley Motion carries	
6. New Business		
a. ACTION: Approve Hector Garcia for Seat 13	Motion: Approve Hector Garcia for Seat 13, General Member M/S/C: Van Brocklin/ Wimpie 3/0 Abstentions: Garcia-Bigley Motion carries	
b. Discussion: HIV Planning Group Bylaws	The committee members began reviewing the Bylaws, which were last reviewed in 2023; the next review is anticipated for September.	

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	<p>Members had the following recommendations/comments:</p> <p>#1: The current bylaws (Section E, number 10, page 9) lack explicit language outlining processes to support members who are not "in good standing" (e.g., missing meetings). Current Practice: There is an informal process where the committee contacts members in jeopardy to re-engage them, but it is not documented.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Add explicit, trauma-informed, client-centered language to bylaws, clarifying that the goal is always to retain and re-engage members rather than focus on removal. • Include a clear process for supporting members before considering any recommendation for removal. • Reference committee guidelines in the bylaws for specifics, since guidelines are easier to update. • Change language in the bylaws to be more neutral (e.g., use "not meeting requirements" vs. "not in good standing"). <p>#2 Committee Appointment and Power Distribution Current Practice: Current bylaws (Article 5, page 14, Section C, number 3) grant the chair (currently Mikey) the power to appoint members to committees, which was experienced as exclusionary and led to delays in participation for specific members.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • Historical context was provided, indicating that there used to be more checks and balances, with the membership committee as a balancing force. <p>Concerns: The process currently grants too much unilateral power to the chair.</p>	

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	<p>Appointments should be based on members' preferences and needs. Avoid having providers dominate committees to the exclusion of consumers/service recipients. The voice of consumers may be lost if providers dominate the setting of standards.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Update bylaws to reflect that appointments are made in collaboration with members and the membership committee. • The chair's role should be primarily formal notification rather than selection. • Reference the guidelines and ensure language is clear and neutral about the appointment process. <p>#3 Process Transparency, Accountability, and Grievance Procedures</p> <p>Incidents Raised: Examples given where a member's attempts to address grievances or set agenda items were ignored or dismissed by the chair, including the rewriting or disregarding of committee input.</p> <p>Review of Bylaws: There is an existing grievance process (Page 18, Article 8), but practical enforcement and appeal steps are unclear if the process is not followed, especially if the chair obstructs the grievance.</p> <p>Discussion: Need for checks/balances on chair's actions, and a clear, enforceable, transparent way for members to appeal, grieve, or ensure their concerns are addressed.</p> <p>Concerns about Power Imbalance and Trauma: Issues particularly acute for consumers/recipients who may already feel less empowered.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Include an appeal process in the bylaws for when a grievance is improperly handled. • Add explicit steps for what happens when the chair does not follow the process (e.g., involving the full committee). • Provide for ongoing training for chairs, possibly including trauma-informed leadership and facilitation skills. 	

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	<ul style="list-style-type: none"> Ensure the process and expectations are made clear during onboarding. 	
c. Review of all HPG Committees Membership Lists and Engagement Efforts		
7. Old Business		
a. HPG Member recruitment update	<p>As of May 14, 2025, we have 22 members. (As of April 30th, Venice Price and Hector Garcia have been removed from the HIV Planning Group Body)</p> <p>Pending:</p> <ul style="list-style-type: none"> Ivy Rooney pending COB Nicole Aguilar pending COB Michael King pending HPG minutes approval Jen Lothridge pending HPG minutes approval <p>Term Expired:</p> <ul style="list-style-type: none"> Ivy Rooney: Seat 43- Prevention Intervention Representative: Formerly: Risk Reduction Activities Representative on 1/26/25 Cinnamen Kubricky: Seat 4 - General Member 11/02/25 	
i. IVacant Seats	<p>As of May 14, 2025, there are 17 vacant seats</p> <ul style="list-style-type: none"> 9 General Member seats 20- Mental Health Provider 21- Substance Abuse Treatment Provider 24- Hospital Planning Agency or Health Care Planning Agency 27- Prevention Services Consumer 28- State Government-State Medicaid 34- Board of Supervisors Designee: District 2 	
ii. New Committee Members	Hector Garcia's request to continue to be in the Community Engagement Group.	
b. HPG Membership Demographics	Reviewed	

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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		
c. Getting to Zero (GTZ) Community Engagement Project <ul style="list-style-type: none"> i. Membership Committee Plan/Strategy for Recruitment 	<p>Review 2025 HPG Outreach Calendar</p> <p>Members suggested the following:</p> <ul style="list-style-type: none"> • Creating marketing materials targeted at young people, possibly developed by interns in that age group. • Leveraging social media in authentic, effective ways. • Offering internships or opportunities for students to earn school credit. • Using raffles or incentives (e.g., gift cards) to encourage participation at tabling events, though this may require approval due to county restrictions on donations • Use awareness days and toolkits to promote HPG involvement and share key messages across platforms. <p>Some Concerns:</p> <ul style="list-style-type: none"> • Staffing shortages were a recurring theme, with limited capacity to expand outreach. Katie was highlighted as taking on multiple responsibilities. Despite these challenges, there are efforts to recruit interns and volunteers. 	.
8. Future agenda items for consideration		
9. Announcements	Happyville, July 17. 2025	
10. Next Meeting Date	Date: Wednesday, June 11, 2025 Time: 11:00 AM –1:00 PM Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)	
12. Adjourn	The meeting adjourned at 12:50 pm.	