



# County of San Diego

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

**SAN DIEGO HIV PLANNING GROUP (HPG)  
STEERING COMMITTEE  
Tuesday, May 16, 2023, 11:00 am – 1:00 pm**

**County Operations Center (COC)  
5570 Overland Ave. San Diego, CA 92123 (Room 1047, Medical Examiner's Office)**

**A quorum for this committee is four (4)**

**Committee Members present:** Allan Acevedo, Community Engagement Group / Dr. Delores Jacobs, Priority Setting and Resource Allocation Committee / Bob Lewis, Membership Committee / Shannon Ransom, Strategies & Standards Committee / Rhea Van Brocklin, Vice-Chair

**Committee Members absent:** Mikie Lochner, Chair / Dr. Winston Tilghman, Medical Standards and Evaluations Committee

## MINUTES

Agenda Item	Discussion/Action	Follow-Up Needed
1. Call to order, comments from the chair and a moment of silence	Rhea Van Brocklin called the meeting to order at 11:01 a.m. and noted the presence of an in-person quorum.  The chair thanked attendees for their participation. A moment of silence was observed.	
2. Public comment (for members of the public)	None	
3. Sharing our concerns (for committee members)	None	
4. <b>ACTION:</b> Approve the Steering Committee agenda for Tuesday, May 16, 2023	<b>ACTION:</b> Approve Steering Committee agenda for May 16, 2023 <b>Motion/Second/County(M/S/C):</b> Jacobs/Lewis 3/0 <b>Abstentions:</b> Van Brocklin <b>Motion carries</b>	

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5. <b>ACTION:</b> Approve the HPG agenda for May 24, 2023	<b>ACTION:</b> Approve the HPG agenda for May 24, 2023 as presented with the noted changes: <ul style="list-style-type: none"> <li>• Add Action Item: Approve change to quorum requirement in HPG Bylaws.</li> </ul> <b>M/S/C:</b> Acevedo/Jacobs 4/0 <b>Abstentions:</b> Van Brocklin <b>Motion carries</b>	
<b>6. Committee Reports and Recommendations</b>		
a) <b>ACTION:</b> Approve the Board Letter to accept Ryan White Part A funding for FY 23	<b>ACTION:</b> Approve the Board Letter to accept Ryan White Part A funding for FY 23 <b>M/S/C:</b> Jacobs/Acevedo 4/0 <b>Abstentions:</b> Van Brocklin <b>Motion carries</b>	
<b>7. Process and Governance Issues</b>		
a. Review: Public comments / HPG member comments / Suggestions to the Steering Committee from previous HPG meeting(s)	The committee reviewed comments from the May 24, 2022 HPG meeting.	
b. Review 2023 HPG Work Plan	The committee reviewed the 2023 Work Plan and made the following recommendations: <ul style="list-style-type: none"> <li>• A member of the Recipient's office will be providing a training on the Ryan White HIV/AIDS Program and Parts at the May 2023 HPG meeting.</li> <li>• A training on the San Diego Advancing and Innovating Medi-Cal (SD AIM) will be provided at the June 2023 HPG meeting.</li> <li>• A training from Border Health staff will be provided at the June 2023 HPG meeting.</li> </ul> <b>ACTION:</b> Revise the May 2023 HPG agenda to include a training on the Ryan White HIV/AIDS Program and Parts <b>M/S/C:</b> Jacobs/Acevedo 4/0 <b>Abstentions:</b> Van Brocklin <b>Motion carries</b>	
c. Discussion: Proposed agenda format	A member of the HPG Support Staff presented a new formatted meeting agenda template. The committee suggested to add back committee	

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	names and quorum number, as well as removing the HPG Support Staff address in the footer. The new formatted agenda will be used at all committee and HPG meetings starting in June 2023.	
d. Discussion: Translation services	<p>A member of the HPG Support Staff informed members that the CARE Partnership and Community Engagement meetings have automatic Spanish translation services. There was a discussion whether the committee recommended maintaining automatic translation services at \$390.00 per meeting or adhere to the process of requesting language services at least 96 hours in advance for both CARE Partnership and Community Engagement Group meetings.</p> <p>Allan Acevedo, Chair of the Community Engagement Group (CEG), suggested that this topic be discussed at the next Community Engagement Group meeting. Feedback will be then brought back to the June 2023 Steering Committee meeting for further discussion.</p>	HPG Support Staff will bring the item to the CEG meeting and return to the Steering Committee in June 2023.
e. Discussion: Planning for the Needs Assessment Survey of HIV Impact and other components (Provider Survey, Regional meetings/focus groups)	<p>In preparation for the upcoming Needs Assessment, a request will be made to form an internal working group rather than seeking out an external consultant. Depending on who the working group consists of will determine whether the requirements of the Brown Act will apply to those meetings.</p> <p>A member of the Recipient's office suggested to hire a temporary Support Staff member to assist with the Needs Assessment process.</p>	
f. Discussion: Steering Committee meeting schedule	The Vice Chair will reach out to the HPG chair for clarification on this agenda item.	
g. Discussion: HPG By-Laws quorum recommendation	For HPG By-Laws to become adopted, they will go forward in a board letter to the Board of Supervisors. As the upcoming changes to the HPG By-Laws were reviewed, County Council recommended that we reconsider our proposed change of lowering quorum to 33%, as lowering	

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	<p>quorum to below 50% is not considered standard practice. There is a concern that a small number of members will be allowed to make legislative decisions on behalf of a full body.</p> <p><b>ACTION:</b> Change quorum in the HPG By-Laws to greater than 50%</p> <p><b>M/S/C: Jacobs/Ransom 4/0</b></p> <p><b>Abstentions:</b> Van Brocklin</p> <p><b>Motion carries</b></p>	
h. Discussion: Planning for the Assessment of the Administrative Mechanism	The committee discussed and recommended beginning the process in June 2023.	Maintain on Steering Committee agenda.
i. <b>ACTION:</b> Approval of the Committee Operating Guidelines	<p><b>ACTION:</b> Approve the Committee Operating Guidelines as presented</p> <p><b>M/S/C:</b> Acevedo/Jacobs 3/0</p> <p><b>Abstentions:</b> Lewis, Van Brocklin</p> <p><b>Motion carries</b></p> <p>Bob Lewis, Membership Committee Chair, shared concerns that both the Medical Standards and Evaluation Committee (MSEC) and Membership Committee have specific guidelines that do not apply to the Committee Operation Guidelines document. It was suggested that an Appendix and footnote noting these changes and differences be inserted into the Committee Operating Guidelines document.</p>	HPG Support Staff will add information to the Appendix regarding the Membership Committee and MSEC.
j. Update: Getting to Zero Community Engagement Project – 3-Year HPG Action Plan	<p>As Dr. Delores Jacob's contract to oversee the Getting to Zero Community Engagement Plan is scheduled to expire on June 20, 2023, Dr. Jacobs informed the committee that there are 12 out of 30 items that have been completed with 9 additional items that have not yet been addressed.</p> <p>The committee discussed and recommended to continue discussing these pending tasks and how are the HPG plans to accomplish them.</p>	
i. Membership recruitment plan draft	The committee discussed and recommended develop a transition process for those who are transitioning out of their seat after 8 years,	

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	especially those with a leadership role, to assist in recruitment for their seat.	
k. Update: Integrated Statewide Strategic Plan	Tabled	
8. Updates and budget review from the HIV, STD, and Hepatitis Branch (HSHB)	No updates. The HSHB report is in the meeting packet.	
9. <b>ACTION:</b> Approval committee meeting minutes from February 14, 2023 and April 18, 2023.	<b>ACTION:</b> Approve meeting minutes from February 14, 2023, and April 18, 2023 as presented. <b>M/S/C:</b> Jacobs/Acevedo 4/0 <b>Abstentions:</b> Van Brocklin <b>Motion carries</b>	
10. Review committee attendance	Tabled	
11. Future agenda items for consideration	Tabled	
12. Announcements	Tabled	
13. Next meeting date	Date: <b>June 20, 2023</b> Time: <b>11:00 PM – 1:00 PM</b> Location: In-person meeting at: <b>5570 Overland Ave. San Diego, CA 92123 (Room 1047, Medical Examiner's Office)</b> AND remotely/virtually via <b>WebEx</b>	
14. Adjournment	1:05 pm	