



**SAN DIEGO HIV PLANNING GROUP (HPG)  
COMMUNITY ENGAGEMENT GROUP  
DRAFT MINUTES**

**WEDNESDAY, May 17, 2023, 3:00 PM – 5:00 PM**

**COUNTY OPERATIONS CENTER**

**5560 OVERLAND AVE, SAN DIEGO, CA 92123 (TRAINING ROOM 171, BUILDING 5560)**

**To participate remotely via Zoom:**

**<https://us06web.zoom.us/j/83782242388?pwd=MTFqZitVcC9hNnFPRkhkcV3dGpKdz09>**

**Call in: US Toll +1 669 444 9171**

**Meeting ID (access code): 837 8224 2388**

**Password: 106514**

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at [hpg.hhsa@sdcounty.ca.gov](mailto:hpg.hhsa@sdcounty.ca.gov).

A quorum for this meeting is four (4).

**Committee Members:** Allan Acevedo (Chair), Alfredo De Jesus, Michael Donovan, Esteban Duarte, Jen Lothridge, Tyra Fleming (virtual – Just Cause)

**Committee Members Absent:** Michael Lochner (HPG Chair)

**ORDER OF BUSINESS**

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-Up</b>
1. Call to order, roll call, comments from the chair, and a moment of silence	Allan Acevedo called the meeting to order at 3:04 PM and noted the presence of a quorum via Zoom video teleconference.	
2. Background, mission statement, goals, and Agreement of Meeting Decorum	The Mission Statement and Community Engagement Group Charge were read by committee members. The meeting decorum was reviewed by the Chair.	
3. Introductions (Name, role with HIV Planning Group/Consumer, Pronouns), Icebreaker	Members and those in attendance introduced themselves.	
4. Public comment	No public comment.	
5. Sharing our concerns	A committee member asked how the Community Engagement Group can support the implementation of Doxy-prep post-exposure prophylaxis.	HPG Support Staff will follow up with identifying a speaker to

Agenda Item	Discussion/Action	Follow-Up
		provide a doxycycline post-exposure prophylaxis training to members and to provide additional information.
6. Review and approve the agenda for May 17, 2023	<b>Motion:</b> Approve the agenda for the May 17, 2023 meeting as presented. <b>Motion/Second/Count (M/S/C):</b> Donovan/Lothridge 5/0 <b>Abstention(s):</b> Acevedo <b>Motion carries</b>	
7. Review and approve the Minutes for April 4, 2023	<b>Motion:</b> Approve the minutes for the April 4, 2023 meeting as presented, with the correction in attendance for Michael Donovan and Jen Lothridge.  <b>M/S/C:</b> Lothridge/Duarte 5/0 <b>Abstention(s):</b> Acevedo <b>Motion carries</b>	
8. Review follow up items from last meeting:		
a. HPG Support Staff search for a document that describes all service categories.	Policy Clarification Notice (PCN) #16-02 was presented at the meeting and included in the meeting packet. The #16-02 policy clarification notice provides information on eligible individuals and the description of allowable service categories for Ryan White HIV/AIDS Program and program guidance for implementation.	
9. Review: Community Engagement Group Working/Training Plan	The Chair reviewed the Working Plan and provided an overview of the Happyville Exercise which will take place at the June 2023 CEG meeting.	<p>HPG Support Staff will create an infographic for the Happyville exercise.</p> <p>HPG Support Staff will provide a resource link to Robert's Rule of Order, understanding member roles and responsibilities, and</p>

Agenda Item	Discussion/Action	Follow-Up
		understanding service standards.  HPG Support Staff will follow-up about potentially providing a virtual presentation on Epi data, prior to the Happyville exercise.
10. Co-Chair Opening/Nominations	Jen Lothridge nominated themselves as Community Engagement Group Co-Chair.  <b>Action:</b> Approve Jen Lothridge as Community Engagement Group Co-Chair. <b>M/S/C:</b> Lockridge/Duarte/5-0 <b>Abstentions:</b> Acevedo <b>Motion carries</b>	
<b>11. Old Business</b>		
a. None.		
<b>12. New Business</b>		
a. <b>Presentation:</b> HIV Planning Group Goals and Objectives – Raniyah Copeland	Several concerns and questions were shared with the group regarding the goals and objectives presented.	
b. <b>Presentation:</b> Epidemiology Data – Dr. Ken Riley	Tabled to next meeting.	Deferred to June meeting.
c. <b>Discussion:</b> Translation Services	Committee members were asked if there were a preference for how to offer translation services for the Community Engagement Group meeting. Several committee members recommended maintaining availability of translation services with a 96-hour notice.	
13. Committee Updates:		
a. CARE Partnership	Deferred to next meeting.	
b. Membership Committee	Deferred to next meeting.	
c. Strategies & Standards Committee	Deferred to next meeting.	
d. Medical Standards and Evaluation Committee	Deferred to next meeting.	

Agenda Item	Discussion/Action	Follow-Up
(MSEC)		
e. Priority Settings & Resource Allocation Committee (PSRAC)	Deferred to next meeting.	
f. Steering Committee	Deferred to next meeting.	
g. HIV Planning Group (HPG)	Deferred to next meeting.	
h. MPOX Task Force	Deferred to next meeting.	
i. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	<p>Cinnamen Kubricky and Allan Acevedo to have a written update for the next meeting.</p> <p>There are 250,000 housing applications open. HOPWA recently finished a funding allocation and should be coming out in the next two weeks.</p>	
14. Announcements	<p>There was a recommendation to change the day of the week for the Community Engagement Group meeting.</p> <p>There was a recommendation to distribute a flyer for Project PEARL as the new cohort will be starting on June 1, 2023.</p>	HPG Support Staff to include change to meeting day on the next meeting agenda for discussion. For any suggestions, please email HPG Support Staff.
15. Next meeting date	<p>Date: <b>June 21, 2023</b></p> <p>Time: <b>3:00 PM – 5:00 PM</b></p> <p>Location: In-person</p> <p>To be determined and remotely/virtually via <b>Zoom.</b></p>	
16. Adjournment	5:02 PM	