MEMBERSHIP COMMITTEE

SAN DIEGO
HIV PLANNING GROUP

Wednesday, June 10, 2026, 11:00 AM – 1:00 PM
County Operations Center
5530 Overland Ave, San Diego, CA 92123
(Training Room 124)

A quorum for this meeting is two (2)

Committee Members: Felipe Garcia-Bigley (Chair) | Lori Jones | Rhea Van Brocklin

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	Felipe Garcia-Bigley called the meeting to order at 11:01 AM and noted the presence of an in-person quorum	
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 June 10, 2026 meeting agenda	**Motion:** Approve the Membership agenda for June 10, 2026 **Motion/Second/Count (M/S/C):** Van Brocklin/ Garcia-Bigley/2-0 **Motion carries**	
5. **ACTION:** Review and approve the April 8, 2026 Membership minutes	**Motion:** Approve the Membership minutes for April 8, 2026 **M/S/C:** Van Brocklin/Garcia-Bigley/2-0 **Motion carries**	
6. New Business		
a. **ACTION:** Approve Veronica Nava, Seat #33	**Motion:** Approve Veronica Nava, Seat #33 **M/S/C:** Van Brocklin/Garcia-Bigley/2-0 **Motion carries**	
b. **ACTION**: Approve Membership Committee Operating Guidelines	**Motion:** Approve Membership Committee Operating Guidelines with the recommended changes on pages 1 and 2 **M/S/C:** Van Brocklin/Jones/2-0 **Abstentions:** Garcia-Bigley **Discussion:** • Page 1: Change “in submitted” to “is submitted”. • Page 2: In the last paragraph, revise the sentence to clearly explain why an interview may be paused if the applicant does not	

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	consent to sharing confidential information. **Motion carries**	
c. Discussion: Review and update Membership Expectations	The committee discussed the Membership Expectations document, and the following recommendations were made: • A suggestion to remove "can" from required Community Engagement Group activities. • A suggestion to make this document an annual form for members to sign.	HPG Support Staff (SS) will bring document to the next meeting as an action item.
7. Old Business		
a. Discussion: Strategies for meeting 33% unaffiliated consumer requirement	The committee discussed strategies for meeting 33% of unaffiliated consumers and the following suggestions were made: • A suggestion to make seats #22, 23, 24, 28, 29 non-voting seats. • A suggestion to bring this to the Steering Committee for further process clarification.	HPG SS will create an agenda item and supporting materials for the Steering Committee.

b. HPG Member recruitment update	As of June 10, 2026, we have 27 members.
	Updates:
	• Applications Received in January 2026: 11
	  o Three (3) new applications
	  o One (1) resubmitted application
	  o Two (2) incompletes
	  o Three (3) applications on hold
	  o Two (2) reappointments
	• Members pending Clerk of the Board: 4
	  o Four (4) new members	

i. Vacant Seats	As of June 10, 2026, there are 13 vacant seats • Eight (8) General Member seats • 24- Hospital Planning Agency or Health Care Planning Agency • 27- Prevention Consumer • 28- State Government-State Medicaid • 34- Board of Supervisors Designee: District 2 • 39- Recipient of other federal HIV programs - Part F, AIDS Education and Training Center and/or RW dental provider	HPG SS will reach out to the project officer regarding Seat #39
ii. New Committee Members	Angela would like to be part of the Community Engagement Group and Priority Setting and Resource Allocation Committee.	
c. HPG Membership Demographics	Current HPG Demographics: reviewed and recruitment efforts were discussed.	
d. Work Plan	Remove August meeting to accommodate HPG budget schedule.	

MEMBERSHIP COMMITTEE

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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	The committee reviewed attendance concerns following recent policy changes. Because some absences occurred before the new, more rigorous policies were adopted, there is uncertainty about how to apply the updated rules. The Membership Committee Chair will bring this topic to the Steering Committee for guidance.	HPG SS will create Steering Committee agenda item to review new attendance policy.
c. Getting to Zero (GTZ) Community Engagement Project i. Review Outreach and Event Engagement Efforts	The committee reviewed the Community Engagement Summary and discussed the following: • A suggestion to compare HPG events held by location with HIV surveillance data by HHSA region. • A suggestion to give a HIV/HPG Presentation at Stepping Stone.	
8. Future agenda items for consideration	• Appointing a consumer to Membership Committee • Leadership Chair training for oncoming Chair and Vice-Chairs	
9. Announcements	• Christie's Place 30th Anniversary on 8/22 at the Crown Plaza visit christiesplace.org to secure tickets	
10. Next Meeting Date	Date: Wednesday, July 8, 2026 Time: 11:00 AM –1:00 PM Location: County Operations Center, 5530 Overland Ave, San Diego, CA 92123 (Training Room 124)	
12. Adjourn	The meeting adjourned at 12:25pm	