

COMMUNITY ENGAGEMENT GROUP (CEG)



Wednesday, June 12, 2024, 3:00 PM – 5:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114
(Tubman Chavez Room A)

NOTE: This meeting is audio and video recorded.

Language translation services are available upon request at least 96 hours prior to the meeting.
Please contact HPG Support Staff via e-mail at hpg.hhsa@sdcounty.ca.gov

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Meeting Location & Directions:

Community Engagement Group

Wednesday, June 12, 2024

3:00 PM - 5:00 PM

Southeastern Live Well Center

5101 Market Street

San Diego, CA 92114

Tubman Chavez Room A



Visitor/Employee parking available in parking structure. Main entrance can be accessed by exiting the parking structure on the 2nd floor and walking down the sidewalk to the left.

FROM I-805 SOUTH:

1. Head northwest on I-805 North.
2. Take exit 12B for Market St.
3. Turn right onto Market St.
4. The destination will be on your right.

FROM I-805 NORTH:

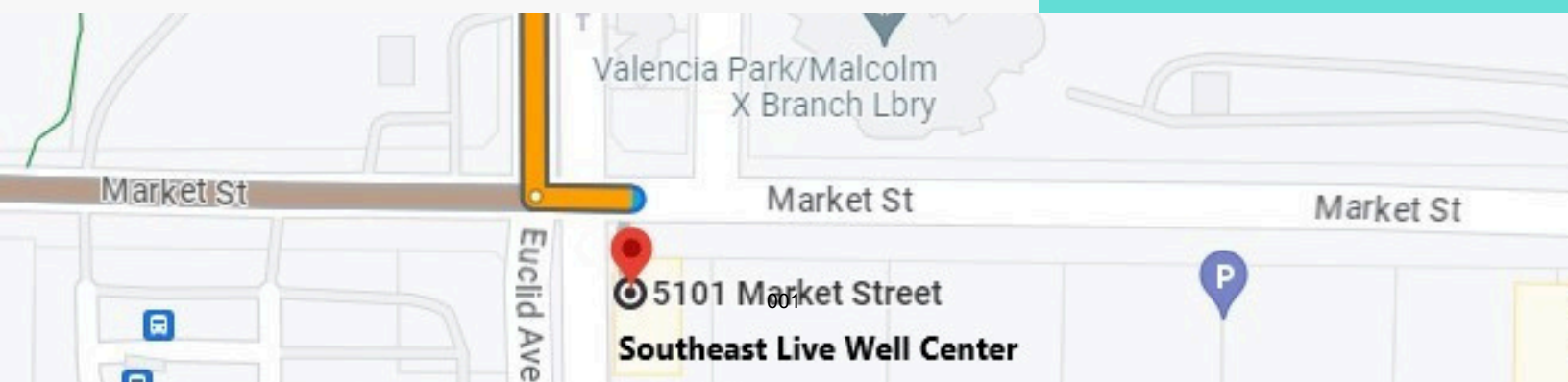
1. Head southeast on I-805 South.
2. Take exit 13A for CA-94-E/M L King Jr. Fwy.
3. Merge onto CA-94 E.
4. Take exit 4A for Euclid Ave.
5. Turn left onto Euclid Ave.
6. Use the left 2 lanes to turn left onto Market St.
7. The destination will be on your right.



PUBLIC TRANSPORTATION

MTS Trolley:
Orange Line

MTS Bus Routes:
3, 4, 5, 13, 60, 916,
917 and 955



COMMUNITY ENGAGEMENT GROUP (CEG)



Wednesday, June 12, 2024, 3:00 PM – 5:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114
(Tubman Chavez Room A)

To participate remotely via Zoom:

<https://us06web.zoom.us/j/89778142157?pwd=5G57jMW0b1b1V8l8KVbljbAgedPsWV.1>

Call in: US Toll +1 669 444 9171

Meeting ID: 897 7814 2157

Passcode: 106514

Language translation services are available upon request at least 96 hours prior to the meeting.
Please contact HPG Support Staff via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is three (3)

Committee Members: Michael Donovan | Michael Lochner (acting Chair) | Jen Lothridge (Co-Chair) | Skyler Miles | Veronica Nava

MEETING AGENDA ORDER OF BUSINESS

1. Call to order, roll call, comments from the chair, and a moment of silence
2. Review Background, Mission Statement, Goals, and Agreement of Meeting Decorum
3. Introductions and Icebreaker
4. Public comment (for members of the public)
5. Sharing our concerns (for committee members)
6. **Action:** Approve the Community Engagement Group agenda for June 12, 2024
7. **Action:** Approve the Community Engagement Group minutes for May 15, 2024 (Review follow-up items from the minutes)
8. Committee Updates
 - a. CARE Partnership
 - b. Membership Committee
 - c. Strategies and Standards Committee
 - d. Medical Standards and Evaluation Committee
 - e. Priority Settings and Resource Allocation
 - f. Steering Committee
 - g. HIV Planning Group
 - h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)
9. Old Business
 - a. Committee Attendance
 - b. Resources and materials for community event outreach efforts
10. New Business
 - a. Training: Using Epidemiology data to make decisions – Ken Riley, MD
 - b. Training: Reviewing the HPG Expenditure Sheet – Ken Riley, MD
 - c. Review the revised HPG Trifold Brochure
11. Announcements

COMMUNITY ENGAGEMENT GROUP (CEG)

12. **Next meeting date:** July 17, 2024, at 3:00 PM – 5:00 PM.

Location: Southeastern Live Well Center (Tubman Chavez Room A), 5101 Market Street, San Diego, CA 92114 *Note: The Happyville Exercise will occur at this meeting.

13. Adjournment

Community Engagement Group Charge:

1) Educate Community Members

- Educate/train community members about the HIV Planning Group's local HIV services planning process and prepare them for and support them in increased involvement throughout the HIV Planning Group Process: committees, task forces, working groups, and other opportunities, as well as HIV Planning Group membership.

2) Increase Community Members' Participation

- Increase the level and diversity of community involvement, including from under-served and under-represented populations.
- Represent the needs of all community members, including those unable to participate in meetings.
- Provide linkages to regional and population-specific community groups and ensure communication between those groups and the Community Engagement Group.
- Identify and seek to overcome barriers to community participation.

3) Represent Community Member Needs Throughout the HIV Planning Group Process

- Provide community representation on HIV Planning Group committees, task forces, etc., and ensure the flow of information from those groups to the Community Engagement Group.
- Encourage maximum community involvement in the Priority Setting Committee and other established venues for the annual priority setting and budget allocations process; the Community Engagement Group will not develop separate budget recommendations.
- Serve as a venue for providing community feedback regarding HIV Planning Group issues (e.g., task forces).

COMMUNITY ENGAGEMENT GROUP



Wednesday, May 15, 2024, 3:00 PM – 5:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114
Tubman Chavez Room C

A quorum for this meeting is three (3).

Committee Members Present: Michael Donovan | Jen Lothridge (Co-Chair) | Veronica Nava

Committee Members Absent: Mikie Lochner (Acting Chair)

MEETING MINUTES

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Jen Lothridge, Co-Chair called the meeting to order at 3:04 PM and noted the presence of an in-person quorum.	
2. Review Background, Mission Statement, Goals, and Agreement of Meeting Decorum	Committee members read the Mission Statement and the Community Engagement Group (CEG) Charge. The Co-Chair reviewed the meeting decorum.	
3. Introductions (Name, Role with HIV Planning Group (HPG)/Consumer, Pronouns), Icebreaker	Members and participants introduced themselves.	
4. Public comment (for members of the public)	None	
5. Sharing our concerns (for committee members)	None	
6. ACTION: Approve the Community Engagement Group (CEG) agenda for May 15, 2024	Motion: Approve the CEG agenda for May 15, 2024 as presented. Motion/Second/Count (M/S/C): Donovan / Nava / 2-0 Abstention(s): Lothridge Motion carries	
7. ACTION: Approve the CEG minutes for April 17, 2024	Motion: Approve the CEG minutes for April 17, 2024. M/S/C: Nava / Donovan / 2-0 Abstention(s): Lothridge Motion carries	
a. Follow-Up Items:	1. HPG Support Staff (HPG SS) will provide requested data for the June CEG meeting – not started	HPG SS will update the CEG Training plan as

COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
	<p>2. HPG SS will create a community event calendar – in progress</p> <p>3. HPG SS to provide flyers and needs assessment surveys to Michael Donovan – completed</p> <p>4. HPG SS will add an in-depth review of the following service categories to the June agenda: Case Management (non-medical, medical, housing) and Peer Navigation – not started</p> <p>HPG SS noted that the June training plan as presented was extremely full and recommended to only include the epidemiology data review and the training on the expenditure/budget sheet. The committee recommended the following:</p> <ul style="list-style-type: none"> - Remove in-depth review of 4-5 service categories - If feasible, include data on people experiencing homelessness and living with HIV if available in June. - Move the Happyville exercise to July. - Move review of Dental services and Transportation services in November. - Move review of HPG Bylaws to September. 	noted in the recommendations.
8. Committee Updates		
a. CARE Partnership	The meeting is held every other month, and the next meeting is going to be held in National City.	
b. Membership Committee	The May meeting was cancelled due to lack of quorum. The next meeting will have a recommendation to move two HPG candidates forward to appointments.	
c. Strategies and Standards Committee	The May meeting was cancelled due to lack of quorum. The next meeting will be June 4, 2024.	
d. Medical Standards and Evaluation	At its June 11, 2024 meeting the committee will discuss service standards	

COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
Committee	for Outpatient Ambulatory Health Services (OAHS).	
e. Priority Settings and Resource Allocation Committee	The committee met on May 9, 2024. Dr. Tweeten presented updated HIV epidemiology data. The committee will meet twice in June and twice in July for 4 hours each meeting to review datasets and develop recommendations for FY 25 (next fiscal years) priority rankings and budget allocations.	
f. Steering Committee	The committee met on April 16, 2024 and approved the agenda for the HPG Retreat. The next meeting is May 21, 2024.	
g. HIV Planning Group	On May 22, 2024 the HPG will hold its annual Retreat at 12:15 PM – 5:00 PM in lieu of a regular meeting, which will include lunch. The County of San Diego Knowledge Center will facilitate the discussion focused on recruitment, retention, and engagement.	
h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	Currently there are no CEG members assigned to the Housing/HOPWA committee. There are no updates.	
9. Old Business		
a. Committee Attendance	<p>The committee reviewed attendance and noted the following:</p> <ul style="list-style-type: none"> • Allan Acevedo's name will be removed from the attendance after this month. • Mikie Lochner will remain on the committee as an acting chair until a new chair is appointed. • Skyler Miles will be added as a CEG member in June 2024. • Veronica Nava will be added as a CEG member as of May 2024. 	
10. New Business		
a. Discussion: Resources and materials for community event	HPG SS presented a summary of recurring events at which the committee could outreach/set up a table. CEG members interested in outreach, were	Reach out to food sponsors or community if they can provide

COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
outreach efforts	<p>encouraged to contact the HPG SS to discuss future setup or equipment needs.</p> <p>The committee discussed and recommended considering the following:</p> <ul style="list-style-type: none"> • 3" x 5" laminated cards with "What the Heck is HPG?" • A sheet with a QR code for digital download. • The HPG Trifold is being revised by staff and will be presented at the future CEG meeting. • A mailing list with an electronic form for signing. • Videos of HPG members. HPG SS will review if the budget can support creating a profile video of HPG members. • Device to display videos and rolling materials. • Buttons with HPG and a QR code from Vibrant Uptown. • A spinning wheel with HIV facts to present giveaways and help better inform the public. • Separate flyers, postcards, or cards for the older demographics and younger generations who are more tech savvy. <p>Are there any resources outside of the County that can provide funds for opportunity drawing.</p>	giveaways. HPG SS to reach out to Mikie Lochner about this.
b. Presentation: Robert's Rules of Order/Parliamentary Procedure – Delores Jacobs, PhD	Dr. Jacobs reviewed the history of Robert's Rules of Order. These are a set of guidelines to get things done at the meetings, without being disorganized or having the meeting take longer than needed. The primary purpose of Robert's Rules is to provide opportunities for participation/inclusion in meetings.	HPG SS to share the HPG approved materials/Policies and Procedures (P&Ps) related to Robert's Rules of Order after review and update.

COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
11. Announcements	<ul style="list-style-type: none">2024 HPG Retreat is Wednesday, May 22, 2024 at 1:00 PM – 5:00 PM (lunch served at 12:15 PM) At the County Operations Center, 5570 Overland Ave, San Diego, CA 92123 (Medical Examiner's Training Room 1047)Virtual Live Panel Discussion with People Living with HIV: Zoom ID: 922 9494 1023 Password: 646653	
12. Next meeting	Date: Wednesday, June 12, 2024, at 3:00 PM – 5:00 PM, in-person and via Zoom. Location: Southeastern Live Well Center; 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)	
13. Adjournment	Meeting was adjourned at 4:50 PM.	

COMMUNITY ENGAGEMENT GROUP (CEG)

2024 Training Plan

Month	Presentation / Training
January	<ul style="list-style-type: none"> Insurance Programs
February	<ul style="list-style-type: none"> Housing
March	<i>No meeting</i>
April	<ul style="list-style-type: none"> In depth review of 4-5 service categories
May	<ul style="list-style-type: none"> Robert's Rules of Order / Parliamentary Procedure (Dr. Delores Jacobs) In depth review of 4-5 service categories
June	<ul style="list-style-type: none"> Epidemiology data (using to make decisions) (Dr. Ken Riley) Expenditure Sheets and budget sheets (Dr. Ken Riley) Data on persons living with HIV and Homelessness (time permitting and availability of data)
July	<ul style="list-style-type: none"> Happyville exercise / "Another Day in Happyville" (Dr. Ken Riley) In depth review of 4-5 service categories
August	<i>None, due to weekly HPG meetings</i>
September	<ul style="list-style-type: none"> HPG Bylaws Training / Ryan White Conflict of interest In depth review of 4-5 service categories
October	<ul style="list-style-type: none"> In depth review of 4-5 service categories
November	<ul style="list-style-type: none"> Dental services Transportation
December	<ul style="list-style-type: none"> None

Topics without a set date
HIV Prevention topics (include in several trainings)

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
June 2023 -May 2024

Community Engagement Group	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	#
Total Meetings	1	1	1	1	1	1	1	1	1	0	1	1	11
Member													
Donovan, Michael	*	*	*	*	*	*	*	*	*	NM	*	*	0
Fleming, Tyra	*	*	*	JC	*	*	*	*					
Lochner, Mikie	*	*	*	*	*	*	*	*	*	NM	*	1	1
Lothridge, Jen ^{CC}	*	*	*	*	*	*	*	*	*	NM	*	*	0
Nava, Veronica												*	0

To remain in good standing and eligible to vote, the committee member may not miss 3 consecutive meetings or 6 meetings within 12 months.

* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least one (1) meeting for attendance to count for that month.

JC = Just Cause

EC = Emergency Circumstance

NM = No Meeting

NQ = No Quorum



LET'S GET CONNECTED



WWW.SDPLANNING.ORG



INSTAGRAM @SDHPG



SAN DIEGO HIV PLANNING GROUP



HPG.HHSA@SDCounty.ca.gov

SCAN ME TO VISIT OUR WEBSITE



HOW TO GET INVOLVED

THE HIV PLANNING GROUP
IS LOOKING FOR NEW MEMBERS!
YOU CAN BE INVOLVED AND HAVE
YOUR VOICE HEARD. WE VALUE AND
APPRECIATE OUR COMMUNITY'S
THOUGHTS!

WE WELCOME YOU TO JOIN ONE OF
OUR MEETINGS. ALL MEETINGS ARE
OPEN TO THE PUBLIC.

OUR COMMITTEES & MEETING TIMES

- ▶ **HIV Planning Group**
4th Wednesday/month, 3:00 – 5:00PM
- ▶ **Priority Setting & Resource Allocation Committee**
2nd Thursday every other month, 3:00 – 5:00PM, except for June/July
In June/July, twice a month, 1:00 – 5:00PM
- ▶ **Steering Committee**
3rd Tuesday every other month, 11:00AM – 1:00PM
- ▶ **Membership Committee**
2nd Wednesday/month, 11:00AM – 1:00PM
- ▶ **Community Engagement Group**
3rd Wednesday/month, 3:00 – 5:00PM
- ▶ **Strategies and Standards Committee**
1st Tuesday every other month, 3:00 – 4:30PM
- ▶ **Medical Standards & Evaluation Committee**
011
2nd Tuesday/4 times a year, 4:00 – 5:30PM



THE HIV PLANNING GROUP

OUR MISSION IS TO PREVENT
HIV INFECTIONS, AND TO
PROVIDE CARE AND TREATMENT
SERVICES TO REDUCE THE
IMPACT OF HIV IN SAN DIEGO
COUNTY.

WHAT WE DO

- We find the needs of people living with HIV/AIDS in San Diego County
- We prioritize needs, develop plans, and allocate money to provide services to people living with HIV/AIDS in San Diego County

WHAT IS THE

HIV PLANNING GROUP?

The San Diego HIV Planning Group (HPG) is centered in the principles of justice, equity, diversity, and inclusion. Composed of volunteer community members, people impacted by, living with or vulnerable to HIV, and other HIV related experts, the HPG allocates annual federal funds to ensure that people with or vulnerable to HIV have access to the quality services they need.

The HPG has 44 volunteer members that are appointed by the County of San Diego Board of Supervisors. Each member represents a specific seat.

1/3 of the HPG's membership must be "general members", which is someone who falls in these categories:

- ✓ Receives HIV-related services from at least one Ryan White Part A funded provider.
- ✓ Is not an officer, employee, or consultant to any agency receiving Ryan White Part A funds, and does not represent such an entity.
- ✓ Reflects the demographics of the population of individuals living with HIV/AIDS in San Diego County.

THE 6 COMMITTEES OF HPG

Steering Committee:

- ▶ Sets agendas for the HPG meetings and addresses HPG governance issues.

Priority Setting & Resource Allocation Committee:

- ▶ Reviews data and recommends service priorities, delivery, and funding allocations.

Membership Committee:

- ▶ Recruits, interviews, selects, and trains members.

Community Engagement Group:

- ▶ Educates consumers to increase consumer participation and represents consumer needs throughout the HIV planning process.

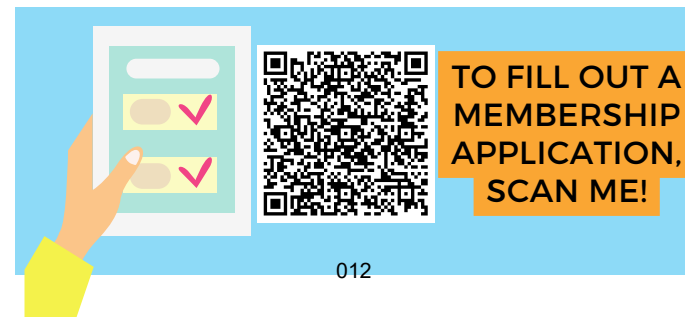
Strategies & Standards Committee:

- ▶ Oversees the Integrated Getting to Zero Plan and makes recommendations to adjust objectives, strategies, and activities to promote Getting to Zero.

Medical Standards & Evaluation

Committee:

- ▶ Determines and evaluates standards for medical services.



GETTING TO ZERO

Getting to Zero is a comprehensive initiative approved by the San Diego County Board of Supervisors that seeks to eliminate all new HIV Infections in San Diego County within 10 years

THE GETTING TO ZERO INITIATIVE IS COMPOSED OF 4 PRIMARY STRATEGIES TO HELP END THE EPIDEMIC:



RYAN WHITE HIV/AIDS PROGRAM

The Ryan White HIV/AIDS Program is the largest federal program focused on providing care and treatment services for people living with HIV/AIDS. Funds are directed to areas most heavily impacted by HIV/AIDS to provide care for people living with HIV who are uninsured or underinsured.

ENDING THE HIV EPIDEMIC

The Centers for Disease Control and Prevention (CDC), Division of HIV/AIDS prevention (DHAP) has developed a roadmap. The CDC funds programs to achieve the following goals:

- Reduce new HIV infections.
- Increase access to care and improve health outcomes for people living with HIV.
- Reduce HIV-related health disparities.



HOW TO GET INVOLVED

The San Diego **HIV Planning Group (HPG)** is looking for new members! You can be involved and have your voice heard. we value and appreciate our community's thoughts!

We welcome you to join one of our meetings. All meetings are open to the public.

COMMITTEES & MEETING TIMES



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4th Wednesday/month, 3:00 – 5:00PM
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LET'S GET CONNECTED



INSTAGRAM @SDHPG



SAN DIEGO HIV PLANNING GROUP



HPG.HHSA@SDCOUNTY.CA.GOV



FOR MORE INFORMATION



Visit us online at www.SDplanning.org, or by scanning the QR code with your mobile device.



COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY



LIVE WELL
SAN DIEGO



▶ OUR MISSION

OUR MISSION IS TO PLAN HIV PREVENTION, AND TO PROVIDE CARE AND TREATMENT SERVICES TO REDUCE THE IMPACT OF HIV IN SAN DIEGO COUNTY.



WHAT WE DO

- We find the needs of people living with HIV/AIDS in San Diego County
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THE 6 COMMITTEES OF HPG

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Community Engagement Group:

- ▶ Educates consumers to increase consumer participation and represents consumer needs throughout the HIV planning process.

Strategies & Standards Committee:

- ▶ Oversees the Integrated Getting to Zero Plan and recommends objectives, strategies, and activities to support getting to zero new infections in the region.

Medical Standards & Evaluation Committee:

- ▶ Determines and evaluates standards for medical services.



TO FILL OUT A
MEMBERSHIP
APPLICATION,
SCAN ME!

014

GETTING TO ZERO

Getting to Zero is a comprehensive initiative approved by the San Diego County Board of Supervisors that seeks to eliminate all new HIV Infections in San Diego County within 10 years

THE GETTING TO ZERO INITIATIVE IS
COMPRISED OF 4 PRIMARY STRATEGIES TO
HELP END THE EPIDEMIC:



DIAGNOSE



TREAT



PREVENT



RESPOND

RYAN WHITE HIV/AIDS PROGRAM

The Ryan White HIV/AIDS Program is the largest federal program focused on providing care and treatment services for people living with HIV/AIDS. Funds are directed to areas most heavily impacted by HIV/AIDS to provide care for people living with HIV who are uninsured or underinsured.

ENDING THE HIV EPIDEMIC

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THE HIV PLANNING GROUP WANTS YOU!

JOIN THE COMMUNITY ENGAGEMENT GROUP



ABOUT THE COMMUNITY ENGAGEMENT GROUP (CEG)

THE COMMUNITY ENGAGEMENT GROUP (CEG) PLAYS AN IMPORTANT ROLE BY INCREASING PARTICIPATION IN THE PLANNING FOR HIV PREVENTION AND TREATMENT SERVICES AND ENSURING THAT INDIVIDUALS AT RISK OF OR LIVING WITH HIV/AIDS HAVE INPUT INTO THAT PROCESS.

**JOIN OUR MONTHLY MEETINGS ON
EVERY 3RD WEDNESDAY!**

**OUR MEETINGS ARE OPEN TO THE
PUBLIC AND ARE IN-PERSON VIRTUAL**

TO JOIN US VIRTUALLY ON ZOOM, USE
THE LINK BELOW OR SCAN THE QR CODE
WITH YOUR MOBILE DEVICE'S CAMERA.

[https://us06web.zoom.us/j/83782242388?
pwd=MTFqZitVcC9hNnFPRkhkcV3dGpKdz09](https://us06web.zoom.us/j/83782242388?pwd=MTFqZitVcC9hNnFPRkhkcV3dGpKdz09)



**Meeting ID: 837
8224 2388
Passcode: 106514**

ASSEMBLY BILL (AB) 2449: JUST CAUSE AND EMERGENCY CIRCUMSTANCES (2023)

If the physical attendance quorum requirement is met, AB 2449 permits a member who is not physically present to request virtual attendance at the local legislative body’s meeting under two circumstances: (1) for “just cause” and (2) due to “emergency circumstances”.

Qualifying Reason	Provisions to attend remotely	Requirements/Limitations
Just Cause	<ul style="list-style-type: none">• There is a childcare or caregiving need (for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner) that requires the member to participate remotely• A contagious illness prevents the member from attending the meeting in• There is a need related to a defined physical or mental disability that is not otherwise accommodated for• Traveling while on official business of the legislative body or another state or local agency	A member is limited to two (2) virtual attendances based on “just cause” per calendar year
Emergency Circumstances	<p>“A physical or family medical emergency that prevents a member from attending the meeting in person.”</p> <p>A member is not required to disclose any medical diagnosis or disability, or any personal medical information that is already exempt from existing law.</p>	<p>A member of the legislative body must make a request to the body to allow the member to meet remotely due to an emergency circumstance, and further must provide a general description of the circumstance justifying such attendance.</p> <p>A request from a member to attend remotely due to an emergency circumstance requires that the legislative body take action and approve the remote attendance at the start of the meeting for the member to be allowed to participate remotely for that meeting*.</p>

**If the request does not allow sufficient time to be placed on the agenda as a proposed action item, then the legislative body may take action at the beginning of the meeting.*

ADDITIONAL REQUIREMENTS FOR A MEMBER PARTICIPATING REMOTELY:

In addition to making a request either for “just cause” or due to an “emergency circumstance” for remote appearance, AB 2449 imposes the following three (3) additional requirements on legislative body members seeking to appear remotely at public meetings:

1. Before any action is taken during the meeting, the member **must** publicly disclose whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.
2. A member of the legislative body participating from a remote location must participate through both audio **and** visual technology.
3. A member’s remote participation cannot be for more than three (3) consecutive months or 20 percent of the regular meetings for the local agency within a calendar year. And if the legislative body regularly meets fewer than ten (10) times per calendar year, a member’s participation from a remote location cannot be for more than two meetings.

AB 2449 Checklist
(Applicable January 1, 2023 to December 31, 2025)

Procedures for Public Participation

- ☐ Public must be able to remotely hear, visually observe, and address the legislative body either remotely or in person in real time
- ☐ Public must have the opportunity to participate via: 1) two-way audio or 2) a telephonic service with a webcasting service
- ☐ Public cannot be required to submit comments prior to the meeting

Procedures for Member to Teleconference from a Remote Location

- ☐ Member must participate through both audio and visual technology
- ☐ Member must disclose adults who are present in the room at the remote location with the member and the general nature of the relationship with those individuals
- ☐ Member must submit a general description of the need to teleconference to the legislative body at the earliest opportunity (do not disclose any medical diagnosis or disability)
- ☐ Member may teleconference for just cause. Just cause is limited to 2 meetings per calendar year (see "Limits per Member" below). Just cause is defined as:
 - Child care or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse or domestic partner
 - Contagious illness that prevents member from attending in person
 - A need related to a physical or mental disability
 - Travel on official business of the legislative body or another state or local agency
- ☐ Member may teleconference due to emergency circumstances, which requires approval of the legislative body and which is defined as a physical or family medical emergency that prevents a member from participating in person
- ☐ Limits per Member: Just cause and emergency circumstances cannot be invoked collectively for more than: 1) two meetings if the legislative body has fewer than 10 meetings per calendar year, or 2) three consecutive months or 20 percent of regular meetings per calendar year if the legislative body has 10 or more meetings per year. Just cause cannot be invoked more than twice per calendar year.

Procedures for the Board/Commission/Committee/Group

- ☐ Include instructions on the agenda how the public can participate remotely
- ☐ A quorum of the members of the legislative body must participate in person at the noticed location that is open to the public
- ☐ A majority of the membership must approve a request by a member to teleconference due to emergency circumstances; include the request on the agenda if received in time
- ☐ All votes must be taken by roll call
- ☐ Meeting must be stopped and no action taken if the broadcast of the meeting or ability of the public to comment is disrupted

TELECONFERENCING RULES UNDER THE BROWN ACT

	Default Rule	Declared Emergency (AB 361)	Just Cause (AB 2449)	Emergency Circumstances (AB 2449)
In person participation of quorum	Required	Not Required	Required	Required
Member participation via teleconferencing	Audio or Audio-visual	Audio or Audio-visual	Audio-Visual	Audio-Visual
Required (minimum) opportunities for public participation	In-person	Call-in or internet-based	Call-in or internet-based <u>and</u> in person	Call-in or internet-based <u>and</u> in person
Disruption of broadcast or public's ability to comment	Meeting can proceed	No further action taken	No further action taken	No further action taken
Reason must be approved by legislative body	No	Yes (initial findings and renewed findings every 30 days)	No, but general description to be provided to legislative body	Yes and general description to be provided to legislative body
Votes must be taken by roll call	Yes	Yes	Yes	Yes
Member's remote location included on agenda	Yes	No	No	No
Declared emergency and health official's recommendation for social distancing	No	Yes	No	No
Annual limits	None	None	Twice per calendar year (limits for emergency circumstances also apply for collective number of times AB 2449 can be used per year)	3 consecutive months/ 20% of regular meetings per calendar year; or 2 meetings per calendar year if body meets less than 10 times per year (collectively with just cause)
Effective Dates	Ongoing	Expires 12/31/2023	Expires 12/31/2025	Expires 12/31/2025