



SAN DIEGO HIV PLANNING GROUP (HPG)

STEERING COMMITTEE

DRAFT MINUTES

TUESDAY, JULY 18, 2023, 11:00 AM – 1:00 PM

COUNTY OPERATIONS CENTER

5570 OVERLAND AVE, SAN DIEGO, CA 92123 (ROOM 1047, MEDICAL EXAMINER'S OFFICE)

To participate remotely via WebEx:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m76dc5409280b588ea7b4626fa30eda7d>

Call in: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID (access code): 133 805 7740

Password: Steer.20

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.

A quorum for this meeting is four (4).

Members Present: Allan Acevedo, Dr. Delores Jacobs, Bob Lewis, Mikie Lochner, Shannon Ransom, Dr. Winston Tilghman, Rhea Van Brocklin

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 11:00 a.m. and noted the presence of an in-person quorum. A moment of silence was observed.	
2. Public comment (for members of the public)	None	
3. Sharing our concerns (for committee members)	None	
4. ACTION: Approve the Steering Committee agenda for July 18, 2023	Motion: Approve the Steering Committee agenda for July 18, 2023 Motion/Second/Count (M/S/C): Jacobs/Lewis 5-0 Abstentions: Lochner Motion carries	
5. ACTION: Approve meeting minutes from May 16, 2023 and June 20, 2023	Motion: Approve committee meeting minutes from May 16, 2023 and June 20, 2023 M/S/C: Jacobs/Van Brocklin 5-0	

Agenda Item	Discussion/Action	Follow-Up
	Abstentions: Lochner Motion carries	
6. ACTION: Approve the HIV Planning Group agenda for July 26, 2023, August 2, 2023, and August 9, 2023	Motion: Approve the HIV Planning Group agendas for July 26, 2023, August 2, 2023, and August 9, 2023 M/S/C: Van Brocklin/Tilghman 5-0 Abstentions: Lochner Motion carries	
7. Committee reports and recommendations	The membership Committee is currently updating their membership operating guidelines as the new HPG Bylaws have been approved.	
8. Process/governance issues		
a. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	The committee reviewed the public comments from previous HPG meeting.	
b. ACTION: Priority Setting and Resource Allocation Committee – Reallocation of funds for FY 23 (current year, March 1, 2023 – February 29, 2024)	None	
c. ACTION: Approve the “What is the HIV Planning Group” description from the Getting to Zero: Communication Plan Workgroup	Motion: Approve the “What is the HIV Planning Group” description from the Getting to Zero Communication Plan Workgroup Option #5 with noted modifications M/S/C: Acevedo/Tilghman 6-0 Abstentions: Lochner Motion carries	Support Staff will modify option #5 to reflect recommended changes and will include the new HPG description on the HPG website.
d. ACTION: Approve addition to the HPG Conduct and Respectful Engagement Policy	Motion: Approve addition regarding disruptive persons to the HPG Conduct and Respectful Engagement Policy M/S/C: Jacobs, Van Brocklin, 6-0 Abstentions: Lochner Motion carries	
e. ACTION: Approve to amend Support Staff to include an Outreach Worker	Motion: Approve Allan Acevedo and Shannon Ransom to develop a scope of work and funding criteria to amend Support Staff to include an Outreach Worker.	Allan Acevedo and Shannon Ransom will work with the Recipient’s Office

Agenda Item	Discussion/Action	Follow-Up
		to determine a scope of work and funding criteria for a new Outreach Support Staff worker.
f. Conflict of Interest	The HPG Chair and a member of the Recipient's office reviewed the guidelines regarding Conflict of Interest.	<p>The HPG Chair will follow up with the Health Resources and Services Administration (HRSA) Project Officer to obtain clarification on Conflict of Interest guidelines.</p> <p>Support staff will work with the HPG Chair on drafting dot points on what the HPG's current practice is regarding Conflict of Interest.</p>
g. Membership interview process	<p>The Membership Chair reviewed changes to the new membership application to remove the disclosure of applicant's HIV status.</p> <p>Committee members and Support staff provided alternate options to the interview and application process. The committee discussed the importance of if an ad hoc committee is to review all prospective applicants, to ensure that the ad hoc committee is a representation of the community.</p>	The Membership Committee will continue to discuss and finalize membership interview and application process.
h. Assessment of the Administrative Mechanism	The Assessment of the Administrative Mechanism report is not yet available for review.	Support staff will present the Assessment of the Administrative Mechanism report

Agenda Item	Discussion/Action	Follow-Up
		at a future HPG meeting.
i. Getting to Zero Community Engagement Project and next steps	<p>The Membership Committee requests help from members to recruit new members as several existing members will be ending their second term next year.</p> <p>Committee co-chairs will be invited to attend Steering Committee meetings. In the event the Chair of a committee is unable to attend the Steering Committee meeting, any co-chair who is an HPG member will be able to attend has voting rights at the Steering Committee.</p>	
j. Leadership transition process and mentorship training	<p>The committee discussed the recommendation to see more people of color in HPG leadership positions.</p> <p>It has been difficult to get HPG members to be HPG mentors; some clarity is needed on what the mentor responsibilities are.</p>	The HPG co-chair and Membership Committee chair will work together to improve and update the structure for the HPG Mentorship Program.
9. Updates and budget review from the HIV, STD, and Hepatitis Branch (HSHB)	HSHB updates were provided from the Recipient's office. The reports were included in the meeting materials packet.	
10. HPG Support Staff Report		
a. Administrative budget review	Support staff reviewed the HPG administrative budget, which was included in the meeting materials packet.	
11. Review committee attendance	Reviewed; included in the meeting materials packet.	
12. Future agenda items for consideration	A member recommended discussing what documents should be automatically translated in Spanish for future meetings.	
13. Announcements	Project PEARL, hosted by Christie's Place, has graduated 8 new members and a few graduates will be attending the upcoming HPG meeting. Spanish translation services for interpretation were requested. A request to have the	Support staff will translate the upcoming HPG agenda in Spanish.

Agenda Item	Discussion/Action	Follow-Up
	HPG meeting agenda in Spanish was requested.	
14. Next meeting date	Date: Tuesday, September 19, 2023 Time: 11:00 AM – 1:00 PM Location: In-person County Operations Center (COC) 5570 Overland Avenue, San Diego, CA 92123 (Room 1047, Medical Examiner’s Office) and via WebEx	
15. Adjournment	1:05 PM	