

MEMBERSHIP COMMITTEE



*Wednesday, September 10, 11:00 AM – 1:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114
(Tubman Chavez Room A)*

A quorum for this meeting is three (3)

Committee Members: Lori Jones | Rhea Van Brocklin | Michael Wimpie

Absent: Felipe Garcia-Bigley (Chair) | Ben Ignalino

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	Rhea Van Brocklin called the meeting to order at 11:05 AM and noted the presence of an in-person quorum.	
2. Public Comment on non-agenda items (for Members of the public)	A member of the public inquired about <ul style="list-style-type: none"> • None 	
3. Sharing our concerns (for committee members)	A committee member inquired about <ul style="list-style-type: none"> • None 	
4. ACTION: Review and approve the September 10, 2025 meeting agenda	Motion: Approve the Membership agenda for September 10, 2025 Motion/Second/Count (M/S/C): Wimpie/Jones/2-0 Abstentions: Van Brocklin Motion carries	
5. ACTION: Review and approve the May 14, 2025, and July 9, 2025 Membership minutes	Motion: Approve the Membership minutes for May 14, 2025, and July 9, 2025 M/S/C: Wimpie/Jones/2-0 Abstentions: Van Brocklin Motion carries	
6. New Business		
a. ACTION: Approve Kalee Garland for Seat #14	Motion: Approve HPG Appointment, Kalee Garland, for Seat #14 General Member M/S/C: Wimpie/Jones/2-0 Abstentions: Garcia-Bigley Motion carries	
b. ACTION: Approve Reappointment, Cinnamen Kubricky for Seat #4	Motion: Approve HPG Reappointment, Cinnamen Kubricky for Seat #4 General Member M/S/C: Jones/Wimpie/2-0 Abstentions: Garcia-Bigley Motion carries	

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<p>c. ACTION: Approve HPG Reappointment, Nicole Aguilar for Seat #40</p>	<p>Motion: Approve HPG Reappointment, Nicole Aguilar for Seat #40, Recipient of other federal HIV programs – Housing Opportunities for Persons with AIDS (HOPWA)/Housing and Urban Development (HUD) M/S/C: Wimpie/Jones/2-0 Abstentions: Garcia-Bigley Motion carries</p>	<p>HPG Support Staff will confirm with the board clerk whether Nicole’s term date is correct or if a reappointment/vote is required due to a potential clerical error.</p>
<p>7. Old Business</p>		
<p>a. HPG Member recruitment update</p>	<p>As of September 10, 2025, we have 22 members. Updates: <ul style="list-style-type: none"> • Michael King and Jen Lothridge approved 8/26/2025 Expired Terms: Cinnamen Kubricky: Seat 4 - General Member 11/02/25 <ul style="list-style-type: none"> • Cinnamen completed her application and is currently an active member. • Serves as co-chair for HPG and represents the group at the Housing Committee, attending monthly meetings. • Frequently participates in events (e.g., Women's Conference, Pride event) and supports outreach activities such as surveys. • Well-known for supporting and informing newer members. • Reappointment interviews are not required; her current contributions were reviewed for the record. Recruitment Ongoing: <ul style="list-style-type: none"> • Several consumers recently applied, showing increased engagement from individuals seeking both housing and community advocacy. • Two additional prospective applicants (new attendees, active in meetings and public comments). </p>	<p>HPG Support Staff will reach out to potential candidates for remaining vacant seats, including attempts to contact Sergio Luna for seat 42.</p>

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	<ul style="list-style-type: none"> If current efforts are successful, five General members may join by year-end. 	
i. Vacant Seats	<p>As of September 10, 2025, there are 17 vacant seats</p> <ul style="list-style-type: none"> 9 General Member seats 20- Mental Health Provider 21- Substance Abuse Treatment Provider 24- Hospital Planning Agency or Health Care Planning Agency 27- Prevention Services Consumer 28- State Government-State Medicaid 34- Board of Supervisors Designee: District 2 	
ii. New Committee Members	<ul style="list-style-type: none"> Haley Garland is interested in PSRAC and CEG Joseph Westcott is interested in PSRAC 	
b. HPG Membership Demographics	<p>Current HPG Demographics: reviewed and discussed the recruitment efforts:</p> <p>Outreach Events:</p> <ul style="list-style-type: none"> The recent town hall in San Ysidro (21 attendees, mostly Spanish speakers) was part of targeted outreach for Hispanic/Latino community involvement. Ongoing efforts in colleges and schools to reach and recruit youth. 	
c. Review and Discussion: Chair Member's Guide to Robert's Rules of Order & Responsibilities	<p>The committee members discussed the following in the Chair Member guide and responsibilities.</p> <ul style="list-style-type: none"> Bylaws Review: Suggestions on chair responsibilities discussed and incorporated based on previous meetings. Focus placed on clarifying Robert's Rules of Order for meetings and documenting processes for public comment. Proposed that the steering committee discuss chair guidance documents at an upcoming retreat. Meeting Structures: 	<p>HPG Support Staff will prepare the guidance draft for chairs, highlighting meeting procedure, handling public comments, and following through on member suggestions. Send draft to steering committee/retreat for further input.</p>

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	<ul style="list-style-type: none"> • Emphasis on noting and executing suggestions from previous meetings, especially those raised during “future agenda items for consideration.” • Aim to ensure robust follow-through on member suggestions. 	
<p>d. Discussion: Develop HPG Member Seat Descriptions</p>	<p>The members discussed the following steps for developing the HPG seat descriptions.</p> <ul style="list-style-type: none"> • Recognized need for concise job descriptions for each seat, beyond just eligibility requirements. • Existing documents describe who can apply but not the specific responsibilities once seated. • 2–3 sentence summaries outlining member duties and expectations for each seat. • This task will be ongoing and require group input and discussion; initial drafts will be circulated by email for collective review. 	<p>HPG Support Staff will begin drafting concise job descriptions for each seat; circulate draft for group feedback.</p>
<p>Routine Business</p>		
<p>a. HIV Planning Group Attendance</p>	<p>Reviewed - HPG Support Staff sends reminders to members who have missed three (3) consecutive or six (6) meetings within 12 months.</p> <p>Discussion:</p> <p>Just Cause Policy:</p> <ul style="list-style-type: none"> • A query was raised about whether “just cause” absences apply per committee or to the planning group as a whole. • An official response from the clerk of the board/council is still pending. HPG Support Staff continues to track all JC/EC <p>Committee-Specific Attendance Policies:</p> <ul style="list-style-type: none"> • Noted that committees’ meetings less frequently (e.g., six times/year) need to tailor attendance policies. • PSRAC committee is needed to create a attendance policy 	<p>PSRAC and other committees that don’t meet monthly will need to create an attendance policy</p>
<p>b. Committee Attendance</p>	<p>Reviewed - HPG Support Staff sends reminders to members who have missed</p>	

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	three (3) consecutive or six (6) meetings within 12 months.	
c. Getting to Zero (GTZ) Community Engagement Project i. Review Outreach and Event Engagement Efforts	Review 2025 HPG Outreach Calendar	
8. Future agenda items for consideration		
9. Announcements	2025 Truax Nominations <ul style="list-style-type: none"> • Due Sunday, October 5, 2025 36 th Dr. A. Brad Truax Awards <ul style="list-style-type: none"> • Monday, December 1, 2025 	
10. Next Meeting Date	Date: Wednesday, October 8, 2025 Time: 11:00 AM –1:00 PM Location: County Operations Center, 5530 Overland Ave, San Diego, CA 92123 Conference Room 124	
12. Adjourn	The meeting adjourned at 12:41 pm.	