

MEMBERSHIP COMMITTEE



Wednesday, September 11, 2024, 11:00 AM – 1:00 PM
Southeastern Live Well Center
5101 Market St, San Diego, CA 92114
(Tubman Chavez Room A)

A quorum for this meeting is four (4).

Committee Members Present: Felipe Garcia-Bigley (Chair) | Lori Jones (Just Cause) | Bob Lewis | Mikie Lochner | Rhea Van Brocklin | Michael Wimpie

Committee Members Absent: Regina Underwood

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)	A public member indicated he could not view the agenda and meeting minutes online. The link was not working correctly.	
3. Sharing our concerns (for committee members)	This is Bob Lewis' (previous committee Chair) last day attending the Membership meeting. His seat term ends on September 13, 2024.	
4. ACTION: Review and approve the September 11, 2024 meeting agenda	Motion: Approve the September 11, 2024, Membership agenda as presented. Motion/Second/Count (M/S/C): Lochner/Wimpie/5-0 Abstentions: Garcia-Bigley Motion carries	
5. ACTION: Review and approve the July 10, 2024, Membership minutes	Motion: Approve the July 10, 2024, Membership minutes as presented. M/S/C: Lochner/Wimpie/4-0 Abstentions: Garcia-Bigley, Jones Motion carries	
6. New Business		
a. ACTION: Approve Appointment to Juan Conant to seat 25	Motion: Approve the Appointment of Juan Conant to seat 25. M/S/C: Van Brocklin/Lochner/5-0 Abstentions: Garcia-Bigley Motion carries	HPG Support Staff (SS) will forward Juan Conant's recommendation to the September 25, 2024, HPG

MEMBERSHIP COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
		Meeting for approval.
b. Discuss and update the HPG Membership application and interview questions.	<p>Motion: Discuss and update the HPG Membership application and interview questions.</p> <p>Motion: Change Section 3 Question 4 Discussion:</p> <ul style="list-style-type: none"> Remove the term “Subcommittees” and replace it with “Committees” and Members of the HPG. Remove “subcommittees meet monthly” and refer to the Opportunities and Involvement document. <p>Amended Motion: Approve the application with an amendment to Sections E and H, reference the attached document to include specific information that includes the “Opportunities for Involvement” document that has committee meetings, and note the in-person attendance requirement AB 2449.</p> <p>M/S/C: Jones/Lewis/5-0</p> <p>Abstentions: Garcia-Bigley</p> <p>Motion carries</p>	HPG SS will update it and send it to the committee members for review.
c. ACTION: Discussion on HIV Planning Group member Expectations	<p>The committee discussed creating a new detailed HPG document regarding HPG Member expectations and recommended adding the following:</p> <ul style="list-style-type: none"> Expectations of the HPG members attending the meeting. HPG Members can arrive early to review and discuss the agenda and other documents 15 minutes before the meeting. Attendance and AB 2449 requirements. 	HPG SS and Felipe Garcia-Bigley will draft a document for the Membership Committee to review and approve the agenda for the next meeting.
7. Old Business		
a. HPG Member recruitment update	<p>As of September 11, 2024, the following upcoming HPG Members will replace the former HPG members as noted:</p> <ul style="list-style-type: none"> Juan Conant will be taking over Karla Quezada’s Seat #25 (pending appointment). Skyler Miles will be taking over Amy Applebaum’s Seat #32. 	HPG SS will draft a document describing each seat and its role.

MEMBERSHIP COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> Michael Donovan will be taking over Shannon Ransom's District 4 Seat #36. Ben Ignalino will be taking over Moira Mar-Tang's Seat #39. Dr. Rosemary Garcia's application is being processed, and she will take over Dr. Tilghman's Seat #23 in late October. There are two new applications in the review process and one Board of Supervisors application for District 5. 	
b. Open Seats	10 general member seats are available.	
c. Seats with Expiring Terms	<p>As of September 14, 2024, there will be the following vacant seats:</p> <ul style="list-style-type: none"> Seat #3 – General Member Seat #17 – Healthcare Provider, including Federally Qualified Health Center (FQHC) Seat #19 – Social Service Provider, including providers of housing and homeless services Seat #20 – Mental Health Provider Seat #34 – Board of Supervisors Designee: District 2 	
d. New Committee members	<p>3 new HPG Members are starting September 14, 2024</p> <ul style="list-style-type: none"> Skyler Miles in Seat 32 Ben Ignalino in Seat 39 Michael Donovan in Seat 36 (District 4) 	
e. HPG Membership Demographics	<p>HPG SS reviewed the HPG Membership Demographics and discussed the demographics before and after the HPG Members term out on September 13, 2024.</p> <p>The committee recommended that HPG SS add a more detailed numbering of people to the demographic chart.</p>	HPG SS will update the monthly Membership demographic charts.
8. Routine Business		
a. HIV Planning Group Attendance	<p>HPG SS reviewed HPG members who missed more than two meetings.</p> <p>Due to lack of participation, the committee discussed removing Allan Acevedo from the Strategies Committee meeting. Allan Acevedo</p>	HPG SS will add an action item to remove Allan Acevedo from the Strategies

MEMBERSHIP COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	has missed several meetings and has not responded to HPG SS or the Chair.	Standards Committee.
b. Committee Attendance	Reviewed; the report was included in the meeting materials packet.	
c. Continue Discussion on the HPG Mentorship Process	<p>The committee decided to table this item for the next meeting since they will also review membership expectations.</p> <p>The committee did, however, recommend the following regarding new members:</p> <ul style="list-style-type: none"> • Use video technology to introduce new members to review the procedures. • Provide a list of frequent Q&A. • Review the onboarding process. • Start with introductions at each HPG and Committee Meeting. 	
9. Suggested item for the future committee agenda	Discuss the HPG Seats description and work on the draft for review and approval.	
10. Announcement	<ul style="list-style-type: none"> • The Truax Awards Ceremony will be held on Friday, December 6, 2024, from 3 PM to 5 PM at The LGBT Center. Nominations are open. For more information, visit the HPG website at www.sdplanning.org. • HIV Resource Chat and Connect on Wednesday, September 18, 2024, at North Clairemont Library at 12 PM – 2 PM. • HPG Orientation on Tuesday, October 29, 2024, virtually via Zoom. • Clerk of Board Orientation on Tuesday, October 2, 2024, virtually via Zoom at 9 AM – 12 PM. <p>HPG Staff Changes</p> <ul style="list-style-type: none"> • Introduction and welcome to new staff, Katie Emmel. • Krystle Diaz will be leaving the HPG SS as she received a promotion in another branch. 	
11. Next Meeting Date	<p>Date: Wednesday, October 9, 2024</p> <p>Time: 11:00 AM – 1:00 PM</p> <p>Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)</p>	
12. Adjourn	Meeting Adjourn at 12:55 PM	