



# County of San Diego

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**HEALTH AND HUMAN SERVICES AGENCY**  
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**WILMA J. WOOTEN, M.D., M.P.H.**  
PUBLIC HEALTH OFFICER

## **SAN DIEGO HIV PLANNING GROUP (HPG) MEMBERSHIP COMMITTEE**

Wednesday, September 14, 2022  
11:00 AM – 1:00 PM

WebEx

**DRAFT MINUTES**  
Quorum = Three (3)

**Present:** Bob Lewis (Chair), Mikie Lochner, Regina Underwood

**Absent:** Freddy Villafan

| Agenda Item  | Action  | Follow-up |
|--|---|-----------|
| 1. <b>Call to order</b>  | Bob Lewis called the meeting to order at 11:02 AM and noted that a quorum was established.  |           |
| 2. <b>ACTION ITEM:</b> Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e) | <b>Motion:</b> Recognize that there is a continued proclaimed state of emergency, and State and local officials have imposed or recommended measures to promote social distancing authorizing teleconferenced meetings pursuant to Government Code section 54953(e).<br><b>M/S/C:</b> Lochner/Underwood 2/0<br><b>Abstentions:</b> Lewis<br><b>Motion carries</b> |           |
| 3. <b>Public Comment/Non-committee members' comment</b>  | None  |           |
| 4. <b>Action:</b> Review and approve the <b>September 14, 2022</b> agenda  | <b>Motion:</b> Approve the September 14, 2022 meeting agenda as presented.<br><b>M/S/C:</b> Lochner/Underwood 2/0<br><b>Abstentions:</b> Lewis<br><b>Motion carries</b>   |           |

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|---|--|---|
| <p><b>5. Action:</b> Review and approve the July 13, 2022 meeting minutes</p> | <p><b>Action:</b> Approve the July 13, 2022 meeting minutes as presented.<br/> <b>M/S/C:</b> Lochner/Underwood 2/0<br/> <b>Abstentions:</b> Lewis<br/> <b>Motion carries</b></p>   |   |
| <p><b>6. Review follow-up items</b></p>                                       | <p>Reviewed by Support Staff<br/> Discussion: Dr Hernandez' term will expire within the next six months, which will count as her first term. Six months served in her prior appointment does not count as a term per HPG Bylaws.<br/> Members discussed the small number of members on the Membership Committee. Freddy Villafan will soon be leaving Membership Committee to go to Priority Settings and Resource Allocations Committee (PSRAC).<br/> Bob Lewis agreed to present Membership Committee at the HPG meeting to promote and recruit committee members. HPG members will be informed regarding the importance of the Membership Committee to the work of the HPG and will be asked to consider joining.</p> | <p>Support Staff will reach out to members 6 months before their term ends to discuss options.</p> <p>Support Staff will reach out to Patrick Loose and Dr. Hernandez to find out if Dr. Hernandez would like to continue with HPG or is open to a new nomination.</p> <p>Support Staff will check with Pam Highfill regarding Dr. Jacobs being her mentor.</p> <p>Bob Lewis will report to the Steering Committee about the Membership Committee's concerns about committee membership being based solely on member's preferences. Will ask if members might be assigned to different committees in order to fulfill the needs of the HPG.</p> |
| <p><b>7. Review Applications</b></p>  | <p>None</p>  |   |

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|--|---|--|
| <b>8. Membership Interview</b>                             | None  |  |
| <b>9. Old Business</b>                                     |   |  |
| <p><b>a. Discussion: Focused Recruitment</b></p> <p>i.</p> | <p>Mikie Lochner shared that he is taking the Leadership training from Christie’s Place and is recruiting members, with possibly six applications coming in. Kenisha Jones, an advocate at Christie’s Place, is interested in being part of the HPG.</p> <p>Mikie Lochner reported that he reached out to Patrick Loose for a contact number for the representative seats of the Hospital Planning Agency and State Medicaid (Medical) program.</p> <p>Members of the committee discussed that several North region and South region providers do not seem to see any value in participating in the HPG</p> | <p>HPG staff will send out an additional email with subject line “Open HPG Seats” before each HPG meeting to remind Members about the open HPG membership seats.</p> |
| <b>b. Underrepresented groups</b>                          | Reviewed  |  |
| <b>c. New committee members</b>                            | <p>Representative to District 1 seat has been filled: the appointed member Ivvan Reyna. Health Resources and Services Administration (HRSA) site visit findings noted that HPG does not meet some legislative requirements regarding representation. The response plan describes how HSHB and Health and Human Services Agency (HHS) leadership will elevate these issues to the Board of Supervisors so that members can be recruited.</p> <p>Committee members noted that the most recent appointment for a District Supervisor works at an agency with more than two members on the HPG and will</p>     |  |

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|   | require a waiver. Members recommend that Board of Supervisors staff be provided with information about HPG membership criteria when they are selecting/appointing members   |   |
| d. October 20, 2022 HPG Orientation             | HPG Orientation is scheduled for October 20, 2022 from 2-4 pm via Zoom. The session will be recorded and posted to YouTube. A committee member suggested breaking the recording into smaller sections. HPG staff is working on the logistics of how to share it to the public | Orientation video to be recorded and shared with the public. Staff will explore splitting the full video into smaller sections.   |
| e. Review draft HPG trifold brochure            | English version of the HPG trifold brochure is complete. Spanish version is pending final review. Members asked about the process to finalize the Spanish translations and asked that certified translators review the final version  | HPG staff will follow up with Freddy Villafan for final Spanish version.  |
| b. Review Termed Seat Positions for 2022 & 2023 | Reviewed  | HPG staff will update the termed seat list and inform members six months before their termed ends.  |
| <b>c. New Business</b>                          |   |   |
| a.  | None  |   |
| <b>d. Review Attendance</b>                     |   |   |
| a. HPG Attendance                               | Reviewed.<br>A committee member requested if it is possible to send additional meeting reminders, for example, text messages, to members.<br>A committee member requested if it is possible to send a direct outlook invitation.  | HPG Staff will reach out directly to HPG members Raul Robles and Alfredo De Jesus.<br><br>HPG Staff will make an additional note about the meeting invitation.<br><br>Rodney von Jaeger will follow up on the text reminders. |

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| b. Committee Attendance  | Reviewed.<br>The committee expressed concern regarding HPG members leaving meetings early or arriving later.  | Mikie Lochner will remind members about the 2-hour HPG meeting commitments.                                  |
| <b>e. Routine Business</b>   |   |  |
| a. Getting to Zero (GTZ) 3-Year Action Plan<br>i. Status of support from HSHB                      | Dr. Jacobs is the Contractor selected to track and follow-up on GTZ Action Plan activities and her role is to support the committees.   | Bob Lewis will communicate with Dr. Jacobs. GTZ Community Engagement to be added to the next meeting agenda. |
| b. Mentor Appointments<br>i. Evaluation for Mentors/Prospective Mentors                            |   | Support Staff will check with Pam Highfill regarding Dr. Jacobs being her mentor.                            |
| c. Committee Appointment<br>i. Review Medical Standards and Evaluation Committee (MSEC) attendance | Members of the committee suggested creating a new meeting attendance for the MSEC since they only meet 4x a year. Members questioned what process to make it happen. Does this committee have to vote?  | Bob Lewis will draft a new attendance policy for the MSEC for review by Membership Committee and the MSEC.   |
| <b>f. Agenda items for future meetings</b>   | Members of the committee would like to discuss the following: <ul style="list-style-type: none"> <li>• What is the process when a member leaves the HPG? (termed out) If there a certificate of appreciation presented?</li> <li>• Discuss the selection of Districts seats, how the Board of Supervisors appoints a member, and how that is communicated to the HPG</li> </ul> |  |
| <b>g. Announcement</b>   | <ul style="list-style-type: none"> <li>• The HPG Orientation is scheduled for the October 20, 2022 2:00 - 4:00 p.m.</li> <li>• The Monkeypox Taskforce meeting is planned for September 15, 2022 at 3:00 p.m.</li> <li>• Flu shot vaccines are recommended, and to</li> </ul>   |  |

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|                             | continue with the COVID-19- Boosters <ul style="list-style-type: none"> <li>• Open enrollment for Medicare Part D is available starting Oct 17- mid-December 2022</li> </ul>     |  |
| <b>h. Next Meeting Date</b> | <b>Wednesday, October 5, 2022, 11:00 a.m. via WebEx</b><br><br>Note: The scheduled committee meeting on October 12, 2022 was changed to Wednesday, October 5, 2022 at 11:00 a.m. | HPG staff will update invitation and email reminders |
| <b>i. Adjournment</b>       | Meeting adjourned at 12:29 PM  |  |