



SAN DIEGO HIV PLANNING GROUP (HPG)  
STEERING COMMITTEE  
MINUTES

**Tuesday, September 19, 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=me23699f8c07e9de1bde272d211644fd0>

Call in: +1-650-479-3208 United States Toll / +52-55-5091-8054 Mexico Toll

**Meeting ID (access code):** 2633 927 0130 **Password:** Steer.20

Language translation services are available upon request at least 96 hours prior to the meeting.  
Please contact HPG Support Staff at [hpg.hhsa@sdcounty.ca.gov](mailto:hpg.hhsa@sdcounty.ca.gov).

A quorum for this meeting is four (4).

**Steering Committee Members Present:** Allan Acevedo, Dr. Delores Jacobs, Bob Lewis, Mikie Lochner, Dr. Winston Tilghman, Rhea Van Brocklin

**Steering Committee Members Absent:** Shannon Ransom

**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 11:02 AM and noted the presence of an in-person quorum.  A moment of silence was observed.	
2. Public comment (for members of the public)	A member of the public voiced concerns about the inconsistencies in the by-laws and long access times for some services.	
3. Sharing our concerns (for committee members)	None	
4. <b>ACTION:</b> Approve the Steering Committee agenda for September 19, 2023	<b>Motion:</b> Approve the Steering Committee agenda for September 19, 2023 <b>Motion/Second/Count (M/S/C):</b> Acevedo, Jacobs, 5/0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	

Agenda Item	Discussion/Action	Follow-Up
5. <b>ACTION:</b> Approve meeting minutes from July 18, 2023	<b>Motion:</b> Approve committee meeting minutes from July 18, 2023 <b>M/S/C:</b> Jacobs, Lewis, 5/0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
6. <b>ACTION:</b> Approve the HIV Planning Group agenda for September 27, 2023	<b>Motion:</b> Approve the HIV Planning Group agenda for September 27, 2023 <b>M/S/C:</b> Van Brocklin, Acevedo, 5/0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
7. Committee reports and recommendations	None	HPG Support Staff to include committee co-chairs in requests for committee reports.
8. Old Business		
a. Outreach support staff worker update	Patrick Loose provided an update regarding recruitment for a Community Health Worker and shared the benefits of having a County of San Diego employee fill the position.	
9. New Business		
a. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	HPG Support Staff shared that the recommendations from the Steering Committee meeting on August 2, 2023 are being incorporated into the 2024 Work Plan. The Work Plan will be presented to the Steering Committee at the end of the year.  A member of the public voiced a concern about the length of time it has taken to procure a housing contract. Patrick Loose commented that the contract will go out to bid within the next several months.	
b. <b>ACTION:</b> (Priority Setting and Resource Allocation Committee): Reallocation of funds for FY 23 (current fiscal year, March 1, 2023 – February 29, 2024)	The Action Item will be presented and reviewed at the HPG meeting on Wednesday, September 27, 2023.	HPG Support Staff to forward to the HPG for action on Wed. September 27, 2023

Agenda Item	Discussion/Action	Follow-Up
c. <b>ACTION:</b> (Membership Committee): Approval for HPG membership appointment or reappointment	The Action Item will be presented at the HPG meeting on Wednesday, September 27, 2023.	HPG Support Staff to forward to the HPG for action on Wed. September 27, 2023
d. <b>ACTION:</b> (Steering Committee): Approve application for a Core Medical Services Waiver	<b>Motion:</b> Approve the application for a Core Medical Services Waiver <b>M/S/C:</b> Jacobs, Acevedo, 5/0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	HPG Support Staff to forward to the HPG for action on Wed. September 27, 2023
e. <b>ACTION:</b> (Steering Committee): Approve HIV/AIDS Services Funding Board Letter	<b>Motion:</b> Approve HIV/AIDS Services Funding Board Letter <b>M/S/C:</b> Acevedo, Lewis, 5-0 <b>Abstentions:</b> Lochner <b>Motion carries</b>  A member of the public shared a concern about the importance of expanding the categories to align with needs.	HPG Support Staff to forward to the HPG for action on Wed. September 27, 2023
f. HIV & Aging ad hoc committee	The task force has been canceled due to the changes in strategy and the need to better assess the aging population by incorporating their voices.  It was recommended that the Strategies and Standards Committee reach out to the Geriatric Services Medical Officer and the County of San Diego Aging and Independence Services (AIS) division.	The Strategies and Standards Committee to incorporate HIV and aging into the Committee Work Plan.
g. Needs Assessment Working Group	Dr. Delores Jacobs reviewed the three components of the Needs Assessment and recommended creating a working group with Shannon Ransom and Dr. Beth Davenport as leads.  The goal is to translate and deploy the survey by March 1, 2024. Distribution and outreach will begin as soon as surveys have been printed.  It was recommended to incorporate more diversity in participation and make the survey be available for public comment prior to deployment.	

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h. Standardizing HPG documents for routine Spanish translation	The Steering Committee recommended having a standardized translation plan for the meeting agenda, the meeting minutes, and the table of contents.	HPG Support Staff to develop a standardized plan for translating the agenda, the minutes, and the table of contents.
i. Review Recruitment Flyer	<p>The Steering Committee reviewed the Recruitment Flyer in English and Spanish and made recommendations on wording and images.</p> <p>It was recommended to keep the flyer on the future agenda for further review and input.</p>	HPG Support Staff to send a Recruitment Flyer in Spanish to Allan Acevedo and the Community Engagement Group (CEG).
j. Plan for the next HPG Retreat	The next HPG retreat is scheduled for March 2024. Planning for the retreat will begin in December of 2023.	
10. Implementation of the Anti-Racism Goals and Recommendations		
a. Recommendation to create an anti-racism statement for all committees	The Steering Committee has recommended that one anti-racism statement be developed for all HPG committees.	The Strategies and Standards Committee will develop an anti-racism statement to be placed in all agendas and standard HPG documents.
11. Getting to Zero Community Engagement Project and next steps	Tabled	
12. Leadership transition process and mentorship training	Rhea Van Brocklin volunteered to lead the transition plan for mentorship.	The Steering Committee will send ideas for training and resources to the HPG Support Staff lead, Dasha Dahdouh.
13. Review the HPG Work Plan	Tabled	
14. HIV, STD, and Hepatitis Branch (HSHB) Report	Maritza Herrera and Patrick Loose provided a summary of the report.	

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15. HPG Support Staff Report		
a. Administrative budget review	Carlie Catolico provided a summary of the administrative expenditures through August of 2023.	
b. Gas cards	Carlie Catolico apologized for the delay in processing mileage reimbursement and mentioned that the HPG Support Staff is working with a new vendor.	
16. Review committee attendance	The Steering Committee reviewed the committee attendance.	
17. Future agenda items for consideration	It was recommended to discuss expanded access to services as a future agenda item.	
18. Announcements		
a. Request for Truax nominations	Carlie Catolico reminded the attendees that the 2023 Truax Award nominations deadline is October 1, 2023.	
19. Next meeting date	<b>Date: Tuesday, October 17, 2023</b> <b>Time: 11:00 AM – 1:00 PM</b> Location: In-person <b>South Region Live Well Center</b> <b>690 Oxford Street, Chula Vista, CA 91911</b> and via <b>Zoom</b>	
20. Adjournment	1:01 PM	