



County of San Diego

NICK MACCHIONE, FACHE
AGENCY DIRECTOR

HEALTH AND HUMAN SERVICES AGENCY
PUBLIC HEALTH SERVICES
3851 ROSECRANS STREET, MAIL STOP P-578
SAN DIEGO, CA 92110-3134
(619) 531-5800 • FAX (619) 542-4186

WILMA J. WOOTEN, M.D., M.P.H.
PUBLIC HEALTH OFFICER

SAN DIEGO HIV PLANNING GROUP (HPG) STEERING COMMITTEE

Tuesday, October 18, 2022

11:00 a.m.

WebEx Meeting

DRAFT MINUTES

Quorum = 4

Committee Members: Allan Acevedo, Consumer Group / Dr. Delores Jacobs, Priority Setting and Resource Allocation Committee / Mikie Lochner, Chair / Shannon Ransom, Strategies & Standards Committee / Rhea Van Brocklin, Vice-Chair

Absent: Bob Lewis, Membership Committee / Dr. Winston Tilghman, Medical Standards and Evaluations Committee

Agenda Item	Discussion/Action	Follow-Up Needed
1. Call to order,	Mikie Lochner called the meeting to order at 11:00 a.m. and noted the presence of a quorum via WebEx video teleconference.	
2. Action: Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e).	All votes at the meeting were taken by roll call. For each vote committee members' names were called, and each member provided a verbal vote. Action: Find that the Committee has reconsidered the State of Emergency and that State and local officials continue to recommend measures to promote social distancing authorizing teleconferenced meetings pursuant to Government Code section 54953(e). Motion/Second/Count (M/S/C): Van Brocklin/Jacobs 3/0 Abstentions: Lochner Motion carries	

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3. Comments from the chair, moment of silence	The chair thanked attendees for their participation and for working together. A moment of silence was observed.	
4. Public comment	A member of the public recommended that public comment occurs after a motion and second is made, before the members' discussion. They also stated they preferred the Zoom platform over WebEx for virtual meetings.	
5. Sharing our Concerns	A member of the committee noted that open enrollment is until December 7, 2022 for Medicare Part D.	
6. Review/Approval of Steering Committee agenda for Tuesday, October 18, 2022	Action: Approve Steering Committee agenda for October 18, 2022 as presented: M/S/C: Acevedo/Ransom 4/0 Abstentions: Lochner Motion carries	
7. Action: Review/approve HPG meeting agenda	Action: Review/approve HPG meeting agenda for October 26, 2022 (included in the meeting packet). M/S/C: Jacobs/Van Brocklin 4/0 Abstentions: Lochner Motion carries	
8. Committee Reports and Recommendations		
a. Membership Committee	There are no recommendations for HPG membership currently. Felipe Garcia-Bigley has been appointed to the HPG by the Board of Supervisors. The appointment of Jeffery Weber and seat change for James Rucker are pending.	
b. Priority Setting and Resource Allocations Committee (PSRAC)	Dr. Jacobs discussed the action item for reallocation recommendations, which was included in the meeting materials packet. They also discussed the PSRAC's plan to review all reallocations for the year, comparing it to the next fiscal year's allocation and looking at last year's budget.	Forward to the HPG for approval on October 26, 2022.
c. Consumer Group	Allan Acevedo discussed the difficulty of getting people to attend the meetings and the plan to rename the group.	

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d. Strategies and Standards	Shannon Ransom discussed the action item for changes to the Universal Service Standards; planning for the implementation of the Justice, Equity, Diversity, and Inclusion (JEDI) principles; the committee will review the service standards for Transportation and recommend updates as needed.	Forward to the HPG for approval on October 26, 2022.
e. Medical Standards and Evaluation (MSEC)	The MSEC made recommendations for changes to the Universal Service Standards and reviewed/updated the chart review tool.	
f. Steering Committee	Action: Approve Board Letter to accept additional Ending the HIV Epidemic (EHE) funding. M/S/C: Jacobs/Van Brocklin 4/0 Abstentions: Lochner Motion carries	Forward to the HPG for approval on October 26, 2022.
g. Discussion: Brief written committee reports for Steering/HPG meeting	Mikie Lochner requested committee chairs to submit a 2 -3 sentence report to staff which will be included in future Steering Committee packets. The committee discussed and would like to also have the option to provide brief clarifying or update statements at the committee meeting.	Support staff will send reminders to committee chairs to submit written reports.
9. Process and Governance Issues:		
a. Review: Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	Comments from the September 28, 2022 HPG meeting were reviewed.	
b. Review public comment process used by the County Board of Supervisors (BOS)	The committee reviewed the County BOS public comment process, the Code of Discourse slide and recommended using the latter at all HPG and committee meeting. They requested staff to review the BOS process and remove any items that are not relevant to the HPG.	Staff will include the Code of Discourse slide in HPG and committee meetings and will review/edit the BOS process for the next Steering Committee meeting.

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c. Update: Getting to Zero (GTZ)Community Engagement Project - 3-Year HIV Planning Group (HPG) Action Plan	Dr. Jacobs noted that the recommendations and actions of the plan are being reviewed at committees, including at MSEG and Standards and Evaluation Committee; Membership Committee will draft a recruitment plan; HPG Support Staff have new personnel with communication and graphic skills, PSRAC continues to look at RW mental health services capacity.	
d. Update: Status of proposed changes to HPG Bylaws	The HPG bylaws are pending review by County Counsel.	
e. Action: Conflict of Interest (COI) Policy and COI Disclosure Form for Planning Group Member and Members Elect	Rodney von Jaeger will provide a training on new policy at the October 26, 2022 HPG meeting with follow-up at committee meetings.	
f. Update: Recommendations regarding discrimination/anti-racism training.	Will plan to have this included in the HPG retreat.	
g. Update: Preparation for in-person meetings/Retreat planning	The Governor has announced that the state of emergency for COVID may end after February 28, 2023. If the provisions on teleconferencing change, we are considering in-person meetings in March or April 2023. The committee recommended having the HPG Retreat on March 29, 2022 10:00 a.m. – 2:00 p.m.; staff will investigate the availability of The LGBT Center and/or the Main Public Library.	
h. Update: Integrated Statewide Strategic Plan	Strategies and Standards Committee will consider aspects relevant to San Diego County.	
i. Discussion: Recognition for Joe Zilvinskis	A certificate of appreciation will be presented to Joe Zilvinskis at the December 2023 HPG meeting.	

Agenda Item	Discussion/Action	Follow-Up Needed
j. Action: Consumer Group name change to Community Engagement Group	Action: Approve the name change for the Consumer Group to Community Engagement Group M/S/C: Consumer Group 4/0 Abstentions: Lochner Motion carries	
k. Discussion: Process for referring items from committees to the Steering Committee	Mikie Lochner requested committees to consider if issues can be resolve at the specific committee before referring to the Steering Committee.	
l. Review 2022 HPG Work Plan and 2023 DRAFT Work Plan	Reviewed	
m. Discussion: November and December meeting schedule	The committee decided not to have a November Steering Committee or HPG meeting; the December Steering Committee will be moved to December 13, 2022 and the December HPG meeting will be moved to December 21, 2022. (Note: In the meeting the chair noted the December meeting dates for Steering Committee and HPG as Dec. 6, 2022 and Dec.14, 2022, respectively, however those are not the dates upon which the HPG had previously agreed)	
10. Update and Budget Review from the HIV. STD. and Hepatitis Branch (HSHB) – Patrick Loose		
a. HSHB Monthly Report – October 2022	Lauren Brookshire highlighted items in the HSHB report, including: <ul style="list-style-type: none"> • HSHB staff have moved to the South Bay Wellness Center in Chula Vista. • Case numbers for COVID and Monkeypox (MPX) are declining, the emergency for MPX may be lifted within the next 2 months. • There are several procurements pending. 	

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	<ul style="list-style-type: none"> • The Getting to Zero (GTZ) Mobile App Resource Guide is expected by the end of 2022. • The Non-competing continuing report for RW Part A funds was submitted on October 3, 2022. 	
b. FY 22 Expenditure/Budget review	<p>The expenditure reports were included in the meeting materials packet. Lauren Brookshire highlighted:</p> <ul style="list-style-type: none"> • Overall, at 50% of the fiscal year expended, approx. 42% of funds have been expended, which is approx. \$800,000 in savings. There are savings in several service categories, with higher expenditures in Emergency Housing Assistance. • Other funding/Part B funds there is some underspending; HSHB will reallocate the funds. 	
c. Service Utilization Summary Report – September 2022	<p>The report was included in the meeting materials packet; Lauren Brookshire highlighted:</p> <ul style="list-style-type: none"> • Through September 2022, an approx. 10% decrease in utilization compared to the previous year. • Viral suppression is 91% for clients with a viral load test. • The system capacity assessment shows there is a delay in getting mental health appointments in the North region, appointments are available in other regions. For Psychiatric Medication Mgmt there is a 1 month wait in the East region. 	
d. Monthly Client Service Evaluation (Goldenrods) CQM update – September 2022	<p>In September 2022, two Goldenrods were received for RW providers; both were positive remarks.</p>	
e. HRSA, CDC and CDPH policies and procedures updates	<p>No updates</p>	

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f. Administrative Budget review - Rodney von Jaeger	Rodney von Jaeger reviewed the Admin. Budget, which was included in the meeting materials packet.	
11. Approval Meeting minutes from June 14, 2022, July 19, 2022, and September 20, 2022.	Action: Approve meeting minutes of June 14, 2022, July 19, 2022, and September 20, 2022 as presented. M/S/C: Acevedo/Van Brocklin 3/1 Abstentions: Lochner Motion carries	
12. Review follow-up items from the minutes	Tabled	
13. Review committee attendance	Tabled	
14. Future Agenda Items for Consideration	Tabled	
15. Announcements:	Tabled	
16. Confirm next meeting date and time/adjournment	Date: December 6, 2022 Time: 11:00 a.m. – 1:00 p.m. Location: WebEx	
17. Adjournment	1:05 p.m.	