

MEMBERSHIP COMMITTEE



Wednesday, November 5, 2025, 10:00 AM – 12:00 PM
County Operations Center,
5560 Overland Ave, San Diego, CA 92123.
Conference Room 172

A quorum for this meeting is three (3)

Committee Members: Felipe Garcia-Bigley (Chair) | Lori Jones | Rhea Van Brocklin | Michael Wimpie

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	Felipe Garcia-Bigley called the meeting to order at 10:00AM and noted the presence of an in-person quorum.	
2. Public Comment on non-agenda items (for Members of the public)	None	
3. Sharing our concerns (for committee members)	None	
4. ACTION: Review and approve the November 5, 2025 meeting agenda	Motion: Approve the Membership agenda for November 5, 2025, with the following correction: remove item 6c Motion/Second/Count (M/S/C): Van Brocklin/Wimpie/3-0 Abstentions: Garcia-Bigley Motion carries	
5. ACTION: Review and approve the September 10, 2025 Membership minutes	Motion: Approve the Membership minutes for September 10, 2025, with the following correction: list Garcia-Bigley as absent M/S/C: Wimpie/ Van Brocklin/3-0 Abstentions: Garcia-Bigley Motion carries	HPG SS will update correction.
6. New Business		
a. ACTION: Approve Pamuela Halliwell for Seat #20	Motion: Approve HPG Appointment, Pamuela Halliwell, Seat #20, Mental Health Provider M/S/C: Van Brocklin/Jones/3-0 Abstentions: Garcia-Bigley Motion carries	
b. ACTION: Approve Joseph Westcott for Seat #21	Motion: Approve HPG Appointment, Joseph Westcott, Seat #21, Substance Abuse Treatment Provider. M/S/C: Jones/ Wimpie/3-0	

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	<p>Abstentions: Garcia-Bigley Motion carries</p>	
<p>c. ACTION: Approve Esteban Duarte for Seat #27</p>	<p>Tabled</p>	
<p>d. ACTION: Approve Appointment, Sergio Luna, for Seat #42</p>	<p>Motion: Approve HPG Appointment, Sergio Luna, Seat #42 HIV Testing Representative with the following correction: Seat #27 Prevention Services Consumer M/S/C: Jones/ Wimpie/3-0 Abstentions: Garcia-Bigley Motion carries</p>	
<p>e. Review and Discussion: 2026 Membership workplan</p>	<p>Workplan to remain a "living document" adaptable to unforeseen needs or requests. Draft timeline includes: January–February: <ul style="list-style-type: none"> • Review and revise seat descriptions (focus on recruitment and clarity). • Remove unnecessary internal references to make them more user-friendly for outreach. March–May: <ul style="list-style-type: none"> • Review and update membership guidelines (attendance policy, process clarifications). • Staggered to avoid overloading members with concurrent major revisions. June: <ul style="list-style-type: none"> • Review/update membership expectations document. July–August: <ul style="list-style-type: none"> • Review membership application packet and interview questions. October: <ul style="list-style-type: none"> • Review mentoring processes, evaluate effectiveness, and make revisions. November–December: <ul style="list-style-type: none"> • Develop a work plan for the following calendar year 2027. Monthly Standing Items: Process applications for appointment, recruitment, and committee assignment.</p>	

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f. Review and Discussion: Develop HPG member Seat description and Responsibilities	<ul style="list-style-type: none"> • Remove the “Discussion and References” column. • Add seat number under “Membership Category”. 	HPG SS will bring edits to next meeting.
7. Old Business		
a. HPG Member recruitment update	<p>As of November 5, 2025, we have 24 members.</p> <p>Updates:</p> <ul style="list-style-type: none"> • Applications Received in 2025: 15 <ul style="list-style-type: none"> ○ 8 in process ○ 4 incomplete ○ 3 new applications <p>Term Expired:</p> <ul style="list-style-type: none"> • Cinnamen Kubricky: Seat 4 - General Member 11/02/25- Pending HPG Meeting minutes approval 	
i. Vacant Seats	<p>As of November 5, 2025, there are 20 vacant seats</p> <ul style="list-style-type: none"> • 10 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 • 42- HIV Testing Representative • 44- Affected community including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the population, individual co-infected with Hep B or C, and historically underserved group and/or subpopulation 	
ii. New Committee Members	<ul style="list-style-type: none"> • Ben Ignalino is interested in Strategies and Standards. • Sergio Luna is interested in Community Engagement Group. 	
b. HPG Membership Demographics	Current HPG Demographics: reviewed and recruitment efforts were discussed.	
Routine Business		

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a. HIV Planning Group Attendance	HPG Support Staff sends reminders to members who have missed three (3) consecutive or six (6) meetings within 12 months.	
b. Committee Attendance	None	
c. Getting to Zero (GTZ) Community Engagement Project i. Review Outreach and Event Engagement Efforts	<p>Reviewed 2025 HPG Outreach Calendar:</p> <ul style="list-style-type: none"> • Outreach paused for the holidays. • December Event: <i>Come Home for the Holidays</i>. <p>Community Engagement Group updates:</p> <ul style="list-style-type: none"> • Share CEG flyer with provider offices to increase participation. • Prefer presentations from community partners rather than County staff; emphasize a whole person’s approach. • CEG members will attend CARE in December to meet participants. • Explore hosting CEG meetings at facilities outside County buildings. • Align presentations with HIV Awareness Days to boost attendance. • Plan a Resource Tabling Event for 2026. 	
8. Future agenda items for consideration	None	
9. Announcements	<ul style="list-style-type: none"> • The 36th Dr. A. Brad Truax Award Ceremony and Reception is taking place on Monday, December 1, 2025 at 3:00 PM – 5:00 PM. It will be held at The Center. 	
10. Next Meeting Date	<p>Date: Wednesday, December 10, 2025 Time: 11:00 AM –1:00 PM Location: County Operations Center, 5530 Overland Ave, San Diego, CA 92123 Conference Room 124</p>	
12. Adjourn	The meeting adjourned 12:37pm.	