



# 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, November 10, 2021  
11:00 AM – 1:00 PM

County Health Services Complex, 3851 Rosecrans Street, San Diego, CA  
WebEx

### **DRAFT MINUTES**

Quorum = Three (3)

Present: Aaron Heier, Bob Lewis (Chair), Joe Zilvinskis (Co-Chair)

Absent: Roger Al-Chaikh, James Rucker

<b>Agenda Item</b>	<b>Action</b>	<b>Follow-up</b>
<b>1. Call to order</b>	Bob Lewis called the meeting to order at 11:03 a.m. and noted that a quorum was established. Introductions were made.	
<b>2. 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).  <b>Motion/Second/Count (M/S/C):</b> Heier/Lewis, 2/0 <b>Abstentions:</b> Zilvinskis	Joe Zilvinskis declared that he will be abstaining from all votes at this meeting.
<b>3. Public Comment</b>	A member of the public noted that HPG had suspended attendance rules during COVID-19, but it is important Membership Committee follows up with members who are not meeting attendance requirements.	Bob Lewis requested HPG support staff e-mail HPG members about Michael Alvarez.
<b>4. Action:</b> Review and approve the <b>November 10, 2021</b> agenda	<b>Motion:</b> Approve the November 10, 2021 meeting agenda with the noted change to omit action item 9b) Amy Applebaum.	

Agenda Item	Action	Follow-up
	<p><b>M/S/C</b>(Motion/Second/Count): Heier/Lewis <b>Motion withdrawn</b></p> <p><b>Motion:</b> Approve the November 10, 2021 meeting agenda with the noted change to omit action item 9b) Interview Amy Applebaum and move item 9a) Interview Pamela Highfill to item 5. <b>M/S/C:</b> Heier/Lewis, 2/0 <b>Abstentions:</b> Zilvinskis <b>Motion carries</b></p>	
<p><b>5. Membership Interview</b> a. Pamela Highfill</p>	<p><b>Pamela Highfill:</b> <b>Motion:</b> Recommend Pamela Highfill for HPG membership as Substance Abuse treatment provider, seat number 21.</p> <p><b>M/S/C:</b> Heier/Lewis, 2/0 <b>Abstentions:</b> Zilvinskis Avg Score: 17 <b>Motion Carries</b></p>	<p>Forward the action item to recommend, Pamela Highfill for HPG membership, however it will not move forward as a seconded motion because a vote from a consumer at the committee did not occur.</p> <p>HPG support staff to follow up with Pamela Highfill.</p>
<p><b>6. Action:</b> Review and approve the <b>July 14, 2021</b> meeting minutes</p>	<p><b>Motion:</b> Approve the July 14, 2021 meeting minutes as presented.</p> <p>Motion tabled until next meeting, as there were not enough committee members who were at the July meeting present at this meeting/at the time of the motion.</p>	<p>Tabled until next meeting</p>
<p><b>7. Action:</b> Review and approve the <b>October 13, 2021</b> meeting minutes</p>	<p><b>Motion:</b> Approve the October 13, 2021 meeting minutes as presented.</p> <p>Motion tabled until next meeting, as there were not enough committee members who were at the October meeting present at this meeting/at the time of the motion.</p>	<p>Tabled until next meeting</p>
<p><b>8. Review follow up items</b></p>	<p>Follow-up items reviewed.</p> <p>Member of the public felt Amy Applebaum should not be re-interviewed and should be automatically re-appointed to her position.</p>	<p>Bob Lewis requested that HPG support staff clarify about members whose seats have expired and if</p>

Agenda Item	Action	Follow-up
		they can just be re-appointed.
<b>9. Review Applications</b>	None	
<b>10. Review attendance</b>		
<b>a. HPG Attendance</b>	<p>HPG attendance was reviewed.</p> <p>Monitor members who are at 4 absences and inform them of absences.</p> <p>Bob Lewis requested HPG support staff to not e-mail Dr. Hernandez at this time, however if she misses the next HPG meeting then HPG support staff should reach out to her</p>	
<b>b. Committee Attendance</b>	<p>Committee attendance was reviewed.</p> <p>Bob Lewis requested that policy and procedures clarify that HPG members are required to be a member of a committee and HPG.</p>	Add to next month's agenda to make recommendations about items that should be covered in Policies and Procedures
<b>11. Routine Business:</b>		
<b>a. Mentor Appointments</b>	<p>The committee reviewed the Mentor and Mentee Program.</p> <p>Aaron Heier suggested that we should ask new members if they believe they will benefit from the program before automatically assigning them a mentor. Additionally, ask feedback from members to see how the program can improve.</p> <p>The Membership Committee needs to make decisions about how often the committee should meet, who should be in the program, ask members if they have a preference about who should be their mentor.</p> <p>HPG Chair emphasized that Membership Committee must decide how to implement the program.</p>	<p>HPG will reach out to Alberto Cortes to see if he is willing to be a mentor.</p> <p>Send the committee members the guideline for mentor and mentee program</p> <p>Committee members to review the mentor program guidelines prior to next meeting and add to next agenda</p>
<b>b. Committee Appointments</b>	<p>The committee assignment document was reviewed.</p> <p>The committee requested that we update the document noting the primary committee for each member.</p>	Staff will determine members primary committee and note that information on the sheet.

Agenda Item	Action	Follow-up
<b>12. Old Business</b>		
a. None	None	
<b>13. New business:</b>		
a. Review GTZ Consumer recommendations for committee work	Membership briefly reviewed this topic however ran out of time.  Membership Committee to review this topic at the next meeting.	
b. Review Dr. Hernandez's request to extend waiver of committee assignments for 6 months until March 2022 due to COVID	No Action currently.  This needs to be reviewed again at the next meeting.	Committee needs to clarify if a written response is needed from Dr. Hernandez's office requesting waiver to join a committee.
<b>14. Agenda items for future meetings</b>	None	
<b>15. Announcements</b>	The 32 <sup>nd</sup> Annual Dr. A. Brad Truax Award Ceremony on World AIDS Day: Wednesday, December 1, 2021 from 3:00 -5:00 PM on Zoom.  Immediately following the Truax ceremony, everyone is invited to participate in the Tree of Life Ceremony hosted by Mama's Kitchen at 6:00 PM in Village Hillcrest at 3965 Fifth Avenue, San Diego, CA 92103.  Scott Carlson/Dan Ferbal Community Thanksgiving Dinner will take place on November 25, 2021 at 12:30pm, the address for this event is 3909 Centre Street San Diego, CA 92103	
<b>16. Next Meeting Date</b>	<b>Wednesday, December 8, 2021 11:00 a.m. via WebEx</b>	
<b>17. Adjournment</b>	Meeting adjourned at 1:08pm	