

## MEMBERSHIP COMMITTEE



Wednesday, November 13, 2024, 11:00 AM – 1:00 PM  
Southeastern Live Well Center  
5101 Market St, San Diego, CA 92114  
(Tubman Chavez Room C)

A quorum for this meeting is four **(4)**.

**Committee Members:** Felipe Garcia-Bigley (Chair) | Lori Jones | Benjamin Ignalino | Mikie Lochner | Michael Wimpie

**Committee Members Absent:** Rhea Van Brocklin

### ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	Felipe Garcia-Bigley called the meeting to order at 11:02 AM and noted the presence of an in-person quorum.	
2. Public Comment on non-agenda items (for Members of the public)	None	
3. This is a crucial part of our meeting, and your concerns and insights are highly valued and integral to our committee's work.	Mikie Lochner announced that he would be stepping down from the committee.	
4. <b>ACTION:</b> Review and approve the November 13, 2024 meeting agenda	<b>Motion:</b> Approve the Membership agenda for November 13, 2024, with a change to the Initial reference to October 9th minutes, which was incorrect; the correct date is September 11th. A correction has been made in the provided packet for reference, ensuring the accuracy of our records. <b>Motion/Second/Count (M/S/C):</b> Lochner/Wimpie/4-0 <b>Discussion:</b> none <b>Abstentions:</b> Garcia-Bigley <b>Motion carries</b>	
5. <b>ACTION:</b> Review and approve the September 11, 2024, Membership minutes	<b>Motion:</b> Approve the Membership minutes for September 11, 2024 <b>M/S/C:</b> Lochner/Wimpie/4-0 <b>Discussion:</b> none <b>Abstentions:</b> Garcia-Bigley <b>Motion carries</b>	
6. New Business		

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<p>a. <b>ACTION:</b> Approve Martha Rodriguez Luque for any qualified and available seat</p>	<p><b>Motion:</b> Approve Martha Rodriguez Luque for any qualified and available seat  <b>M/S/C:</b>  <b>Discussion: Background on Martha:</b></p> <ul style="list-style-type: none"> <li>• 20 years of experience in internal medicine and HIV treatment.</li> <li>• Former department chief in Venezuela; moved to San Diego six months ago.</li> <li>• Active involvement in supporting individuals living with HIV.</li> <li>• Currently a student at San Diego Mesa College, learning English.</li> <li>• Engaged in educational initiatives and presentations on HIV prevention.</li> </ul> <p><b>The following discussion was held:</b></p> <ul style="list-style-type: none"> <li>• Martha's application remains open until a suitable seat becomes available</li> <li>• Clarification is needed on the percentage requirement for unaffiliated consumers (33% vs. 40%).</li> <li>• Consider existing unaffiliated consumer seats and potential adjustments to accommodate Martha.</li> <li>• Emphasis on the importance of not delaying active and engaged individuals from participating.</li> <li>• Agree to postpone Martha's vote until clarification is received from the project officer.</li> </ul>	<p>HPG Support Staff (SS) will ask the Project Officer for clarification on the minimum number of unaffiliated consumers.</p>
<p>b. <b>ACTION:</b> Approve Eva Matthews for seat #19 – Social Service Provider, including providers of housing and homeless services</p>	<p><b>Motion:</b> Approve Eva Matthews for seat 19— Social Service Providers, including housing and homeless services providers.  <b>M/S/C:</b> Ignalino/Wimpie/3-0  <b>Discussion:</b> Background on Eva:</p> <ul style="list-style-type: none"> <li>• CEO of Mama's Kitchen since January.</li> <li>• Previously worked at Family Health Centers in San Diego for 9 years.</li> <li>• Strong interest in HIV care and prevention.</li> <li>• Collaborated with multiple HIV care organizations and participated in HIV planning group meetings.</li> <li>• Applied initially for District 2 but was ineligible due to residency and organizational boundaries.</li> </ul>	

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	<b>Abstentions:</b> Garcia-Bigley, Lochner <b>Motion carries</b>	
c. <b>ACTION:</b> Continue the discussion on HIV Planning Group Member Expectations	<p>The following discussion was held:</p> <ul style="list-style-type: none"> <li>• A member expressed concern regarding using the words “must” and would like to use a different language</li> <li>• A member of the committee suggested changing the language to “All HPG members are highly encouraged to participate in at least 1-2 of the following HPG activities annually: (task forces, working groups, outreach activities and/or a committee they’re not assigned to virtually.)”</li> <li>• Mandatory in-person attendance at HIV planning meetings and at least one committee meeting.</li> <li>• Timely responses are required to maintain quorum.</li> </ul>	HPG SS will work with the Membership Chair to update the document
d. <b>ACTION:</b> Continue the discussion on the HPG Mentorship Process	<p>The following discussion was held:</p> <ul style="list-style-type: none"> <li>• Structured Onboarding: Implement worksheets and agendas to guide mentors and mentees through meetings and processes.</li> <li>• Pre-Meeting Sessions: Have seasoned members join meetings 30 minutes early to address new members' questions.</li> <li>• Clear Definitions: Define mentorship roles clearly, specifying that mentors should have at least one year of experience within HPG.</li> <li>• Relationship Building: Emphasize the importance of building relationships and providing professional guidance and personal support.</li> <li>• Develop standardized mentorship guidelines.</li> <li>• Assign mentors based on availability and willingness, ensuring compatibility with mentees.</li> </ul>	
<b>7. Old Business</b>		
a. HPG Member recruitment update	As of November 13, 2024 <b>Occupied Seats:</b> 20 seats filled	

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	<b>Vacant Seats:</b> 24 seats open <ul style="list-style-type: none"> <li>Continue processing pending seat applications.</li> <li>Actively recruit candidates for open seats, especially in critical areas like mental health and substance abuse treatment.</li> </ul>	
i. Vacant Seats	<ul style="list-style-type: none"> <li><b>Vacant Seats:</b> 24 seats open</li> </ul>	
ii. New Committee Members	<b>Pending Appointments</b> <b>Seat 25:</b> Juan Conat (Non-Elected Community Leader) - Pending Clerk of Board approval. <b>Seat 42:</b> Hector Garcia (HIV Testing Representative) - Pending Clerk of Board approval. <b>Shanna Paugh:</b> District 5 representative. Approval is expected by December 10th.	
b. HPG Membership Demographics	Reviewed	
<b>8. Routine Business</b>		
a. HIV Planning Group Attendance	<ul style="list-style-type: none"> <li>Revise attendance policies to better suit committees with different meeting frequencies.</li> <li>Engage committee chairs in developing tailored attendance requirements.</li> </ul>	
b. Committee Attendance	Reviewed	
c. Getting to Zero Community Engagement Project <ul style="list-style-type: none"> <li>i. Membership Committee Plan/Strategy for Recruitment</li> </ul>	Table	HPG Support Staff will set a meeting with both the Membership and Community Engagement Group Chair to discuss a plan for recruitment
9. Future agenda items for consideration	<ul style="list-style-type: none"> <li>Discussion on HIV Planning Group Member Seat Description</li> <li>Membership Committee Plan/Strategy for Recruitment</li> </ul>	
10. Announcements	Traux Event Friday, December 6 <sup>th</sup> from 3-5 pm	

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Agenda Item	Discussion/Action	Follow-Up
11. Next Meeting Date	Date: Wednesday, December 11, 2024 Time: 1:00 AM –1:00 PM Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)	
12. Adjourn	The meeting adjourned at 4:01 pm.	