STEERING COMMITTEE

Friday, November 13, 2026, 10:00 AM – 12:30 PM
County Operations Center
5530 Overland Ave, San Diego, CA 92123
(Meeting Room 124)

The Charge of the Steering Committee: The Steering Committee charge is to establish the agenda for meetings of the full Planning Group and to address matters of Planning Group governance.

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Meeting Location & Directions:

Steering Committee

Friday, November 13, 2026
10:00 AM – 12:30 PM

County Operations Center
5530 Overland Ave
San Diego, CA 92123
(Training Room 124)



FROM I-163 SOUTH:

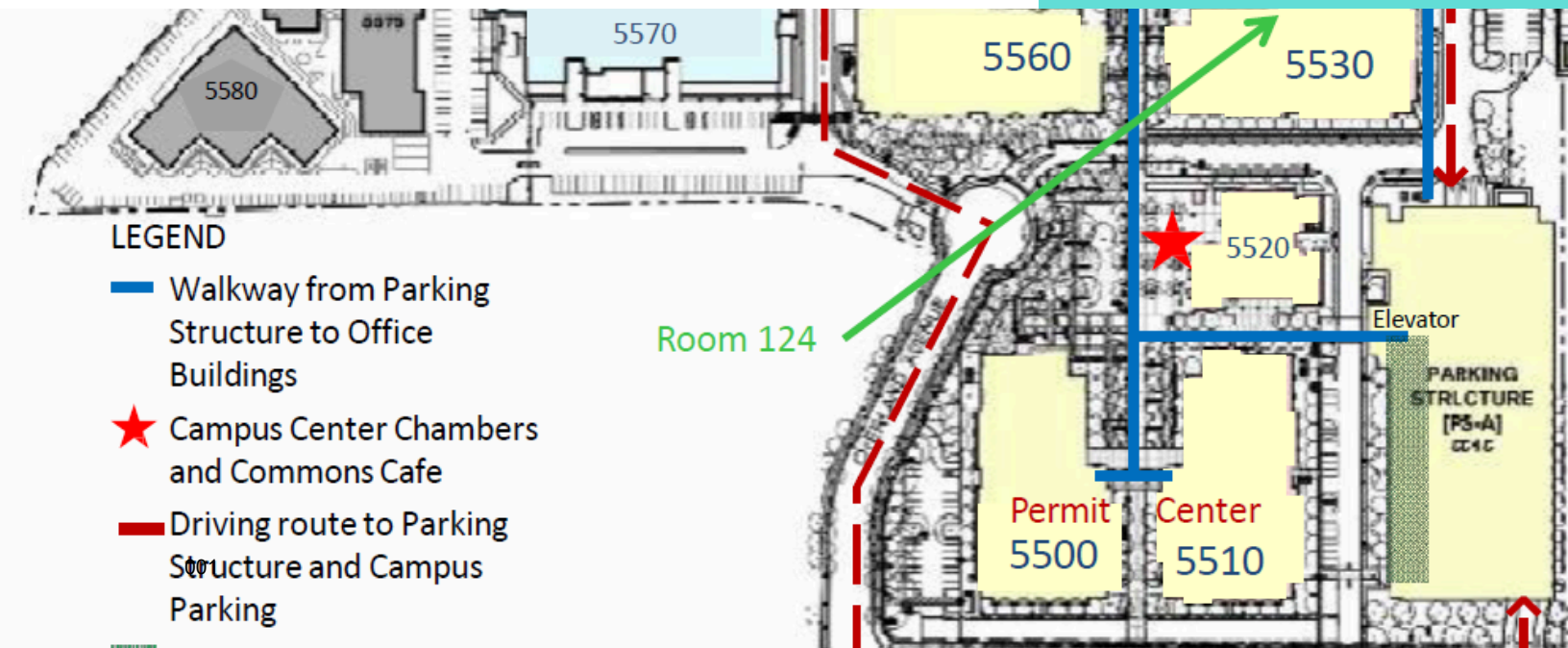
1. Take I-163 North to Exit 8 for Kearny Villa Road.
2. Keep right, follow signs for Kearny Villa Road.
3. Turn right onto Chesapeake Dr.
4. County Operations Center will be on your right.

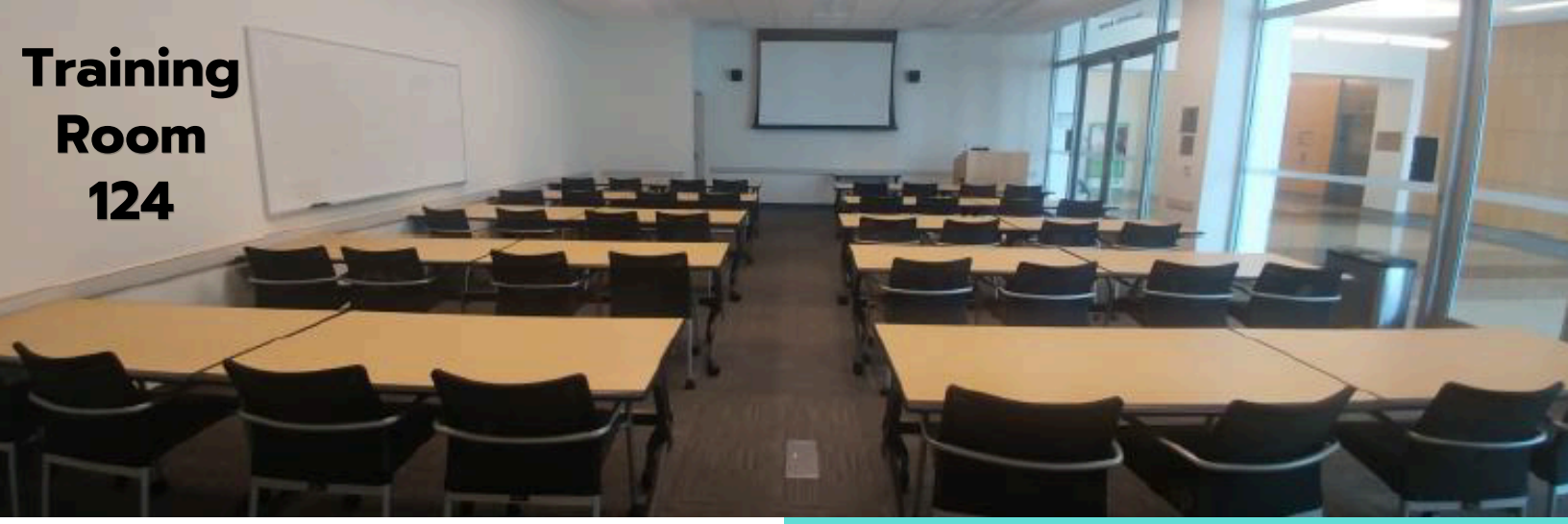
FROM I-15 SOUTH:

1. Take I-15 North to Exit 10 for Clairemont Mesa Blvd.
2. Turn left onto Clairemont Mesa Blvd.
3. Turn right onto Overland Ave.
4. Continue straight to stay on Overland Ave.

PUBLIC TRANSPORTATION

MTS Bus Routes:
25, 235, 928





FROM TROLLEY & BUS:

1. Take the Blue Trolley Line to the Balboa Avenue Transit Center.
2. Walk to Balboa Ave & Moraga Ave bus stop (about 7-minute walk, 0.3 miles).
3. Take Route 27 bus from Balboa Ave & Moraga Ave to Complex Dr & Clairemont Mesa Blvd.
4. Head north on Complex Dr.
5. Cross the street and turn right on Clairemont Mesa Blvd (after U.S. Bank Branch on the right).
6. Cross the street and turn left onto Overland Ave. and head north.
7. Enter east through County Operations Center entrance/black gate. **Building 5530** will be on your left.

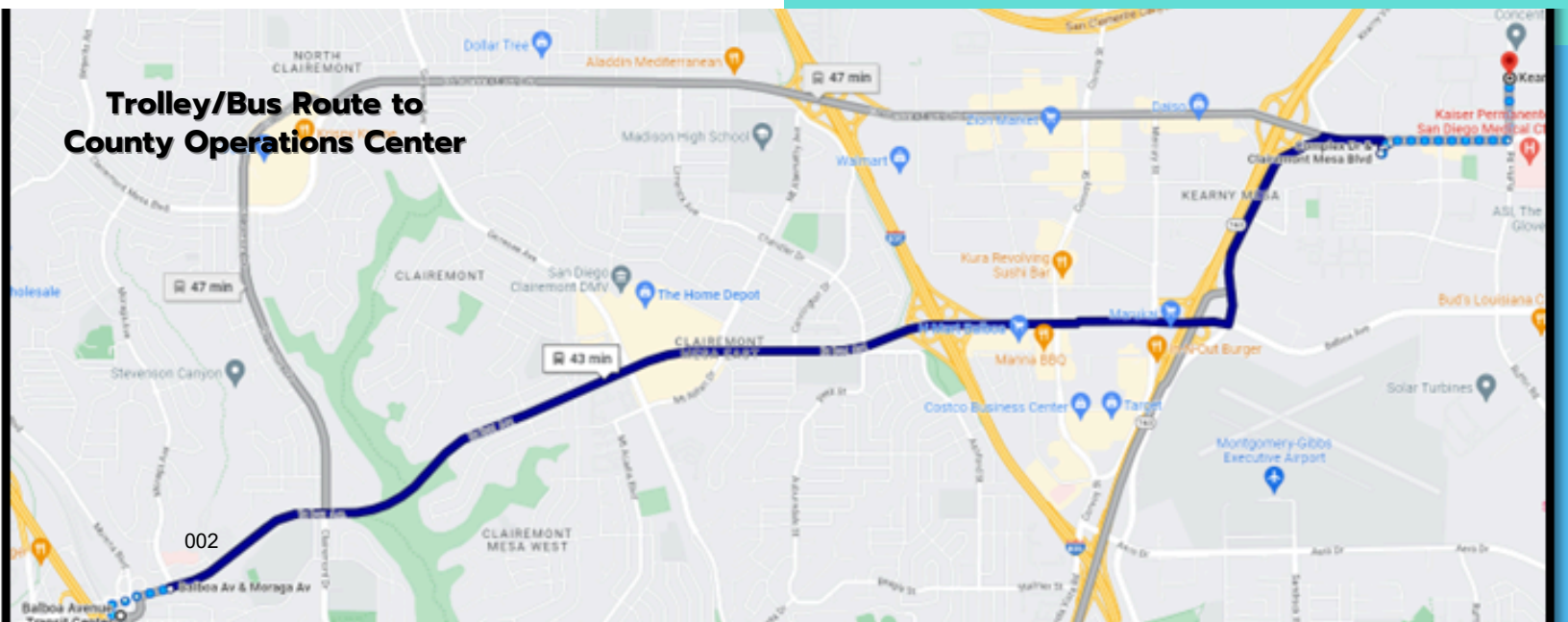
FROM BUS:

From Ruffin Road:

1. Walk north towards Ruffin Road.
2. Turn left on Hazard Way.
3. Enter through County Operations Center entrance/black gate and head further west. Access to County Operations Center buildings will be on your **left**.

From Overland Ave.:

1. Walk north on Overland Ave.
2. Enter east through County Operations Center entrance/black gate.
3. Turn left on pedestrian walkway. **Building 5530** will be on your **left**.



STEERING COMMITTEE

Friday, November 13, 2026, 10:00 AM – 12:30 PM
County Operation Center
5530 Overland Ave, San Diego, CA 92123
(Meeting Room 124)

To participate remotely via Zoom:
https://sdcounty-ca-gov.zoom.us/j/87616321238?pwd=iS2ZSIcitaJ3PHVx8fcMjOmbIi8aGX.1
Call in: +1 (669) 444-9171
Meeting ID (access code): 876 1632 1238 **Password:** STEER
Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is four (4)
Committee Members: Michael Donovan | Tyra Fleming | Dr. David Grelotti | Mikie Lochner (Chair) | Jen Lothridge (Vice-Chair) | Eva Matthews (Vice-Chair) | Jeffery Weber

MEETING AGENDA
ORDER OF BUSINESS

1. Call to order, introductions, comments from the vice chair and a moment of silence
2. Public comment (for members of the public)
3. Sharing our concerns (for committee members)
4. **ACTION**: Approve the Steering Committee agenda for November 13, 2026
5. **ACTION**: Approve meeting minutes from September 11, 2026
6. **ACTION**: Approve the HIV Planning Group agenda for December 16, 2026
7. Old Business
    a. **ACTION**: Approve Conflict of Interest (COI) Policy for HPG and committee members
8. Routine Business
    a. Tabled
9. New Business
    a. Steering Committee Retreat
10. Announcements
11. Next meeting date: **Friday, January 8, 2027, 10:00 AM – 12:00 PM**
    Location: County Operations Center, 5530 Overland Ave, San Diego, CA 92123 (Room 124) and via Zoom
12. Adjournment

SAN DIEGO HIV PLANNING GROUP (HPG)

Wednesday, December 16, 2026, 2:00 PM – 5:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114
(Meeting Rooms B & C)

To participate remotely via Zoom:

https://us06web.zoom.us/j/85368987291?pwd=KnO1bBlgoyR53sVY04E8ymyNo6OUq4.1

Call in: +1 (669) 444-9171

Meeting ID (access code): 853 6898 7291 **Password:** SDHPG

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is fifteen (15)

HPG Members: Nicole Aguilar | Tania Valos-Bello | Leroy Blea | Juan Conant | Andrew Cross | Beth Davenport | Michael Donovan | Esteban Duarte | Tyra Fleming | Rosemary Garcia | Felipe Garcia-Bigley | David Grelotti | Pamuela Halliwell | Lori Jones | Michael King | Cinnamen Kubricky | Michael Lochner *(Chair)* | Jen Lothridge *(Vice-Chair)* | Eva Matthews *(Vice-Chair)* | Skyler Miles | Veronica Nava | Shannon Paugh | Ivy Rooney | Stephen Spector | Rhea Van Brocklin | Angela Vito Cruz | Jeffery Weber | Joseph Westcott | Adrienne Yancey

ORDER OF BUSINESS

1. Call to order and roll call *(2:00-2:05)*
2. Welcome, moment of silence, matters from the Chair *(2:05-2:10)*
3. Public comment (for members of the public) – concerns/questions/suggestions for future training topics/agenda items *(2:10-2:15)*
4. HPG Member Open Forum – concerns/questions/suggestions for future training topics/agenda items *(2:15-2:20)*
5. **ACTION:** Approve the HPG agenda for December 16, 2026 *(2:20-2:25)*
6. Routine Business:
    a. Tabled
7. Old Business:
    a. None
8. New Business: *(2:25-5:00)*
    a. **ACTION** *(Membership Committee)*: Approve appointments/reappointments – Leroy Blea, Lori Jones, Caryn Sumek
    b. Prevention Retreat
9. Adjournment *(5:00)*

Next Meeting Date: **Wednesday, January 27, 2027,** at **3:00 PM – 5:00 PM**

Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Meeting Rooms B and C) and via Zoom

San Diego HIV Planning Group
Title: Conflict of Interest (COI) Policy and Procedure

Approved: 7/26/22
Revised Draft: 5/10/23

References:
RWHAP Legislation: Section 2602(b)(5)
State Laws or Regulations: California Political Reform Act (Government Code Sections 81000-91015); California Fair Political Practices Commission Statement of Economic Interests (FPPC Regulation 18730) (Form 700) Requirements.
County of San Diego Conflict of Interest Code (Ordinance No. 9803)
HPG Bylaws: Article 3: Conflict of Interest; and Article 2, Section G.1.d. Statement of Economic Interest
Other: Ryan White HIV/AIDS Program Part A Manual, Section X., Chapter 8. Conflict of Interest

Purpose
To manage Conflict of Interest (COI) within the San Diego HIV Planning Group (HPG) and its committees in order to minimize the potential for COI to influence HPG's or committee deliberations or decisions or public confidence in those decisions.

I. Background

A. Overview

Ryan White legislation expressly prohibits a RW planning council from direct involvement in the administration of Part A/Part B funds [Section 2602(b)(5)(A)]. Neither the HPG [Section 2602(b)(5)(A) nor its individual members [Section 2602(b)(5)(B)] are permitted to participate in procurement for selection of entities to serve as subrecipients (service providers) to provide HIV care and treatment.

As San Diego's Part A/Part B planning council, the HPG decides on service priorities, allocates Part A funds to specific service categories, develops directives on how to best meet service needs, and makes other decisions that greatly influence the system of HIV care. Its decisions determine the use of millions of dollars in federal funds. To ensure that these decisions are based on data and not on the interests of individual HPG members or organizations with which they are affiliated, the Health Resources and Services (HRSA) expects every planning council to include in its Bylaws and operating procedures "provisions for handling conflict of interest in carrying out all planning council activities. These provisions should define conflict of interest and outline ways to manage it." [Part A Manual, p ~~147~~37]. The HPG is expected to fully and consistently implement these policies and procedures to manage actual and perceived conflicts of interest.

B. Definitions

1. **Conflict of Interest**: As defined in the Ryan White Part A Manual, Conflict of Interest (COI) is "an actual or perceived interest in an action

that will result—or has the appearance of resulting—in personal, organizational, or professional gain" for the HPG member or an immediate family member. [Part A Manual, p ~~147~~37]. Conflict of Interest generally does not apply to persons living with HIV ~~"~~whose sole relationship to a Part A-funded provider is that of a client receiving services or an uncompensated volunteer~~" [Part A Manual, p 148]~~.

2. **Immediate family member**: For the HPG, immediate family members include the member's spouse, committed domestic partner, father, mother, son, daughter, brother, sister, brother-in-law, sister-in-law, father in-law, and mother-in-law.
3. **Statement of Economic Interest (Form 700)**: The form used by the County of San Diego to meet the requirements of California's Political Reform Act, which requires most county officials, employees, and members of boards and commissions to publicly disclose their personal assets and income and disqualify themselves from participating in decisions that may affect their personal financial interests.
4. **Conflict of Interest (COI) Disclosure Form**: The form used by the San Diego HPG to disclose any affiliations that could create a conflict of interest for the HPG member based on Ryan White HIV/AIDS Program (RWHAP) legislation and guidelines. It goes beyond financial interests to include any organization personal, organizational, or professional gain for the HPG member or an immediate family member.
5. **Part A Subrecipient**: A non-federal entity selected and contracted by the Part A recipient to serve as a Part A service provider.

II. Policy

HPG and its individual members and members-elect shall comply with all federal, state, and local laws, regulations, and guidance regarding Conflict of Interest. This includes the following:

1. An HPG member must state their conflict if one exists and may not vote on any issue addressed by the HPG on which the member or an immediate family member has a real or perceived conflict of interest. The member is considered to have a conflict of interest if the member or an immediate family member serves as a Board member, employee, or paid consultant of a Part A-funded subrecipient (service provider). If an action involves all service categories (for example an across-the-board reduction), members with a conflict in one or more of the affected categories may vote.
2. Conflict of Interest rules also apply in committee meetings, regardless of whether the HPG member is a member of the committee or attending as a member of the public.
3. Conflict of Interest rules also apply to non-HPG members who are members of an HPG committee.
4. As specified in the Ryan White legislation and the Part A Manual, the HPG as a planning council is not permitted to be involved in:
   a. The administration of Part A grant funds or subrecipient contracts



   b. The review or selection of particular entities for Part A/Part B funding – it may not name, recommend, or approve their funding
5. Because of their relationship to the planning council, individual HPG members may not serve on external review panel for the selection of RWHAP Part A/Part B providers.
6. An HPG member or non-HPG committee member who has a financial interest in a public or private organization that receives or is seeking funding as a Part A/Part B subrecipient or contractor may not participate in the process of selecting entities to receive funding; this includes selection of contractors to provide services to the HPG.

III. Procedures

Conflicts of interest shall be managed as follows:

1. Each newly appointed member of the HPG must file a Statement of Economic Interest and the within 30 days of appointment, annually by March 31 of each year, and upon termination or resignation so the form can be filed with the County Clerk of the Board of Supervisors. Any member who has not filed a Statement of Economic Interest by the deadline will not be permitted to vote.
2. Each HPG member, HPG member-elect, and non-HPG committee member must complete and sign an HPG ~~Conflict of Interest (~~COI~~)~~ Disclosure Form within 30 days following appointment and again annually by March 31 of each calendar year. If a member's affiliations change, the member must file an updated COI Disclosure Form before the member's next HPG or committee meeting. An updated Form is required anytime a member:
   a. Has a new affiliation that may create a conflict of interest.
   b. Loses a conflict of interest. However, the member shall continue to follow COI requirements for a period of six (6) months after the conflict of interest no longer exists.
3. If any member is more than 90 days late in filing a Statement of Economic Interest and/or HPG COI Disclosure Form, the HPG Membership Committee will work with the member on a plan to address the issue or recommend that the HPG send the Board of Supervisors a written recommendation that the individual be terminated from the HPG.
4. Members conflict of interest shall be posted or stated when conflicts exist.
5. During HPG and committee meetings, HPG and committee members shall not refer by name to any service provider that has or is seeking Part A funds. Discussion will focus on service categories rather than individual subrecipients. Members will not use information about individual providers in meetings or decision making, even if the information is available to members through the Public Records and Freedom of Information Act or other sources.
6. When the HPG is developing ~~of~~ a Statement of Work or helping to select a contractor to assist in its work, no member who has an affiliation with an applicant or probable applicant for such a contract may participate in the service standards planning or selection process related to that contract.
7. During HPG or committee deliberations that involve decisions that may affect the funding of an entity where a member has a conflict of interest—such as



priority setting, resource allocation, reallocations, development of directives, or authorization of a new service model—that member may share subject matter expertise only in response to a direct question from another member along with a specific request from the Chair to respond. If the recipient or another member without a conflict of interest cannot answer the question, the member may answer the question. If a member with a conflict of interest has expertise and considers it important to share relevant information, the member should consult first with the Chair, who will decide whether the member should speak on the issue. The member must always begin by stating the service category(ies) for which the member has a conflict of interest.

8. If the HPG discovers after a vote was taken that a member with a conflict of interest improperly spoke or voted, that vote shall be considered invalid and shall be retaken.
9. When the HPG or a committee is discussing the system of care or specific services but is not making decisions, input is welcome from members with subject matter expertise, regardless of their affiliation. Such members should state their conflicts of interest before they first speak on the topic.

IV. Attachments

A. Conflict of Interest Disclosure Form for Planning Group Members and Members-Elect
B. Conflict of Interest Disclosure Form 700 (Required by the San Diego County Clerk of the Board)

Commented [DD1]: The form is only available electronically and is administered by the Clerk of the Board

County of San Diego | Health & Human Services Agency
HIV, STD and Hepatitis Branch

HIV PLANNING GROUP STEERING COMMITTEE

November 13, 2026

RETREAT AGENDA

Retreat Objectives

- Learn about and share experiences with principles and practices for effective committee leadership
- Understand a framework for managing conflict and challenging conversations
- Experience applying management strategies through scenarios and role-playing activities
- Summarize and reflect on committee members' learnings and ideas for future trainings.

Retreat Agenda

I. Retreat Overview (10:30 a.m.)
   a. Introduction of Facilitator
   b. Discussion and Engagement Guidelines
   c. Retreat and Learning Objectives

II. Committee Leadership: Principles and Practices (10:45 a.m.)
   a. Best Practices
   b. Staff Support Roles
   c. Discussion: Committee Members' Experiences

III. Managing Conflict and Challenging Conversations (11:10 a.m.)
   a. The 3D Framework
   b. Potential Scenarios and Management Strategies
   c. Discussion and Reflections

IV. Summary and Next Steps (12:15 p.m.)
   a. Committee Member Reflections
   b. Upcoming Topics and Trainings
   c. Next Steps

Retreat Close (12:30 p.m.)

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
Nov 2025 - Sep 2026

STEERING COMMITTEE	Nov	Jan	Mar	May	Jul	Sep	#	# of JC Starting Jan 2026
Total Meetings	1	1	1	1	1	1	**6**	
(8) Members								
Community Engagement Group Michael Donovan	*	*	*	*	*	*	**0**	
Medical Standards & Evaluation Committee Dr. David Grelotti	*	*	*	*	*	**1**	**1**	
Membership Committee Felipe Garcia-Bigley	**1**	*	*	*	*	*	**1**	
HIV Planning Group Mikie Lochner (Chair)	*	*	*	**1**	*	*	**1**	
HIV Planning Group Jen Lothridge (Vice-Chair)			*	**1**	**1**	*	**2**	
HIV Planning Group Eva Matthews (Vice-Chair)			**1**	*	**1**	*	**2**	
Priority Setting & Resource Allocation Committee Tyra Fleming					*	*	**0**	
Strategies and Standards Committee Jeffery Weber				*	*	**1**	**1**	

To remain in good standing and eligible to vote, the committee member may not miss 3 consecutive meetings or 6 meetings within 12 months.

***** = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least one (1) meeting for attendance to count for that month.

JC = Just Cause

NM = No Meeting

NQ = No Quorum

SENATE BILL (SB) 707: THE USE OF JUST CAUSE (2026)

(An Amendment to AB 2302)

*If the physical attendance quorum requirement is met, SB 707 permits a member who is not physically present to request virtual attendance at the local legislative body's meeting under **"just cause"**.*

Qualifying Reason	Provisions to Attend Remotely	Requirements /Limitations
"Just Cause"	▪ Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. ▪ A contagious illness prevents the member from attending the meeting in person. ▪ A need related to a physical or mental condition not otherwise accommodated by any reasonable accommodations provided. ▪ Travel while on official business of the legislative body or another state or local agency. ▪ An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely. ▪ A physical or family medical emergency that prevents a member from attending in person. ▪ Military service obligations that result in a member being unable to attend in person because they are serving under official written orders for active duty, drill, annual training, or any other duty required as a member of the California National Guard or a United States Military Reserve organization that requires the member to be at least 50 miles outside the boundaries of the local agency.	A member is limited to **<u>two (2)</u>** virtual attendances due to "just cause" per calendar year.

Note: The criteria for "emergency circumstance" from AB 2302 are now combined with "just cause" for remote participation.

Additional Information for Members Participating Remotely

In addition to making a request for "just cause" for remote attendance, SB 707 imposes the following three (3) additional requirements on legislative body members seeking to appear remotely at public meetings:

1. The member shall notify the support staff at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting.
2. The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.
3. The member shall participate through both audio and visual technology.

Furthermore, a member of a legislative body may request reasonable accommodation, pursuant to the applicable law, to participate in meetings remotely. Remote participation due to reasonable accommodation shall be treated as in-person attendance (counting towards quorum) and shall adhere to the following requirements:

1. The member shall request reasonable accommodation to participate remotely at the time of quorum check prior to each meeting.
2. The member shall participate through both audio and visual technology. Any member with a disability, as defined in Section 12102 of Title 42 of the United States Code, may participate only through audio technology if a physical condition related to their disability results in a need to participate off camera.
3. The member shall disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.