



SAN DIEGO HIV PLANNING GROUP (HPG)

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WEDNESDAY, NOVEMBER 29, 2023, 3:00 PM – 5:00 PM

SOUTHEASTERN LIVE WELL CENTER, TUBMAN CHAVEZ ROOM C

5101 MARKET STREET, SAN DIEGO, CA 92114

The Charge of the HIV Planning Group: The HIV Planning Group Committee Charge is to set priorities & allocate funds to provide services for people living with HIV/AIDS.

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Meeting Location & Directions:

HIV Planning Group

Wednesday, November 29, 2023

3:00 PM - 5:00 PM

Southeast Live Well Center

5101 Market St.

San Diego, CA 92114

Tubman Chavez Room C



Visitor/Employee parking available in parking structure. Main entrance can be accessed by exiting the parking structure on the 2nd floor and walking down the sidewalk to the left.

FROM I-805 SOUTH:

1. Head northwest on I-805 North.
2. Take exit 12B for Market St.
3. Turn right onto Market St.
4. The destination will be on your right.

FROM I-805 NORTH:

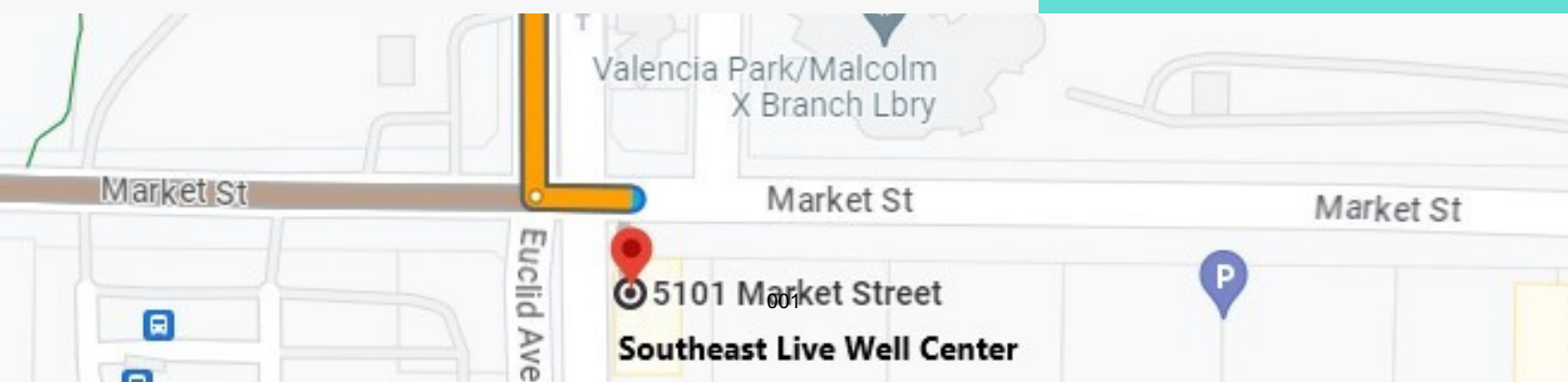
1. Head southeast on I-805 South.
2. Take exit 13A for CA-94-E/M L King Jr. Fwy.
3. Merge onto CA-94 E.
4. Take exit 4A for Euclid Ave.
5. Turn left onto Euclid Ave.
6. Use the left 2 lanes to turn left onto Market St.
7. The destination will be on your right.



PUBLIC TRANSPORTATION

MTS Trolley:
Orange Line

MTS Bus Routes:
3, 4, 5, 13, 60, 916,
917 and 955



Procedure of HPG Public Requests During HPG Meetings

During public comment periods of HPG meetings, public members sometimes request a variety of things directly or indirectly in their comments (e.g., information/clarification, data, investigation of a circumstance, etc. or may assert circumstances that require clarification to address either in 1:1 communication or in a subsequent meetings).

The process/procedure for responding is as follows.

During each HPG meeting (including the one in which the direct or indirect request is made), the chair or vice-chair will:

Explain the process for a response and indicate that:

1. HPG Support Staff has placed their email and phone number in the chat so that the speaker can contact the staff to discuss and clarify the request. The staff will obtain contact information for any needed follow-up (name, email address, phone number, and preference for communication).
2. When the speaker contacts HPG Support, staff will respond within one business day via email or phone call to obtain contact information and the basic details of the request.
3. The day following the HPG meeting, an internal debrief meeting will be held which includes the review of follow-up items. Follow-up items are discussed and assigned to appropriate personnel to respond further to obtain the required information/clarification. The requestor will be contacted the same business day as the meeting is held. *Items that involve or require provider contract information are assigned to Recipient staff.*
4. If the situation requires further research or data gathering, Support Staff will inform the requestor and provide a good faith estimate of the time required for the research and when the requestor may expect a fuller response from the staff.
5. Every attempt will be made to obtain and communicate the requested information within a 10-day period.
6. When a full response is provided, the follow-up item will be recorded as completed.



SAN DIEGO HIV PLANNING GROUP (HPG)
MEETING AGENDA
WEDNESDAY, NOVEMBER 29, 2023, 3:00 PM – 5:00 PM
SOUTHEASTERN LIVE WELL CENTER, TUBMAN CHAVEZ ROOM C
5101 MARKET STREET, SAN DIEGO, CA 92114

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 fourteen (14).

Committee Members: Allan Acevedo | Amy Applebaum | Alberto Cortes | Beth Davenport | Tyra Fleming | Felipe Garcia-Bigley | David Grelotti | Pamela Highfill | Delores Jacobs | Cinnamon Kubricky | Robert Lewis | Michael Lochner | Moira Mar-Tang | Venice Price | Shannon Ransom | Raul Robles | Stephen Spector | Winston Tilghman | Karla Quezada-Torres | Regina Underwood | Rhea Van Brocklin | Freddy Villafan | Jeffrey Weber | Michael Wimpie | Abigail West | Adrienne Yancey

ORDER OF BUSINESS

1. Call to order, roll call, chair comments, and a moment of silence
2. Public comment (for members of the public)
3. Sharing our concerns/comments on items not on the agenda (for HPG members)
4. **ACTION:** Approve the HPG agenda for November 29, 2023
5. Celebration of Life
6. Old Business:
 - a. None
7. New Business:
 - a. **ACTION** (*Medical Standards & Evaluation Committee*): Approve the Practice Guidelines for the Care of Persons with HIV/AIDS
 - b. **ACTION** (*Priority Setting and Resource Allocation Committee*): Re-allocation of funds for FY 23 – NONE
 - c. Presentation: Hepatitis C – Andrea Tomada
 - d. Membership Application Review – Bob Lewis
 - e. Needs Assessment Working Group
8. Routine Business:

- a. Anti-Racism: Assessment, Training, Recommendations, and Statement for HPG – Shannon Ransom
- b. **ACTION:** Approval of consent agenda for November 29, 2023 which includes:
 - i. Approval of HPG minutes from June 28, 2023, July 26, 2023, August 2, 2023; September 27, 2023
 - ii. Acceptance of the following committee minutes:
 1. Steering Committee: May 16, 2023; June 20, 2023, July 18, 2023, September 19, 2023.
 2. Strategies and Standards Committee: August 1, 2023.
 3. Membership Committee: May 10, 2023, July 12, 2023, September 13, 2023.
 4. Priority Setting and Resource Allocation Committee: June 22, 2023; July 20, 2023; July 27, 2023, September 14, 2023.
 5. Community Engagement Group: June 21, 2023, July 19, 2023, August 30, 2023, September 20, 2023.

(The following is for HPG information, not for acceptance):

CARE Partnership: June 12, 2023, July 17, 2023; September 18, 2023.

HIV Housing Committee: May 17, 2023; September 20, 2023.

MPox Task Force: June 15, 2023.
9. HIV, STD, and Hepatitis Branch (HSHB) Report – Patrick Loose, Lauren Brookshire, Maritza Herrera
10. HPG Support Staff Report – Dasha Dahdouh
 - a. Administrative Budget Review
11. Committee Reports/Updates
 - a. Community Engagement Group, Membership Committee, Strategies & Standards Committee, Priority Setting and Resource Allocation Committee, Medical Standards and Evaluation Committee, Hepatitis C Task Force
 - b. State Office of AIDS (OA) and AIDS Drug Assistance Program (ADAP) – Abigail West
 - c. Housing Committee Report – Freddy Villafan
 - d. California HIV Planning Group (CHPG) – Mikie Lochner
 - e. Faith-Based Action Coalition – Kenyatta Parker
12. Suggestions to the Steering Committee for future agenda items for consideration
13. Announcements
14. Next Meeting Date: **Wednesday, December 20, 2023, from 3:00 PM – 5:00 PM**
 Location: **Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)** and via Zoom.
15. Adjournment



County of San Diego

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ACTING DIRECTOR

SAN DIEGO HIV PLANNING GROUP MEDICAL STANDARDS AND EVALUATION COMMITTEE (MSEC) ACTION ITEM INFORMATION SHEET APPROVE PRIMARY CARE PRACTICE GUIDELINES

DATE: November 29, 2023

ITEM: Approve the attached revised *Practice Guidelines for the Care of Persons with HIV/AIDS*, as recommended by the Medical Standards and Evaluation Committee (MSEC).

BACKGROUND: To ensure that the primary care of persons with human immunodeficiency virus (HIV) is aligned with the latest guidelines and evidence-based practices, the Practice Guidelines are reviewed every three years or sooner if there is a major practice change or advance in the field. The Medical Standards and Evaluation Committee (MSEC) reviewed and recommended updates to the *Practice Guidelines for the Care of Persons with HIV/AIDS* at its September 19, 2023 and November 14, 2023 meetings.

RECOMMENDATION: Approve the attached revised *Practice Guidelines for the Care of Persons with HIV/AIDS*.

This recommendation comes to the HIV Planning Group as a seconded motion, open for discussion.

Practice Guidelines for the Care of Persons with HIV/AIDS

Ryan White HIV Treatment Extension Act of 2009

San Diego County

In conjunction with United States (U.S.) Public Health Service (PHS) guidelines and accepted community practices, the San Diego County HIV Planning Group's Medical Standards and Evaluation Committee recommends the following practice guidelines for the management of human immunodeficiency virus (HIV) infection in patients enrolled in the Ryan White Primary Care Program of San Diego County. These guidelines are intended to serve as a framework for provision of medical care to persons with HIV (PWH), with management based on a respect for patient autonomy and a shared decision-making process between providers and patients.

Antiretroviral therapy (ART) and opportunistic infection (OI) prophylaxis (primary and secondary) are recommended in accordance with the most recent PHS guidelines, and vaccines are recommended in accordance with the most recent Advisory Committee on Immunization Practices (ACIP) recommendations. Guidelines may have been updated since the versions listed below; current versions are available at <https://clinicalinfo.hiv.gov/en/guidelines> and <https://www.cdc.gov/vaccines/acip/recommendations.html>, respectively.

For San Diego County Ryan White Clinics, chart reviews and performance assessments conducted on behalf of the County of San Diego Health and Human Services Agency (HHSA) – Division of Public Health Services – HIV, STD, and Hepatitis Branch (HSHB) will be based upon these guidelines.

A. Guidelines for Staging and Baseline Evaluation (recommended to be completed within the first two visits)

- 1) Complete history, to include at least the following:
 - a. *General background:*
 - Race/ethnicity
 - Gender identity
 - Sex assigned at birth
 - Housing status
 - Family history
 - Social history
 - Travel history
 - Country of birth
 - b. *Current/lifetime sexual history: (See Appendix A for example)*
 - Sexually transmitted infection/disease (STI/STD) history during lifetime and/or last 5 years
 - Relationship status
 - Detailed sexual history
 - Partner(s), including HIV status and, for partners living with HIV, engagement in HIV medical care
 - Exposure sites – anorectal, genital, oropharyngeal
 - Protection from HIV and STIs: including condoms, HIV pre-exposure prophylaxis (PrEP), and doxycycline STI post-exposure prophylaxis (i.e., Doxy-PEP)
 - Pleasure, performance, and any issues affecting these
 - c. *Current/lifetime substance use history:*
 - Injection drug use (IDU), during lifetime and/or last 5 years
 - Non-injection drug use, during lifetime and/or last 5 years
 - Alcohol and/or drug treatment history
 - Sexual activity under the influence of substances
 - History of overdose or use of naloxone on self or others

- Tobacco use, during lifetime and/or last 5 years
- d. *HIV care history:*
- HIV status, including recent/historical CD4+ T-cell count/HIV-1 viral load results
 - Prior and current antiretroviral regimens
 - Resistance test results (if available)
 - Current prophylaxis
 - Prior HIV-related complications
- e. *General medical history:*
- Immunizations
 - Hepatitis history
 - Tuberculosis (TB) risk
https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/tuberculosis_control_program/SD_TB%20Risk%20Assessment%202018.pdf
 - Reproductive history (persons assigned female at birth), including parity, last menstrual period (LMP), and method of birth control
 - Current allergies
 - Other current medications
 - Significant childhood illnesses
 - Surgical history
 - Mental health history, past/current mental health conditions, symptoms of depression, and psychiatric medications
 - Other medical history
- 2) Review of symptoms and general physical exam, including height, weight, temperature, blood pressure, pulse, respiratory rate, general appearance, skin, head, eyes, ears, nose and throat (HEENT), ophthalmoscopy, chest, heart, lungs, abdomen, rectum, anoscopy (if anorectal symptoms), pelvic (persons assigned female at birth), breasts, genitalia, extremities, lymph nodes, mental status, nervous system including reflexes
- 3) Laboratory tests
- a. For the current list of recommended labs and periodicity, please refer to [PHS Guidelines for Laboratory Testing for Initial Assessment and Monitoring of Patients with HIV Receiving Antiretroviral Therapy](#).
- b. STI Testing
- Should be performed at baseline and at least annually thereafter for sexually active clients, more frequently (e.g., every three months) if indicated based upon the client's sexual practices.
 - Syphilis serology
 - Gonorrhea/Chlamydia – Perform testing for all possible exposure sites (e.g., urogenital, throat, rectum) using nucleic acid amplification testing (NAAT). If antibiotic-resistant *Neisseria gonorrhoeae* is suspected, obtain *N. gonorrhoeae* culture from all exposure sites.
 - Trichomoniasis – Screening with NAAT should be performed annually for persons having vaginal sex.
 - Anal Pap test – See **Section H – Anal Cancer Screening**.
 - Resources:
 - [Centers for Disease Control and Prevention \(CDC\) Recommendations for Providing Quality STD Clinical Services, 2020](#)
 - [CDC STI Treatment Guidelines, 2021](#)
 - [Updated CDC Gonorrhea Treatment Recommendations, 2020](#)
 - [California Department of Public Health Dear Colleague Letter: Doxycycline Post-Exposure Prophylaxis \(doxy-PEP\) for the Prevention of Bacterial STIs](#)
 - [CDC Recommendations for the Laboratory-Based Detection of *Chlamydia trachomatis* and *Neisseria gonorrhoeae*, 2014](#)
- c. TB Testing
- Annual screening in the form of Annual Risk Assessment:
https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/tuberculosis_control_program/SD_TB_Risk_Assessment_2018.pdf

- Annual screening using purified protein derivative (PPD) or interferon-gamma release assay
 - If screening test is positive, the patient should have a chest x-ray.
 - Chest x-ray: At least one should be documented in the medical record if the individual has a history of TB or a positive screening test.
- d. Viral Hepatitis Testing
- Hepatitis B screening should be performed by testing for hepatitis B surface antibody (HBsAb), surface antigen (HBsAg), and antibody to core antigen (anti-HBc or HBcAb). Those who are susceptible to infection should be vaccinated against Hepatitis B Virus (HBV) (see **Section C – Guidelines for Immunization**). Patients who are negative for HBsAg and HBsAb but positive for anti-HBc should be screened for chronic HBV infection by determination of HBV deoxyribonucleic acid (DNA). Those without evidence of chronic infection should consider vaccination.
<https://clinicalinfo.hiv.gov/en/guidelines/adult-and-adolescent-opportunistic-infection/hepatitis-b-virus-infection?view=full>
 - Hepatitis C screening with Hepatitis C Virus (HCV) antibody or, if recent (i.e., within last six months) infection is suspected, the patient has advanced immunodeficiency (CD4 count <100 cells/mm³), or the patient has a history of successfully treated or spontaneously cleared HCV infection, ribonucleic acid (RNA) testing should be performed at baseline and at least annually for persons with ongoing risk factors (e.g., IDU) and sexually active men who have sex with men (MSM). HCV RNA should be ordered for all patients with a positive HCV antibody test to assess for active HCV disease.
<https://clinicalinfo.hiv.gov/en/guidelines/adult-and-adolescent-opportunistic-infection/hepatitis-c-virus-infection?view=full>
- e. Other Testing:
- Measles antibody titer – All persons with HIV born in 1957 or after should be tested for immunity to measles by measuring antibody titers. The measles, mumps, and rubella (MMR) vaccine should be given to persons with CD4 ≥200 cells/mm³ born in or after 1957 who have not received the vaccine or do not have immunity based on laboratory testing (see **Section C – Guidelines for Immunization**).
- 4) Appropriate referrals, including but not limited to:
- Treatment adherence counseling
 - Ryan White dental program (recommended annually)
 - Ophthalmologist if CD4 <50 cells/mm³ (recommended)
 - Case management (if eligible)
 - Medical nutrition therapy
 - Clinical trials
 - Mental health
 - Substance use treatment
 - Partner services/PrEP if client has not achieved sustained viral suppression

For a list of currently funded Ryan White Service Providers, please visit:

[HIV Care and Services Resources \(sandiegocounty.gov\)](https://www.sandiegocounty.gov/hiv-care-and-services-resources)

B. Guidelines for Plasma HIV RNA (i.e., Viral Load) Measurements, CD4 Counts, and HIV Genotype

<https://clinicalinfo.hiv.gov/en/guidelines/adult-and-adolescent-arv/plasma-hiv-1-rna-viral-load-and-cd4-count-monitoring?view=full>

- 1) HIV-1 RNA (i.e., Viral Load) – should be performed upon entry to care, before initiation of ART (if initiation of ART is deferred after entry to care), and within 2-4 weeks but no later than 8 weeks after ART initiation. After initiation or modification of ART, repeat at 4-8-week intervals until undetectable. Continue to monitor every 3-4 months during the first 2 years of ART, and then frequency can be decreased to every 6 months if the viral load is consistently undetectable for two years and the CD4 is >500 cells/mm³.
- 2) CD4+ T-cell Count (i.e., CD4 Count) – should be performed upon entry to care and three months after initiation of ART (every 3-6 months in patients who defer ART). After initiation or modification of ART, repeat every 3-6 months during the first 2 years or if the CD4 count is <300 cells/mm³ or if there is any viremia while on ART. May monitor every 12 months if the patient has consistently been on ART with a suppressed viral load and CD4 count 300-500 cells/mm³. Optional once CD4

is consistently $>500\text{cells/mm}^3$ and viral load has been undetectable for >2 years.

- 3) HIV-1 genotype – should be performed upon entry to care for patients who are treatment-naïve and for persons with viral load $\geq 1,000$ copies/mL who have been on a stable ART regimen for 30 days prior to the date of the viral load test.

C. Guidelines for Immunization

[Adult Immunization Schedule by Vaccine and Age Group | CDC](#)
[Vaccines Indicated for Adults Based on Medical Indications | CDC](#)

- 1) Vaccines should be offered as soon as possible after initial evaluation at recommended doses.
- 2) Viral loads should not be measured within three weeks of an immunization.
- 3) Pneumococcus, influenza, tetanus, Hepatitis B (if not immune), Hepatitis A (if not immune), human papillomavirus (HPV), meningococcal, varicella zoster virus (VZV), vaccinia (mpox)
- 4) Influenza vaccine: recommended yearly with trivalent inactivated vaccine (live attenuated vaccine is contraindicated in persons living with HIV or PLWH).
<https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/flu.html>
- 5) HPV: Recommended for all PWH through age 26 years as a three-dose series, regardless of the age at initial vaccination. Vaccination may be considered, based on shared clinical decision-making, for persons aged 27-45 years. <https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/hpv.html>
- 6) VZV:
 - a. Varicella vaccine: live attenuated varicella vaccine is recommended for PLH if they do not have immunity to VZV and have a CD4 count of at least 200 cells/mm³ and a CD4 percentage of at least 15%. The vaccine does not need to be given to persons born in the U.S. before 1980. <https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/varicella.html>
 - b. Recombinant zoster vaccine (RZV) is recommended for all adults with HIV aged 18 years and older, regardless of previous receipt of VZV vaccine, history of herpes zoster infection, or CD4 count (although immunologic response may be suboptimal for persons with CD4 count <200 cells/mm³ and/or those who have not achieved viral suppression).
<https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/shingles.html>
- 7) Hepatitis Vaccines:
 - a. Hepatitis B: Recommended in persons with negative serology or isolated positive core antibody (i.e., negative surface antigen and antibody). Double dosing (i.e., 40µg) of single-antigen three-dose vaccines is recommended to increase seroconversion rates. For those patients who do not seroconvert after the first series, a second series is recommended. If these persons do not seroconvert, they are unlikely to respond to a third series. The safety and efficacy of the two-dose vaccine has not been evaluated in PLWH but is an option if a two-dose regimen is preferred. <https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/hepb.html>
 - b. Hepatitis A: Seroconversion rates are likely related to CD4 counts. The vaccine may be given in persons who are seronegative. However, if there is no response and the CD4 counts are less than 500 cells/mm³, persons can receive a repeat series when CD4 counts are higher. <https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/hepa.html>
- 8) Pneumococcal: All PLH should be up-to-date on pneumococcal vaccination according to ACIP recommendations. <https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/pneumo.html>
- 9) Meningococcal: Vaccination against serogroups A, C, W, and Y is recommended for all PLH aged ≥ 2 years. Vaccination against serogroup B is recommended for persons aged ≥ 10 years who are at increased risk for serogroup B meningococcal disease due to certain underlying conditions or a serogroup B outbreak. HIV disease is not one of the underlying conditions for which serogroup B vaccination is recommended. Serogroup B vaccination may be considered for adolescents and young adults aged 16-23 years on the basis of shared decision-making. <https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/mening.html>
- 10) Tetanus vaccines: Recommended every 10 years. Recommend that the next booster contain pertussis booster (Tdap) (make sure the patient has had the pertussis vaccine).

<https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/dtap.html>

- 11) Mpox (formerly known as monkeypox): Vaccination with the JYNNEOS vaccine should be offered to all PLH who have not completed the series.
<https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/smallpox.html>
- 12) SARS-CoV2 (Coronavirus Disease 2019 or COVID-19): COVID-19 vaccination is recommended for all PLWH, regardless of CD4 count or viral load, because the potential benefits outweigh the risks. PLWH should receive booster doses of COVID-19 vaccines as recommended by CDC. For people with untreated or advanced HIV, the [CDC COVID-19 vaccination schedule for people with moderate to severe immunosuppression](https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/covid-19.html) should be followed.
<https://www.covid19treatmentguidelines.nih.gov/special-populations/hiv/>
<https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/covid-19.html>
- 13) Respiratory syncytial virus (RSV): Vaccination is recommended for persons aged 60 years or older and pregnant persons based on shared decision making.
<https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/rsv.html>
- 14) Live Vaccines (Live attenuated influenza vaccine, Varicella or Zoster vaccine, Vaccinia (smallpox ACAM-2000), Yellow Fever, Measles*, Typhoid) are contraindicated in persons with severe immunosuppression based on the person's age (ACIP): CD4<750 for those younger than 12 months, <500 for those aged 1-5 years, and <200 for those >6 years old. Expert consultation is recommended for persons under the age of 12 years.
*The MMR vaccine should be given to persons with CD4 ≥ 200 cells/mm³ born in or after 1957 who have not received the vaccine or do not have immunity based on laboratory testing.
- 15) Pregnant persons: COVID-19, Tdap, and inactivated influenza vaccines are recommended for use during pregnancy. Other vaccines are either contraindicated or recommended under certain circumstances or if benefits outweigh risks through shared decision making. For further guidance, see <https://www.cdc.gov/vaccines/pregnancy/hcp-toolkit/guidelines.html>.
- 16) Pediatric patients: Expert consultation is recommended for children under the age of 12 years.
- 17) Booster doses as recommended by CDC guidelines.

D. Treatment:

- 1) All PWH should receive ART, regardless of CD4 count, to reduce morbidity and mortality, improve health outcomes, and prevent transmission of HIV to others.
- 2) Treatment should be initiated immediately or as soon as possible after diagnosis.
 - a. Same-day treatment should be offered if there are no medical indications to defer therapy (e.g., signs/symptoms of intracranial OI).
 - b. If treatment is offered before the results of treatment-naïve genotype are available, an integrase inhibitor-based regimen is recommended.
- 3) All PWH should be informed that maintaining a plasma HIV RNA (viral load) of <200 copies/mL, including any measurable value below this threshold value, with ART prevents sexual transmission of HIV to their partners. Patients may recognize this concept as Undetectable = Untransmittable or U=U.
- 4) Guidelines on antiretroviral treatment regimens for patients who are initiating ART can be found at <https://clinicalinfo.hiv.gov/en/guidelines/hiv-clinical-guidelines-adult-and-adolescent-arv/table-7-antiretroviral-regimen?view=full>.
- 5) Guidelines for the management of treatment-experienced patients, including treatment optimization for patients using oral or long-acting injectable medications, can be found at <https://clinicalinfo.hiv.gov/en/guidelines/hiv-clinical-guidelines-adult-and-adolescent-arv/optimizing-antiretroviral-therapy?view=full>.
- 6) For patients with HBV coinfection, as determined by a positive HBsAg or HBV DNA test result, tenofovir disoproxil fumarate or tenofovir alafenamide, plus either emtricitabine or lamivudine, should be used as part of the ART regimen to treat both HBV and HIV.
- 7) Patients with HCV coinfection should be managed based on the most up-to-date recommendations (<http://www.hcvguidelines.org>). In general, the goals of therapy, treatment regimen, and monitoring parameters for HIV/HCV-coinfected patients are similar to those

recommended for HCV-monoinfected patients.

E. Prophylaxis

- 1) Primary and secondary prophylaxis against opportunistic infections, including but not limited to *Pneumocystis jirovecii*, *Toxoplasma gondii*, coccidioidomycosis, histoplasmosis, cystoisosporiasis, and *Mycobacterium avium* complex should be provided if indicated.
<https://clinicalinfo.hiv.gov/en/guidelines/hiv-clinical-guidelines-adult-and-adolescent-opportunistic-infections/whats-new>
- 2) Doxycycline STI post-exposure prophylaxis (doxy-PEP) should be offered to cis men and trans women who have sex with men who have had a bacterial STI in the past twelve months and discussed with others in this population and prescribed if requested. Counseling of cis women who are interested in doxy-PEP should include the conflicting evidence to date on doxy-PEP efficacy among cis women, including: 1) a large clinical trial that showed no effect of doxy-PEP on STI incidence among cis women; 2) the likely contribution of low adherence to this result; and 3) pharmacologic studies that indicate that doxy-PEP should be effective at preventing STI acquisition through receptive vaginal intercourse.
<https://www.cdc.gov/std/treatment/guidelines-for-doxycycline.htm>

F. Metabolic and Other Noncommunicable Comorbidities Associated with HIV, ART, and Aging

- 1) The availability of highly effective HIV treatment has resulted in longer life expectancy for PWH and a larger proportion of PWH who are aged 50 years or older.
- 2) For all PWH aged 50 years or older, providers should closely monitor for and promptly evaluate signs or symptoms of the following conditions that are associated with advanced age, long-term HIV infection, ART, or a combination of these:
 - a. Cardiovascular disease and associated risk factors (e.g., hyperlipidemia, glucose intolerance or diabetes mellitus, hypertension, smoking)
 - b. Osteoporosis and bone mineral density loss
 - c. Hypogonadism
 - d. Neurocognitive decline
 - e. Mental health conditions, such as depression
 - f. Polypharmacy
 - g. Kidney disease
 - h. Certain non-acquired immune deficiency syndrome (AIDS)-related cancers
- 3) Specific recommendations regarding metabolic and noncommunicable comorbidities include:
 - a. Check lipid levels prior to and within 1-3 months after starting or modifying ART. Check lipid levels annually for those with normal baseline values who have risk factors for cardiovascular disease. Patients with abnormal lipid levels should be managed according to national guidelines.
 - b. Random or fasting blood glucose and hemoglobin A1c (HbA1c) should be obtained prior to starting ART. If random glucose is abnormal, fasting glucose should be obtained. After ART initiation, only plasma glucose criteria should be used to diagnose diabetes. Patients with diabetes mellitus should have an HbA1c level monitored every 6 months with an HbA1c goal of <7%.
 - c. Baseline bone densitometry (DEXA or DXA) screening for osteoporosis in post-menopausal women and men aged ≥50 years. Screening for transgender persons should follow national recommendations based on sex assigned at birth and individualized risk of osteoporosis.
 - d. Testosterone replacement therapy for cisgender men should be prescribed with caution and only in those with symptomatic hypogonadism diagnosed based on the presence of symptoms plus low serum testosterone documented on two separate morning lab tests.Primary Care Guidance for Persons with Human Immunodeficiency Virus: 2020 Update by the HIV Medicine Association of the Infectious Diseases Society of America:
<https://academic.oup.com/cid/advance-article/doi/10.1093/cid/ciaa1391/5956736>

G. Additional Guidelines for Care of Persons Assigned Female at Birth

- 1) Guidelines for Cervical Neoplasia:
 - a. Age <21 years: Pap test within one year of sexual activity and no later than age 21
 - b. Age 21-29 years: Pap test at time of HIV diagnosis. Repeat yearly for three years. If all tests

are normal, repeat Pap test every three years thereafter.

- c. Age <30 years: No HPV testing should be performed unless abnormalities are found on Pap test.
 - d. Age ≥30 years: Pap only (same as for 21-29 years) or Pap with HPV testing. If both tests are negative, repeat Pap with HPV test every three years thereafter.
 - e. If three consecutive Pap tests are normal, then a follow-up test should be done every three years.
 - f. Patients with abnormal Pap smears or a history of an untreated abnormal Pap smear should be referred for colposcopy and should receive same management and follow-up as the general population.
Refer to American College of Obstetrics and Gynecology (ACOG) guidelines for management of abnormal cervical cancer screening results:
<https://www.acog.org/clinical/clinical-guidance/practice-advisory/articles/2020/10/updated-guidelines-for-management-of-cervical-cancer-screening-abnormalities>
 - f. Cervical cancer screening should continue throughout the patient's lifetime and not, as in the general population, end at 65 years of age.
- 2) Annual mammograms initiated at age 50 or earlier depending on history
 - 3) Treatment for pregnant persons living with HIV – recommend referral to specialist (i.e., UCSF Maternal, Child & Adolescent Program)

H. Anal Cancer Screening – Currently, there are no national screening guidelines for the use of anal Pap tests for cancer screening. However, the Committee endorses guidelines developed by the New York State Department of Health AIDS Institute (<https://www.hivguidelines.org/guideline/hiv-anal-cancer/>) that recommend annual screening for anal symptoms, visual inspection of the perianal region, education, and digital anorectal examination (DARE) for all PWH aged ≥35 years, regardless of HPV vaccination status. DARE should also be performed for persons <35 years of age who present with signs or symptoms suggestive of anal dysplasia. Further, PWH aged 35 years and older who are at higher risk of having anal dysplasia should have an anal Pap test, with appropriate follow-up (including high-resolution anoscopy) for those with an abnormal anal Pap test result. These recommendations will be revised as needed as new evidence and guidelines become available.

I. PrEP and Partner Prevention Services – Assess HIV status of partner(s) and evaluate for PrEP referral for all patients living with HIV who have not achieved sustained viral suppression. Please note that Ryan White does not provide reimbursement for PrEP services for HIV-negative partners.

- 1) For guidelines regarding evaluation for and provision of oral and long-acting injectable PrEP, please refer to the U.S. PHS Preexposure Prophylaxis for the Prevention of HIV Infection in the United States – 2021 Update.
<https://www.cdc.gov/hiv/pdf/risk/prep/cdc-hiv-prep-guidelines-2021.pdf>
- 2) For guidelines regarding partner services for PLWH, please refer to the Recommendations for Partner Services Programs for HIV Infection, Syphilis, Gonorrhea, and Chlamydial Infection.
<https://www.cdc.gov/mmwr/preview/mmwrhtml/rr5709a1.htm>

J. HIV Management Guidelines for Transgender Individuals – Primary care of transgender PLWH should address the specific needs of this population and include careful attention to potential interactions between gender-affirming therapy and ART and/or OI prophylaxis medications. Guidelines for the Primary and Gender-Affirming Care of Transgender and Gender Nonbinary People, from the Center of Excellence for Transgender Health at the University of California, San Francisco, include recommendations for transgender individuals living with HIV and can be accessed at <https://transcare.ucsf.edu/guidelines>.

K. COVID-19

- 1) As stated previously, all PWH should receive all recommended COVID-19 vaccines, in addition to vaccines for other respiratory pathogens (e.g., pneumococcus, influenza, RSV) according to ACIP recommendations (see **Section C – Guidelines for Immunization**).
- 2) All patients should maintain on-hand at least a 30-day (and ideally a 90-day) supply of ART.

- 3) Telephone and virtual visits for routine non-urgent care should be considered as an option to encourage continuous engagement in care.

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5. Recommendations for Providing Quality Sexually Transmitted Diseases Clinical Services, 2020 (CDC), accessed on November 8, 2023
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6. Sexually Transmitted Infections Treatment Guidelines, 2021 (CDC), accessed on November 8, 2023
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<https://www.cdc.gov/std/laboratory/2014labrec/2014-lab-rec.pdf>
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<https://clinicalinfo.hiv.gov/en/guidelines/hiv-clinical-guidelines-adult-and-adolescent-opportunistic-infections/hepatitis-b-0?view=full>
11. Guidelines for the Prevention and Treatment of Opportunistic Infections in Adults and Adolescents with HIV (DHHS) – Hepatitis C Virus Infection, accessed on November 8, 2023
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<https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/varicella.html>
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<https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/hepb.html>
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<https://www.acog.org/clinical/clinical-guidance/practice-advisory/articles/2020/10/updated-guidelines-for-management-of-cervical-cancer-screening-abnormalities>
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<https://www.cdc.gov/mmwr/preview/mmwrhtml/rr5709a1.htm>
41. Guidelines for the Primary and Gender-Affirming Care of Transgender and Gender Nonbinary People (UCSF Transgender Care), accessed on November 9, 2023
<https://transcare.ucsf.edu/guidelines>

APPENDIX A

SAMPLE Sexual Health Risk Assessment Form

Sexually transmitted diseases (STDs) raise the amount of HIV in the body and can make HIV easier to pass to another person. Alcohol and drugs can harm your immune system, stop HIV medication from working properly and increase side effects. To help your doctor help you stay healthy and lower your risk of passing HIV and STDs to others, please answer the following questions honestly. Your answers are entirely confidential.

1. Have you had sex (oral, vaginal, anal) within the **last 3 months**? ☐ Yes / ☐ No / ☐ Decline
(If you answered No please skip to #6)
2. In the **last 3 months**, how many sexual partners did you have? # _____ Male / # _____ Female / # _____ Transgender
3. How often did you use condoms?
☐ Always (100%) / ☐ Most of the Time (75% or more) / ☐ Sometimes (50%) / ☐ Seldom (25%) / ☐ Never (0%)
4. In the **last 3 months** how many times have you had sex without using a condom?
_____ Oral / # _____ Vaginal / # _____ Anal; check one: ☐ Insertive (top) / ☐ Receptive (bottom) / ☐ Both
5. In the **last 3 months** what was the HIV status of your sex partner(s)? (Check all that apply)
☐ Positive / ☐ Negative / ☐ Unsure
6. Have you had any of the following symptoms in the **last 3 months**?

Yes	No
<u>Discharge from penis/vagina</u>	<input type="checkbox"/> <input type="checkbox"/>
<u>Burning feeling with urination</u>	<input type="checkbox"/> <input type="checkbox"/>
<u>Sores on your genitals</u>	<input type="checkbox"/> <input type="checkbox"/>
<u>Anal discharge or pain</u>	<input type="checkbox"/> <input type="checkbox"/>
<u>Mucous or blood in your stool</u>	<input type="checkbox"/> <input type="checkbox"/>
<u>Throat sores or pain</u>	<input type="checkbox"/> <input type="checkbox"/>
<u>Skin rash</u>	<input type="checkbox"/> <input type="checkbox"/>
7. Have you been diagnosed with a sexually transmitted disease (STD, such as Syphilis, Chlamydia, Gonorrhea, NGU, Genital Warts, and Genital Herpes) in the **last 3 months**? (Check one): ☐ Yes / ☐ No / ☐ Don't know
If you answered yes, did you complete treatment? (Check one): ☐ Yes / ☐ No / ☐ Don't know
8. In the **last 3 months** have you used **non-injection** street drugs 9i.e. marijuana, meth, crystal, speed, glass, crack, ecstasy, cocaine)? ☐ Yes / ☐ No
9. Have you **ever injected** steroids, hormones, vitamins or street drugs? ☐ Yes / ☐ No
a. If you answered yes, when was the last time you injected? _____
b. Did you ever share needles? ☐ Yes / ☐ No
10. In the **last 3 months** do you feel that your alcohol or drug use caused you to engage in risky activities (i.e. unprotected sex, needle sharing, even once)? ☐ Yes / ☐ No
11. Would you be interested in help to inform your sex and/ or needle sharing partner(s) of possible HIV exposure? ☐ Yes / ☐ No / ☐ Maybe

If you answered Yes or Maybe and would like to speak to a Counselor, please tell us the best way to contact you:

Phone: _____ Can we leave a confidential message? ☐ Yes / ☐ No

Text: _____ Email: _____

Provider/Staff Signature: _____

Change History:

Originally adopted by the HIV Health Services Planning Council in July 2000
Proposed changes adopted by the HIV Health Services Planning Council in May 2003
Proposed changes adopted by the HIV Health Services Planning Council in June 2004
Proposed changes adopted by the HIV Health Services Planning Council in September 2007
Incorporated references updated as necessary.
Proposed changes adopted by the HIV Planning Group on August 9, 2017
Proposed changes adopted by the HIV Planning Group on September 22, 2021
Proposed changes adopted by the HIV Planning Group on XXXXXXXX XX, 2023

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September 2023 Goldenrods	Total #
# Goldenrods Received	3
# of Providers	2
# of RW-funded services provided	2
# of Clients Contacted	0
# Given permission to use information	2
# Positive Remarks	3
# Remarks Requiring Follow-Up	0

October 2023 Goldenrods	Total #
# Goldenrods Received	1
# of Providers	1
# of RW-funded services provided	1
# of Clients Contacted	1
# Given permission to use information	1
# Positive Remarks	0
# Remarks Requiring Follow-Up	1

DETAILED INTERNAL BUDGET

Program: HIV Planning Group Support-County
Year: RW 2023

DETAILED INTERNAL BUDGET

Budget Period: 03/01/2023 to 2/28/2024 CFDA#: 93.914 Updated - 9/2023 Expenditures for 11/2023 Meeting		TASK 008 S&S TASK 026 S&B TASK 001 Office Expenses/Zoom/Equipment	% of Year Elapsed	58.31%		58.31% Elapsed	
			Budget Revision 5/11/23	Expenditures September 2023	YTD Total Expenditures	Expended	Remaining Balance
Personnel Expenses (Salary&Benefits)			\$ 251,492.00	\$ 45,579.00	\$ 225,963.88	89.85%	\$ 25,528.12
Needs Assessment			\$ 75,000.00		\$ -	0.00%	\$ 75,000.00
Translation Services			\$ 11,000.00	\$ 791.94	\$ 4,793.23	43.57%	\$ 6,206.77
Meeting Space			\$ -		\$ -	#DIV/0!	\$ -
Transportation, Mileage & Gas Cards			\$ 4,500.00	\$ 2,524.84	\$ 4,211.49	93.59%	\$ 288.51
Training for HPG Staff			\$ -		\$ -	#DIV/0!	\$ -
Office Supplies			\$ 4,000.00	\$ 272.00	\$ 7,267.32	181.68%	\$ (3,267.32)
Food Purchases			\$ 5,000.00	\$ 72.74	\$ 1,674.75	33.50%	\$ 3,325.25
Transcription (Written) Services			\$ 500.00		\$ -	0.00%	\$ 500.00
WebEx (monthly) 47.86 HPG charge			\$ 750.00	\$ 47.86	\$ 335.02	44.67%	\$ 414.98
Zoom (anually)			\$ 950.00	\$ 890.06	\$ 890.06	93.69%	\$ 59.94
Equipment (Meeting Owl Office Max)			\$ 5,000.00		\$ 1,948.23	38.96%	\$ 3,051.77
Trainings/Consultants			\$ 1,500.00		\$ -	0.00%	\$ 1,500.00
WiFi (MiFi) Monthly Service @ \$286/month (6)			\$ 2,000.00	\$ 286.44	\$ 2,005.08	100.25%	\$ (5.08)
Mail Chimp			\$ 504.00		\$ -		
TOTAL PC BUDGET			\$ 362,196.00	\$ 50,464.88	\$ 249,089.06	68.77%	\$ 113,106.94

RW 2023-24 PART A AWARD INFORMATION	
Funding Source	Total RW 2023-24 Award
Part A	11,299,699.00
Part A MAI	773,155.00
TOTAL AWARD AMOUNT	12,072,854.00

RW 2023-24 YEAR TO DATE EXPENDITURE AND SAVINGS BREAK-DOWN AS OF SEPTEMBER 2023

FY23-24 ALLOCATION BREAK DOWN								
Funding Source	Admin. \$	Admin. %	CQM \$	CQM %	RW 202324 Service dollars	Total	CORE Medical Services	Support Services
Part A	1,129,969	10%	315,170	3%	9,854,560	11,299,699	70%	30%
Part A MAI	66,977	9%	32,932	4%	673,246	773,155		
TOTAL	1,196,945.90		348,102.00		10,527,806.10	12,072,854.00	70%	30%

Ryan White Part A Allocations											
Service Categories	HRSA Ranking	Priority Ranking	RW 2023-24 HPG Allocation as of 08/11/22	%	HPG Approved Actions +/-	RW 2023-24 HPG Total as of today	%	RW 2023-24 Year to Date Expenditure	RW 2023-24 Year-to-Date - The % below is the % of the Budget Spent 58.33% of Year Elapsed/Invoiced)	RW 2023-24 Balance	Comments
Outpatient Ambulatory Health Services: Primary Care	1l	1	962,630.00	10%	\$ 140,000.00	1,102,630.00	11%	784,641.52	71%	317,988.48	
Outpatient Ambulatory Health Services: Medical Specialty	1l	2	273,386.00	3%	-	273,386.00	3%	70,904.92	26%	202,481.08	
Psychiatric Medication Management	1j	3	28,036.00	84%	(15,000.00)	13,036.00	0%	2,957.77	23%	10,078.23	
Oral Health	1k	4	300,940.00	84%	(100,000.00)	200,940.00	2%	87,027.29	43%	113,912.71	
Medical Case Management	1h	5	1,268,338.00	14%	15,000.00	1,283,338.00	13%	739,449.28	58%	543,888.72	
Case Management-Non-Medical for Housing NEW		7	-	0%	-	-					
Housing: Emergency Housing	2e	8	530,000.00	6%	545,000.00	1,075,000.00	11%	729,908.68	68%	345,091.32	
Housing: Location, Placement and Advocacy Services NEW		9	-	0%	-	-					
Housing: Partial Assistance Rental Subsidy (PARS)	2e	10	807,507.00	100%	-	807,507.00	8%	439,399.93	54%	368,107.07	
Non-Medical Case Management	2h	6	392,021.00	4%	-	392,021.00	4%	243,337.96	62%	148,683.04	
Coordinated HIV Services for Women, Infants, Children, Youth, and Families (WICYF)	1c	11	943,317.00	10%	50,000.00	993,317.00	10%	470,807.86	47%	522,509.14	
Childcare Services	2a	11a		0%		-	0%	-	0%	-	
Early Intervention Services: Regional Services	1c	12	477,703.00	5%	35,000.00	512,703.00	5%	463,455.23	90%	49,247.77	
Health Education & Risk Reduction	2d	12a	-	0%	-	-	0%	-	0%	-	
Outreach Services	2j	12b	322,683.00	3%	-	322,683.00	3%	-	0%	322,683.00	
Referral Services	2l	12c		0%		-	0%	-	0%	-	
Referral to Health and Supportive Services (Peer Navigation)		14	400,000.00	4%	-	400,000.00	4%	187,708.05	47%	212,291.95	
Mental Health: Counseling/Therapy & Support Groups	1j	15	1,061,062.00	11%	(155,000.00)	906,062.00	9%	517,940.95	57%	388,121.05	
Psychosocial Support Services		16	-	0%	-	-	0%	-	0%	-	
Substance Abuse Services: Outpatient	1m	17	315,127.00	3%	(45,000.00)	270,127.00	3%	156,118.81	58%	114,008.19	
Substance Abuse Services: Residential	2o	18	-	0%	-	-	0%	-	0%	-	
Home-based Health Care Coordination	1e	19	228,500.00	2%	-	228,500.00	2%	172,090.37	75%	56,409.63	
Transportation: Assisted and Unassisted	2g	20	142,830.00	2%	-	142,830.00	1%	87,734.66	61%	55,095.34	

Service Categories	HRSA Ranking	Priority Ranking	RW 2023-24 HPG Allocation as of 08/11/22	%	HPG Approved Actions +/-	RW 2023-24 HPG Total as of today	%	RW 2023-24 Year to Date Expenditure	RW 2023-24 Year-to-Date - The % below is the % of the Budget Spent 58.33% of Year Elapsed/Invoiced)	RW 2023-24 Balance	Comments
Food Services: Food Bank/Home-Delivered Meals	2c	21	536,073.00	6%	(24,000.00)	512,073.00	5%	272,205.00	53%	239,868.00	
Medical Nutrition Therapy	1i	22	35,542.00	0%	-	35,542.00	0%	25,540.89	72%	10,001.11	
Legal Services	2i	23	285,265.00	3%	-	285,265.00	3%	177,420.38	62%	107,844.62	
Emergency Financial Assistance	2b	24	28,730.00	0%	32,126.00	60,856.00	1%	33,898.00	56%	26,958.00	
Home Health Care	1f	25		0%		-	0%	-	0%	-	
Early Intervention Services: HIV Counseling and Testing	1c	26		0%		-	0%	-	0%	-	
Cost-Sharing Assistance	1d	27		0%		-	0%	-	0%	-	
Hospice	1g	28		0%		-	0%	-	0%	-	
Subtotal			9,339,690.00	355%	478,126.00	9,817,816.00	100%	5,662,547.55	58%	4,155,268.45	
Ryan White Part A Minority AIDS Initiative (MAI)			RW 2023-24 Allocation as of 08/11/22		HPG Approved Actions +/-	RW 2023-24 MAI Total as of today	%	RW 2023-24 Year to Date Expenditure	RW 2023-24 Year-to-Date - The % below is the % of the Budget Spent 58.33% of Year Elapsed/Invoiced)	RW 2023-24 Balance	Comments
Case Management (Non-Medical)			71,333.00		-	71,333.00	11%	35,521.82	50%	35,811.18	
Medical Case Management			258,925.00		-	258,925.00	38%	115,849.09	45%	143,075.91	
Mental Health Services			175,739.00		-	175,739.00	26%	72,156.53	41%	103,582.47	
Outreach Services			23,337.00		-	23,337.00	3%	22,185.96	95%	1,151.04	
Substance Abuse Services (Outpatient)			43,912.00		-	43,912.00	7%	40,394.92	92%	3,517.08	
Housing: Emergency Housing			100,000.00		-	100,000.00	15%	52,721.70	53%	47,278.30	
Subtotal			673,246.00		-	673,246.00	100%	338,830.02	50%	334,415.98	
TOTAL			10,012,936.00		478,126.00	10,491,062.00		6,001,377.57	57%	4,489,684.43	

CORE and Support Services allocation break-down			
	Total Allocation	Total Expenditure	Total Balance
CORE Medical Services	4,647,977.00	2,705,213.60	1,942,763.40
Support Services	5,169,839.00	2,957,333.95	2,212,505.05
TOTAL	9,817,816.00	5,662,547.55	4,155,268.45

0.00 variance

YEAR TO DATE EXPENDITURE AND SAVINGS BREAK-DOWN AS OF AUGUST 2023

RW 22-23 & 23-24 SERVICE DOLLAR ALLOCATIONS AND EXPENDITURES

Funding Source	RW 2022/2023 & RW 2023/2024 Service Dollars	Contract YTD Expenditure	% of Year Invoiced	% Spent	Balance	Comments
Ryan White Part B						
Outpatient Ambulatory Health Services (Medical)	407,426.00	-	49.98%	0%	407,426.00	Part A Payment Summary, Part B tracking as of September 2023 invoices.
Early Intervention Services (Expanded HIV Testing)	-	-	49.98%	-	-	
Early Intervention Services (Focused Testing)	187,900.00	103,762.64	49.98%	55%	84,137.36	Part B Payment Summary as of September 2023 invoices.
Medical Case Management (Emergency Financial Assistance)	227,906.00	148,252.00	49.98%	65%	79,654.00	Part B Payment Summary as of September 2023 invoices.
Housing (Substance Abuse Services-Residential)	543,413.00	315,138.63	49.98%	58%	228,274.37	Part B Payment Summary as of September 2023 invoices.
Non-medical Case Management (Rep Payee)	45,833.00	20,616.22	49.98%	45%	25,216.78	Part B Payment Summary as of September 2023 invoices.
CoSD Medical Case Management	403,173.24	228,943.56	49.98%	57%	174,229.68	Per Q2 2023 Qtrly invoice
CoSD Early Intervention Services	396,482.82	222,640.90	49.98%	56%	173,841.92	Per Q2 2023 Qtrly invoice
Ryan White Part B Total	2,212,134.06	1,039,353.95		47%	1,172,780.11	
Ryan White Part B-MAI Bridge	39,330.00	39,114.78	41.65%	99%	215.22	Part B-MAI Payment Summary as of September 2023 invoices.
Prevention 2023						
<i>Counseling and Testing</i>	180,000.00	125,440.19	58.31%	70%	54,559.81	Prevention Payment Summary as of September 2023 invoices.
<i>Evaluation/ Linkage Activities/ Needs Assessment</i>	962,418.58	607,722.02	58.31%	63%	354,696.56	Prevention Payment Summary as of September 2023 invoices.
Prevention Total	1,142,418.58	733,162.21			409,256.37	
CDPH Ending the HIV Epidemic- Component A	\$1,309,150	101,348.35	100%	8%	1,207,801.65	Prevention Payment Summary as of September 2023 invoices.
CDPH Ending the HIV Epidemic- Component C	\$222,220	-	0%	0.00%	222,220.00	CDPH EHE Comp C No Contract.
HRSA Ending the HIV Epidemic- 20-078 FY2324	\$2,555,761	867,205.00	41.65%	33.93%	1,688,556.00	HRSA EHE Payment Summary as of September 2023
TOTAL	7,481,013.64	2,780,184.29		37%	4,700,829.35	

SUMMARY OF SERVICES FOR FY23

Mar. 1, 2023 - Feb. 29 2024

RYAN WHITE SERVICES		Oct	Year To Date Total	Prior Year Total
FY 2023-2024				
Total clients served each month	Clients	1,204		
New clients in FY23	Clients	120	2,871	2,929
Returning FY23 clients	Clients	1,084		
VIRAL LOAD SUPPRESSION				
Virally suppressed	Clients	946		
% Virally suppressed		1		
With Test	Tests	1,027		
Without Test	Tests	177		
PART-A SERVICES				
Outpatient Ambulatory Health Services: HIV Primary Care*	Visits	170	1,676	1,081
	Clients	153	783	595
Outpatient Ambulatory Health Services: Medical Specialty Care	Visits	0	0	238
	Clients	0	0	117
Psychiatric Medication Management	Visits	0	13	11
	Clients	0	11	8
Oral Health Care: Dental Care	Visits	58	673	752
	Clients	49	278	326
Early Intervention/Integrated Services for Women, Children & Families: Coordinated Care	Visits	66	1,813	1,470
	Clients	25	158	149
Early Intervention/Integrated Services for Women, Children & Families: Childcare	Visits	0	48	53
	Clients	0	30	41
Early Intervention Services: Regional Services	Visits	811	6,403	5,790
	Clients	327	978	993
Early Intervention Services: Peer Navigation Services	Visits	148	2,361	842
	Clients	48	329	177
Early Intervention Services: Outreach Services	Visits	0	0	0
	Clients	0	0	0
Medical Case Management Services	Visits	938	8,326	6,867
	Clients	401	786	737

*Includes Part B funded services

SUMMARY OF SERVICES FOR FY23

Mar. 1, 2023 - Feb. 29 2024

RYAN WHITE SERVICES		Oct	Year To Date Total	Prior Year Total
PART-A SERVICES continued				
Home-based Health Care Coordination	Visits	36	544	536
	Clients	18	44	42
Case Management -Non-Medical	Visits	333	3,186	3,421
	Clients	165	315	319
Mental Health Services: Counseling/Therapy	Visits	262	2,661	2,178
	Clients	117	313	239
Substance Abuse Treatment Services – Residential*	Visits	0	83	107
	Clients	0	21	30
Substance Abuse Treatment Services - Outpatient	Visits	293	2,469	2,548
	Clients	46	93	88
Housing Services: Partial Assistance Rental Subsidy	Visits	0	672	884
	Clients	0	113	130
Medical Transportation Services - Assisted	Visits	0	11	42
	Clients	0	10	32
Medical Transportation Services - Unassisted	Visits	240	2,142	2,314
	Clients	171	362	399
Housing Services: Emergency Housing Assistance	Visits	117	702	615
	Clients	94	370	368
Food Services: Food Bank/ Home Delivered Meals	Meals	1,606	18,790	24,319
	Clients	89	194	200
Medical Nutrition Therapy	Visits	0	95	102
	Clients	0	61	71
Legal Services	Visits	16	113	116
	Clients	15	99	82
Emergency Financial Assistance	Visits	5	554	204
	Clients	5	136	69
Internet Access	Visits	0	1	1
	Clients	0	1	1
Internet Equipment	Visits	8	50	7
	Clients	6	24	5
Collateral Contacts	Visits	192	1,633	1,921
	Clients	102	388	497

*Includes Part B funded services

SUMMARY OF SERVICES FOR FY23

Mar. 1, 2023 - Feb. 29 2024

RYAN WHITE SERVICES		Oct	Year To Date Total	Prior Year Total
MAI SERVICES				
Medical Case Management Services	Visits	149	1,180	842
	Clients	60	140	140
Mental Health Services: Therapy/Counseling	Visits	47	371	636
	Clients	26	77	80
Substance Abuse Treatment Services - Outpatient	Visits	62	550	179
	Clients	30	88	27
Faciliated Referrals	Visits	0	0	0
	Clients	0	0	0
Outreach Encounters	Visits	0	0	0
	Clients	0	0	0
Medical Transportation Services - Assisted	Visits	0	0	0
	Clients	0	0	0
Medical Transportation Services - Unassisted	Visits	0	0	0
	Clients	0	0	0
Case Management -Non-Medical	Visits	85	639	696
	Clients	47	85	85

SUMMARY OF SERVICES FOR FY22

Mar. 1, 2022- Feb. 28, 2023

CLIENT DEMOGRAPHICS	Number of Clients	% of Client Total	Client Total
FY 2023-2024			
Race/Ethnicity			
White (not Hispanic)	656	22.85%	
Black or African American (not Hispanic)	331	11.53%	
Hispanic or Latino(a)	1,679	58.48%	
Asian	44	1.53%	
American Indian/Alaska Native	15	0.52%	
Multi-Race	31	1.08%	
Native Hawaiian/Pacific Islander	9	0.31%	
Race data not in ARIES	106	3.69%	2,871
Gender			
Male	2,261	78.75%	
Female	496	17.28%	
Transgender FTM	2	0.07%	
Transgender MTF	110	3.83%	
Other	2	0.07%	
Client Refused to Report	0	0.00%	2,871
Age Categories			
< 2	23	0.80%	
02-12	8	0.28%	
13-24	57	1.99%	
25-44	1,090	37.97%	
45-64	1,363	47.47%	
65 and over	330	11.49%	2,871
Poverty Level			
<138%	2,091	72.83%	
138-199%	320	11.15%	
200-299%	210	7.31%	
300-399%	50	1.74%	
400-499%	15	0.52%	
>500%	15	0.52%	
Financial data not in ARIES	170	5.92%	2,871
HRSA Housing Status			
Stable/Permanent	1,081	37.65%	
Temporary	293	10.21%	
Unstable	189	6.58%	
Housing Status not in ARIES	1,308	45.56%	2,871
Insurance Status			
Private	50	1.74%	
Medicaid	502	17.49%	
Medicare	89	3.10%	
Other	396	13.79%	
No Insurance	114	3.97%	
Insurance not in ARIES	1,720	59.91%	2,871
San Diego Region			
Central	962	33.51%	
East	182	6.34%	
South Bay	534	18.60%	
Southeast	249	8.67%	
North Coastal	306	10.66%	
North Inland	166	5.78%	
North Central	187	6.51%	
Zip Code may be outside SD County	11	0.38%	
Zip Code not in ARIES	274	9.54%	2,871

HIV PLANNING GROUP
12-MONTH ATTENDANCE TRACKING
Nov 2022- Oct 2023

HPG Member	0	0	1	1	1	1	1	1	1	1	1	0	9
Total Meetings	27-Nov	21-Dec	25-Jan	22-Feb	22-Mar	26-Apr	24-May	26-Jun	26-Jul	2-Aug	27-Sep	25-Oct	TOTAL
Acevedo, Allan, 8	NM	NM	*	*	*	*	*	*	*	*	1	NM	1
Applebaum, Amy, 32	NM	NM	1	*	*	*	*	*	*	*	*	NM	1
Cortes, Alberto, 34	NM	NM	*	1	*	*	*	*	1	*	*	NM	2
Davenport, Elizabeth, 35	NM	NM	*	*	JC	*	*	*	*	1	1	NM	2
Duarte, M. Esteban							*	*	*	1	1	NM	2
Fleming, Tyra								*	*	*	*	NM	0
Garcia-Bigley, Felipe	NM	NM	*	*	*	*	*	*	*	*	*	NM	0
Grelotti, David, 30	NM	NM	*	*	1	*	*	*	*	1	*	NM	2
Highfill, Pamela, 21	NM	NM	*	1	*	*	EC	1	*	*	1	NM	3
Jacobs, Delores, 20	NM	NM	*	*	*	*	*	*	*	*	1	NM	1
Kubricky, Cinnamen, 4	NM	NM	*	1	*	*	1	*	*	*	*	NM	2
Lewis, Bob, 17	NM	NM	*	1	1	1	*	*	*	*	*	NM	3
Lochner, Mikie, 16	NM	NM	*	*	*	*	1	*	*	*	*	NM	1
Mar-Tang, Moira, 39	NM	NM	1	*	1	*	*	*	*	EC	*	NM	2
Price, Venice, 44	NM	NM	*	1	*	*	*	1	1	1	*	NM	4
Quezada-Torres, Karla, 25	NM	NM	1	*	*	1	*	*	*	*	1	NM	3

HIV PLANNING GROUP
12-MONTH ATTENDANCE TRACKING
Nov 2022- Oct 2023

Total Meetings	27-Nov	21-Dec	25-Jan	22-Feb	22-Mar	26-Apr	24-May	26-Jun	26-Jul	2-Aug	27-Sep	25-Oct	TOTAL
Ransom, Shannon, 36	NM	NM	*	*	*	*	*	1	*	*	*	NM	1
Robles, Raul 7	NM	NM	*	*	1	1	1	*	*	*	1	NM	4
Rucker, James,42	NM	NM	*	*	*	*	*	*	*	1			
Spector, Stephen 31	NM	NM	*	*	1	*	EC	*	*	*	JC	NM	1
Tilghman, Winston, 23	NM	NM	*	1	*	*	*	*	*	*	JC	NM	1
Underwood, Regina, 19	NM	NM	*	*	1	*	*	*	*	*	*	NM	1
Van Brocklin, Rhea, 18	NM	NM	*	*	*	*	1	JC	*	*	*	NM	1
Villafan, Freddy 40	NM	NM	*	*	1	*	*	*	*	1	*	NM	2
Weber, Jeffery, 41			*	*		*	1	*	*	*	*	NM	1
West, Abigail, 29	NM	NM	1	*			*	*	*	1	*	NM	2
Wimpie, Michael, 1	NM	NM	*	1	*	*	*	*	*	*	*	NM	1
Yancey, Adrienne							EC	*	*	*	*	NM	0
To remain in good standing and eligible to vote, the HPG member may not miss 3 consecutive meetings or 6 meetings within 12 months.													
* = Present													
1 = Absent for the month													
1 = Absent when there are multiple meetings in a month. The member needs to attend at least one meeting for attendance to count for the specific month													
JC = Just Cause													
EC = Emergency Circumstance													



Make a difference in your community!

Get involved today!

VACANT SEATS:

General Member *(multiple vacancies)*

Prevention Services Consumer

Prevention Intervention Representative

Prevention Services Consumer/Advocate

HIV Testing Representative

Board of Supervisors - District 1 Representative

Board of Supervisors - District 5 Representative

Hospital Planning Agency or Health Care Planning Agency

State Government - State Medicaid

Website: www.sdplanning.org

Contact: hpg.hhsa@sdcounty.ca.gov

HPG CONFLICT OF INTEREST (COI) SHEET																
	Applebaum, Amy	Cortes, Alberto	Davenport, Beth	Garcia Bigley, Felipe	Grelotti, David J.	Highfill, Pamela	Lewis, Robert	Mar-Tang, Moira	Price, Venice	Ransom, Shannon	Spector, Stephen A.	Tilghman, Winston	Underwood, Regina	Van Brocklin, Rhea	Villafan, Freddy	Yancey, Adrienne
CHS: WICYF*																
Early Intervention Services: Regional Services																
Early Intervention Services: Minority AIDS Initiative																
Emergency Financial Assistance																
Foodbank / Home Delivered Meals																
Home-Based Health Care Coordination																
Medical Case Management																
Medical Nutrition Therapy																
Mental Health: Groups / Therapy																
Mental Health: Counseling / Therapy																
Mental Health: Psychiatric Medication Management																
Non-Medical Case Management																
Oral Health																
Outpatient Ambulatory Health Services: Medical Specialty																
Outpatient Ambulatory Health Services: Primary Care																
Outreach Services																
Peer Navigation**																
Substance Use Disorder Treatment: Outpatient																
Substance Use Disorder Treatment: Residential																
Transportation: Assisted and Unassisted																

*Coordinated HIV Services for Women, Infants, Children, Youth and Families

**Referral for Healthcare and Support Services

No Conflicts			
Acevedo, Allan F. Duarte, Esteban Fleming, Tyra Jacobs, Delores A.		Kubricky, Cinnamen Lochner, Michael Quezada-Tores, Karla Robles, Raul	
		Weber, Jeffery West, Abigail Wimpie, Michael	



SAN DIEGO HIV PLANNING GROUP (HPG)
MEETING MINUTES
WEDNESDAY, JUNE 28, 2023, 3:00 PM – 5:00 PM
COUNTY OPERATIONS CENTER
5530 OVERLAND AVE, SAN DIEGO, CA 92123 (ROOM 124)

To participate remotely via WebEx:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m884aa5e8df7e4e85a91f53b5c8344aa5>

Call in: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID (access code): 133 917 9274

Password: HIVPG.20

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is fifteen (15).

HPG Members Present: Allan, Acevedo, Amy Applebaum, Alberto Cortes, Beth Davenport, Esteban Duarte, Tyra Fleming, Felipe Garcia-Bigley, David Grelotti, Delores Jacobs, Cinnamen Kubricky, Robert Lewis, Michael Lochner, Karla Quezada-Torres, Raul Robles, James Rucker, Stephen Spector, Winston Tilghman, Regina Underwood, Rhea Van Brocklin (via WebEx; Just Cause), Freddy Villafan, Jeffrey Weber, Abigail West, Adrienne Yancey

HPG Members Absent: Pamela Highfill, Moira Mar-Tang, Venice Price, Shannon Ransom

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 3:00 p.m. and noted the presence of a quorum in person. He recognized several individuals for their work with the HIV Planning Group, work on the Ad-Hoc Bylaws Workgroup, work on the MPOX Task Force, and work on the Getting to Zero Community Engagement Action Plan.	
2. Public comment	None	
3. Sharing our concerns	<ul style="list-style-type: none">An HPG member shared a concern regarding the rising cost of water in San Diego County.An HPG member shared a concern regarding a client who was charged a fee to change to a different medical provider.	

Agenda Item	Discussion/Action	Follow-Up
4. ACTION: Approve the HPG agenda for June 28, 2023	Action: Approve the HPG agenda for June 28, 2023 as presented with the noted change: Remove agenda item 6. b. Approve reallocation of funding. Motion/Second/Count (M/S/C): Jacobs/Villafan 18/0 Abstentions: Grelotti, Lochner, West, Wimpie Motion carries	
5. Old Business	None	
6. New Business		
a) ACTION: Approve Ryan White Part A carryover funds from Fiscal Year (FY) 22-23 in amount of \$370,533 towards Emergency Housing	Dr. Delores Jacobs reviewed the action item. Action: Approve Ryan White Part A carryover funds from FY22-23 in the amount of \$370,533 towards Emergency Housing M/S/C: Priority Setting and Resource Allocation Committee (PSRAC) 19/0 Abstentions: Grelotti, Jacobs, Lochner, West Motion carries	
b) ACTION: Approve FY24 (March 1, 2024 – February 28, 2025) Service Priority Rankings	Dr. Jacobs reviewed the action item. Action: Approve FY24 (March 1, 2024 – February 28, 2025) Service Priority Rankings as presented M/S/C: PSRAC 19/0 Abstentions: Grelotti, Jacobs, Lochner, Mar-Tang, West Motion carries	
7. Review AB2449 and teleconferencing requirements	Lauren Brookshire reviewed the requirements of the Assembly Bill 2449 and the requirements of the Brown Act.	
8. Border Health Presentation	Alicia Espinoza and Izzybeth Rodriguez presented on the County's Office of Border Health (OBH) program.	
9. Amended HPG Bylaws	The HPG Bylaws as amended were approved by the County Board of Supervisors. A copy with Tracked Changes and a "Clean" copy were included in the meeting materials packet. The Membership Committee Guidelines will be revised as needed.	
10. ACTION: Approve MPOX recommendations for Vaccine Equity	Mikie Lochner reviewed the action item. Action: Approve MPOX recommendations for Vaccine Equity M/S/C: MPOX Task Force 20/0 Abstentions: Lochner, West, Yancy Motion carries	
11. ACTION: Approval of consent agenda	Action: Approval of consent agenda which includes: Approval of HPG minutes from February	

Agenda Item	Discussion/Action	Follow-Up
	<p>22, 2023, April 26, 2023, May 24, 2023; Acceptance of the following committee minutes: Steering Committee: February 14, 2023; April 18, 2023; Strategies and Standards Committee: April 4, 2023; Membership Committee: February 8, 2023, March 8, 2023; Priority Setting and Resource Allocation Committee: February 9, 2023, March 9, 2023; May 11, 2023, June 8, 2023; Community Engagement Group: February 15, 2023, March 15, 2023, April 19, 2023, May 17, 2023; MPOX Task Force: January 19, 2023; (Included for your information, not for acceptance; CARE Partnership: February 13, 2023, March 20, 2023; April 17, 2023, May 15, 2023; HIV Housing Committee: January 18, 2023, and March 15, 2023; Faith-Based Action Coalition: January 5, 2023, February 2, 2023, and March 2, 2023)</p> <p>M/S/C: Acevedo/Rucker 17/0</p> <p>Abstentions: Lochner, Tilghman, West, Yancy</p> <p>Motion carries</p>	
<p>12. Updates and budget review from the HIV, STD, and Hepatitis Branch (HSHB)</p>	<p>Lauren Brookshire reviewed the HSHB report which was included in the meeting materials packet. She highlighted the following:</p> <ul style="list-style-type: none"> • Service Utilization: 1,956 clients; a small increase compared to the previous grant period of 1,947. • Viral suppression of Ryan White (RW) clients in May 2023 was 93% (for clients who have viral load tests documented in ARIES). • A review of service capacity revealed no concerns; some HPG members and participants voiced concerns of oral reports from consumers regarding lack of capacity in getting timely appointments, particularly for mental health services. • Expenditure report through April 2023 (16.67% of FY elapsed) <ul style="list-style-type: none"> ○ Underspending service categories include Medical Specialty (2%), Psych. Med. Mgmt (9%), Oral Health (9%) ○ Overspending service categories include Primary Care (18%), Emergency Housing (19%); Emergency Financial Assistance (22%); reallocation recommendations may come forward next month. 	

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> ○ The RW Part B, HIV Prevention, Ending the HIV Epidemic (EHE) HRSA funding, and EHE CDC/CDPH funding all are spending on target. ● The Mobile App for HIV resources is expected to be available by the end of June 2023. 	
13. HPG Support Staff Report	Dr. Ken Riley reviewed the Administrative budget and discussed the approved key data finding reports which will be made available during the priority setting and budget allocation process and will be available on the HPG website, www.sdplanning.org .	
14. Committee Reports	Committee reports were included in the meeting materials packet.	
a) State Office of AIDS (OA) and AIDS Drug Assistance Program (ADAP) – Abigail West by teleconference, 1616 Capitol Ave, 6th Fl, Ste 616, Sacramento, CA 95814)	Abigail West highlighted from the OA report which was included in the meeting materials packet. <ul style="list-style-type: none"> ● Special thanks to the San Diego HPG Strategies and Standards Committee for their work on the Statewide Integrated Strategic Plan. ● The OA is moving forward with the integration of HIV, STI, and HCV programs into a single new Division. 	
b) Getting To Zero (GTZ) Community Engagement Project Updates	Dr. Delores Jacobs reviewed the final report on the GTZ Community Engagement Project recommendations and actions to date; the report was included in the meeting materials packet.	
c) California HIV Planning Group (CHPG)	No updates	
d) Faith-Based Action Coalition – Kenyatta Parker	Dr. Ken Riley gave an update on the Faith-Based Action Coalition plan to work with community partners, including the County's African American/Black Immunization Coalition.	
15. Review committee attendance	The report was included in the meeting materials packet.	
16. Suggestions to the Steering Committee for future agenda items for consideration	None	
17. Announcements	<ul style="list-style-type: none"> ● On July 11, 2023 there will be a training for Advisory Board members; HPG members are welcome to attend. 	

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> There will be a Long-Term Survivors contingent in the Pride parade and volunteers are needed for an HPG outreach table at the Pride Festival; for more information please contact Mikie Lochner via the HPG Support Staff. 	
18. Next meeting date	Date: July 26, 2023 Time: 3:00 PM – 5:00 PM Location: In-person at the Malcolm X / Valencia Park Library 148 Market St. San Diego, CA 92114 (Multipurpose Room) and via WebEx.	
19. Adjournment	4:56 p.m.	



SAN DIEGO HIV PLANNING GROUP (HPG)
MEETING MINUTES
WEDNESDAY, JULY 26, 2023, 3:00 PM – 5:00 PM
MALCOLM X / VALENCIA PARK LIBRARY, MULTIPURPOSE ROOM
5148 MARKET STREET, SAN DIEGO, CA 92114

To participate remotely via WebEx:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m884aa5e8df7e4e85a91f53b5c8344aa5>

Call in: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID (access code): 133 917 9274

Password: HIVPG.20

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is fifteen (15).

HPG Members Present: Allan Acevedo, Amy Applebaum, Beth Davenport, Esteban Duarte, Tyra Fleming, Felipe Garcia-Bigley, David Grelotti, Pamela Highfill, Cinnamon Kubricky, Robert Lewis, Michael Lochner, Moira Mar-Tang, Shannon Ransom, Raul Robles, James Rucker, Stephen Spector, Winston Tilghman, Karla Quezada-Torres, Regina Underwood, Rhea Van Brocklin, Freddy Villafan, Jeffrey Weber, Michael Wimpie, Abigail West, Adrienne Yancey

HPG Members Absent: Alberto Cortes, Delores Jacobs, Venice Price, Stephen Spector

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 3:02 PM and noted the presence of a quorum in person. Introductions were given by members and all in attendance in person.	
2. Public comment	None	
3. Sharing our concerns	A member voiced concerns over the increasing costs of water, drinks, and utility bills. The member mentioned that parents are having difficulty finding programs to support school supplies for children returning to school and is requesting information on local resources.	
4. ACTION: Approve the HPG agenda for July 26, 2023	Action: Approve the HPG agenda for July 26, 2023 as presented. Motion/Second/Count (M/S/C): Van Brocklin, Weber, 18-0	

Agenda Item	Discussion/Action	Follow-Up
	Abstentions: Lochner, West Motion carries	
5. Old Business	None	
6. New Business		
a) ACTION: Membership Committee – Approve recommendation(s) for HPG membership – Reappointment for Rhea Van Brocklin	Bob Lewis presented the action item; the information sheet was included in the meeting materials packet. Action: Approve recommendation(s) for HPG membership – Reappointment for Rhea Van Brocklin M/S/C: Membership Committee, 18-0 Abstentions: Lochner, Van Brocklin, West, Motion carries	
b) ACTION: Priority Setting and Resource Allocation Committee – Approve reallocation of funds for FY 23 (the current fiscal year; March 1, 2023 – February 29, 2024)	No FY 23 reallocation recommendations currently.	
c) ACTION: Priority Setting and Resource Allocation Committee – Approve funding allocations in level and reduction funding scenarios for FY 24 (March 1, 2024 – February 28, 2025)	No FY 24 allocation recommendations currently.	
7. Presentation on San Diego Advancing Innovating Medi-Cal (SDAIM) – Medical Care Services Division	A presentation on San Diego Advancing Innovating Medi-Cal (SDAIM) was given by Dr. Heather Summers from the County of San Diego’s Medical Care Services Division.	

Agenda Item	Discussion/Action	Follow-Up
8. Conflict of Interest Guidelines	Conflict of Interest Guidelines for members were reviewed by the Chair and the Recipient, Patrick Loose.	
9. Updates and budget review from the HIV, STD, and Hepatitis Branch (HSHB)	Maritza Herrera presented updates from the HSHB branch including: <ul style="list-style-type: none"> Ending the HIV Epidemic Site Visit Report Completion of the Leadership Training program for Project PEARL Ryan White Part A and B service utilization report reflecting data through June 30, 2023 Ryan White Part A expenditure report reflecting data through May 31, 2023 	
10. HPG Support Staff Report	Dr. Ken Riley briefly discussed the 2023 Combined Key Data Findings in preparation of the FY24 budget allocation approval process.	
a) Administrative Budget review	Carlie Catolico reviewed the HPG administrative budget which reflects funds spent from March 1, 2023 to May 31, 2023.	
11. Suggestions to the Steering Committee for future agenda items for consideration	None	
12. Announcements	Christie's Place will be distributing school supplies during their Annual Back to School Party on Friday, August 11, 2023. Time: TBD.	
13. Next meeting date	Date: Wednesday, August 2, 2023 Time: 2:00 PM – 5:00 PM Location: Southeastern Live Well Center, Room 178C (5101 Market Street, San Diego, CA 92114) and via WebEx.	
14. Adjournment		



SAN DIEGO HIV PLANNING GROUP (HPG)
MEETING MINUTES
WEDNESDAY, AUGUST 2, 2023, 2:00 PM – 5:00 PM
SOUTHEASTERN LIVE WELL CENTER, ROOM 178C
5101 MARKET STREET, SAN DIEGO, CA 92114

To participate remotely via WebEx:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=me19449e129e1588ba33895e1d406128d>

Call in: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID (access code): 2633 827 4816

Password: HIVPG.20

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is fifteen (15).

HPG Members Present: Allan Acevedo, Amy Applebaum, Alberto Cortes, Tyra Fleming, Felipe Garcia-Bigley, Pamela Highfill, Delores Jacobs, Cinnamen Kubricky, Robert Lewis, Michael Lochner, Moira Mar-Tang (Emergency Circumstance), Shannon Ransom, Raul Robles, Stephen Spector, Winston Tilghman, Karla Quezada-Torres, Regina Underwood, Rhea Van Brocklin, Jeffrey Weber, Michael Wimpie, Adrienne Yancey

HPG Members Absent: Beth Davenport, Esteban Duarte, David Grelotti, Venice Price, James Rucker, Freddy Villafan, Abigail West

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 2:16 PM and noted the presence of a quorum in person. Action: Approve remote participation via Emergency Circumstance for Moira Mar-Tang. M/S/C: Jacobs, Lewis, 16-0 Abstentions: Lochner Motion carries	
2. Public comment	A member of the public voiced concerns about the scheduled meeting times of HPG and its committees and noted that daytime meetings are not convenient for consumers. A member of the public urged HPG members to not make any funding decreases to the service categories of substance abuse and mental health.	

Agenda Item	Discussion/Action	Follow-Up
3. Sharing our concerns	<p>An HPG member expressed that utilities prices are increasing and those in Section 9 are experiencing difficulties maintaining stable housing due to landlords not passing their housing inspections.</p> <p>Another HPG member expressed concerns about not having stable housing and requested housing resource information.</p>	
4. ACTION: Approve the HPG agenda for August 2, 2023	<p>Action: Approve the HPG agenda for August 2, 2023 as presented.</p> <p>Motion/Second/Count (M/S/C): Cortes/Lewis 18/0</p> <p>Abstentions: Lochner</p> <p>Motion carries</p>	
5. Old Business	None	
6. New Business		
1. ACTION: Priority Setting and Resource Allocation Committee – Approve reallocation of funds for FY 23 (the current fiscal year; March 1, 2023 – February 29, 2024)	None currently	

<p>2. ACTION: Priority Setting and Resource Allocation Committee – Approve funding allocations in level and reduction funding scenarios for FY 24 (March 1, 2024 – February 28, 2025)</p>	<p>Level funding:</p> <ol style="list-style-type: none"> 1. Action: Increase funding to Outpatient Ambulatory Health Services: Primary Care (priority #1) by \$250,000 from \$852,630 to \$1,102,630. Motion/Second/Count (M/S/C): Priority Setting and Allocation Committee (PSRAC) 11/0 Abstentions: Garcia-Bigley, Highfill, Jacobs, Kubricky, Lewis, Lochner, Mar-Tang, Ransom Motion carries 2. Action: Decrease funding to Outpatient Ambulatory Health Services: Medical Specialty (priority #2) by \$78,386 from \$273,386 to \$195,000. Motion/Second/Count (M/S/C): PSRAC 13/0 Abstentions: Garcia-Bigley, Jacobs, Lewis, Lochner, Mar-Tang, Ransom Motion carries 3. Action: Decrease funding to Oral Health (priority #3) by \$40,000 from \$200,940 to \$160,940. M/S/C: PSRAC, 15-0 Abstentions: Lochner, Garcia-Bigley, Jacobs, Lewis Motion carries 4. Action: Decrease funding to Medical Case Management (MCM) Services (Priority #4) by \$16,485 from \$1,168,338 to \$1,151,853. M/S/C: PSRAC 8/0 Abstentions: Applebaum, Garcia-Bigley, Jacobs, Kubricky, Lewis, Lochner, Ransom, Tilghman, Underwood , Yancey Motion carries 5. Action: Decrease funding to Non-Medical Case Management for Housing (priority #6) by \$50,000 from \$250,000 to \$200,000. M/S/C: PSRAC 11/0 Abstentions: Garcia-Bigley, Highfill, Lewis, Lochner, Mar-Tang, Ransom, Underwood Motion carries 6. Action: : Decrease funding to Non-Medical Case Management for Housing (priority #6) by \$50,000 from \$250,000 to \$200,000. 	
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	<p>M/S/C: PSRAC 7/1 Abstentions: Acevedo, Applebaum, Garcia-Bigley, Highfill, Jacobs, Kubricky, Lewis, Lochner, Mar-Tang, Ransom, Tilghman, Underwood, Van Brocklin Motion carries</p> <p>7. Action Item: Increase funding to Housing: Emergency Housing (priority #7) by \$173,515 from \$1,010,000 to \$1,183,515. M/S/C: PSRAC 17/0 Abstentions: Lochner, Jacobs, Ransom Motion carries</p> <p>8. Action Item: Level-funding for Housing Location, Placement and Advocacy Services (priority #8) at \$100,000. M/S/C: PSRAC 11/0 Abstentions: Garcia-Bigley, Highfill, Jacobs, Lewis, Lochner, Mar-Tang, Ransom, Underwood, Van Brocklin Motion carries</p> <p>9. Action Item: Level-funding for Partial Assistance Rental Subsidy (PARS) (priority #9) at \$807,507. M/S/C: PSRAC 16/0 Abstentions: Applebaum, Jacobs, Lochner Motion carries</p> <p>10. Action: Decrease funding to Mental Health: Counseling/Therapy & Support Groups (priority #10) at by \$161,062 from \$1,061,062 to \$900,000. M/S/C: PSRAC 8/2 Abstentions: Garcia-Bigley, Highfill, Jacobs, Lewis, Lochner, Mar-Tang, Ransom, Underwood, Van Brocklin Motion carries</p> <p>11. Action: Decrease funding to Substance Use Treatment Services: Outpatient (priority #11) by \$10,000 from \$270,127 to \$260,127. M/S/C: PSRAC 12/1 Abstentions: Applebaum, Highfill, Jacobs, Lewis, Lochner, Spector, Tilghman, Underwood Motion carries</p>	
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	<p>12. Action: Decrease funding to Mental Health: Psychiatric Medication Management (priority #12) by \$7,036 from \$13,036 to \$6,000. M/S/C: PSRAC 14/0 Abstentions: Garcia-Bigley, Jacobs, Lewis, Lochner, Mar-Tang, Ransom, Spector Motion carries</p> <p>13. Action: Increase funding to Coordinated HIV Services for Women, Infants, Children, Youth, and Families (CHS: WICYF) (priority #13) by \$49,840 from \$943,317 to \$993,157. M/S/C: PSRAC 9/0 Abstentions: Applebaum, Garcia-Bigley, Highfill, Jacobs, Lewis, Lochner, Mar-Tang, Ransom, Spector, Tilghman, Underwood, Van Brocklin Motion carries</p> <p>14. Action: Increase funding to Early Intervention Services: Regional Services (priority #14) by \$9,614 from \$800,386 to \$810,000. M/S/C: PSRAC 9/0 Abstentions: Applebaum, Garcia-Bigley, Highfill, Jacobs, Lewis, Lochner, Mar-Tang, Ransom, Spector, Tilghman, Underwood, Van Brocklin Motion carries</p> <p>15. Action: Zero funding for Health Education and Risk Reduction (priority # 15) at \$0. M/S/C: PSRAC 14/0 Abstentions: Yancey, Applebaum, Garcia-Bigley, Jacobs, Lewis, Lochner, Underwood Motion carries</p> <p>16. Action: Decrease funding to Peer Navigation (Referral for Health Care and Support Services) (priority #16) by \$100,000 from \$400,000 to \$300,000. M/S/C: PSRAC 8/1 Abstentions: Acevedo, Applebaum, Garcia-Bigley, Jacobs, Lewis, Lochner, Mar-Tang, Spector, Tilghman, Underwood, Van Brocklin Motion carries</p> <p>17. Action: Level-funding for Psychosocial Support Services (priority #17) at \$46,744. M/S/C: PSRAC 12/0</p>	
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	<p>Abstentions: Garcia-Bigley, Jacobs, Lewis, Lochner, Mar-Tang, Ransom, Spector, Underwood, Van Brocklin</p> <p>Motion carries</p> <p>18. Action: Zero funding for Substance Use Treatment Services: Residential (priority #18) at \$0. M/S/C: PSRAC 14/0 Abstentions: Yancey, Applebaum, Garcia-Bigley, Jacobs, Lewis, Lochner, Underwood Motion carries</p> <p>19. Action: Level-funding for Home-based Care Coordination (priority #19) at \$228,500. M/S/C: PSRAC 14/0 Abstentions: Yancey, Applebaum, Garcia-Bigley, Jacobs, Lewis, Lochner, Underwood Motion carries</p> <p>20. Action: Decreased funding to Transportation: Assisted and Unassisted (priority #20) by \$20,000 from \$142,830 to \$122,830. M/S/C: PSRAC 10/0 Abstentions: Yancey, Applebaum, Garcia-Bigley, Jacobs, Lewis, Lochner, Mar-Tang, Ransom, Spector, Tilghman, Underwood Motion carries</p> <p>21. Action: Level-funding for Food Services: Home-Delivered Meals (priority #21) at \$536,073. M/S/C: PSRAC 17/0 Abstentions: Cortes, Jacobs, Kubricky, Lochner Motion carries</p> <p>22. Action: Level-funding for Medical Nutrition Therapy (priority #22) at \$35,542. (M/S/C: PSRAC 17/0 Abstentions: Cortes, Jacobs, Kubricky, Lochner Motion carries</p> <p>23. Action: Level-funding for Legal Services (priority #23) at \$285,265. M/S/C: PSRAC 17/0 Abstentions: Cortes, Jacobs, Kubricky, Lochner</p>	
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	<p>Motion carries</p> <p>24. Action: Level-funding for Emergency Financial Assistance (priority #24) at \$36,865. M/S/C: PSRAC 17/0 Abstentions: Cortes, Jacobs, Kubricky, Lochner Motion carries</p> <p>25. Action: Zero funding for Home Health Care (priority #25) at \$0; Zero funding for Early Intervention Services: HIV Counseling and Testing (priority #26) at \$0; Zero funding for Cost-Sharing Assistance (priority #27) at \$0; Zero funding for Hospice (priority #28) at \$0. M/S/C: PSRAC 17/0 Abstentions: Cortes, Jacobs, Kubricky, Lochner Motion carries</p> <p>26. Action: For Minority Health Initiative (MAI) funding, distribute the MAI total of \$674,238 with \$574,238 to Multidisciplinary Teams and \$100,000 to Emergency Housing. M/S/C: PSRAC 16/0 Abstentions: Garcia-Bigley, Jacobs, Lochner, Mar-Tang, Underwood Motion carries</p> <p>Reduction Scenario funding:</p> <p>1. Action Item (Priority Setting and Resource Allocation Committee) (PSRAC): Use 1.5% of the FY 23 Part A total of \$10,084,192 for the reduced funding scenario (= \$147,818). M/S/C: PSRAC 13/0 Abstentions: Garcia-Bigley, Jacobs, Lewis, Lochner, Mar-Tang, Ransom, Spector Motion carries</p> <p>2. Action Item (PSRAC): Decrease funding to Outpatient Ambulatory Health Services: Primary Care (priority #1) by \$78,000 from \$1,102,630 to \$774,630. M/S/C: PSRAC 13/0 Abstentions: Garcia-Bigley, Jacobs, Lewis, Lochner, Mar-Tang, Ransom, Spector Motion carries</p>	
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	<p>3. Action Item (PSRAC): Decrease funding to Oral Health Services (Priority #3) by \$40,000 from \$160,940 to \$120,940. Motion/Second/Count (M/S/C): PSRAC, 13-0 Abstentions: Lochner, Garcia-Bigley, Jacobs, Lewis, Mar-Tang, Ransom, Spector Motion carries</p> <p>4. Action Item (PSRAC): Decrease funding to Emergency Housing (Priority #7) by \$29,818 from \$1,183,515 to \$1,153,697. Motion/Second/Count (M/S/C): PSRAC, 13-0 Abstentions: Lochner, Garcia-Bigley, Jacobs, Lewis, Mar-Tang, Ransom, Spector Motion carries</p>	
6. ACTION: Priority Setting and Resource Allocation Committee – Approve recommendations for how services should be organized and delivered in FY 24 (March 1, 2024 – February 28, 2025)	The recommendations for how services should be organized and delivered were forwarded to the Strategies and Standards Committee for review.	
27. Updates and budget review from the HIV, STD, and Hepatitis Branch (HSHB)	No updates	
28. Suggestions to the Steering Committee for future agenda items for consideration	<p>A member requested to discuss the gaps in services for core medical services and how to address them.</p> <p>A member requested a training on how to properly vote during meetings and the impact on those decisions.</p> <p>A member of support staff suggested a training on how to use data sources towards decision making.</p> <p>A member of the recipient's office suggested a training on Women, Infants, Youth, and Families.</p> <p>A member requested a training on substance abuse treatment and understanding the differences</p>	Staff will take the recommended trainings to the Steering Committee for consideration and inclusion in the HIV Training Plan.

	<p>between residential and outpatient treatment programs.</p> <p>A member requested to discuss homelessness in the youth population and a training on how to empower them to improve their living situation.</p>	
29. Announcements		
30. Next meeting date (if needed)	<p>Wednesday, September 20, 2023</p> <p>Location: TBD</p> <p>Time: 3:00 PM – 5:00 PM</p>	
31. Adjournment	4:40 PM	



SAN DIEGO HIV PLANNING GROUP (HPG)
MEETING MINUTES
WEDNESDAY, SEPTEMBER 27, 2023, 3:00 PM – 5:00 PM
SOUTHEASTERN LIVE WELL CENTER, ROOM A
5101 MARKET STREET, SAN DIEGO, CA 92114

To participate remotely via Zoom:

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

Call in: +1-669-444-9171 (US)

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 fourteen (14).

HPG Members Present: Amy Applebaum, Alberto Cortes, Tyra Fleming, Felipe Garcia-Bigley, David Grelotti, Cinnamon Kubricky, Robert Lewis, Michael Lochner, Moira Mar-Tang, Venice Price, Shannon Ransom, Regina Underwood, Rhea Van Brocklin, Freddy Villafan, Jeffrey Weber, Michael Wimpie, Adrienne Yancey

HPG Members participating virtually: Stephen Spector (Just Cause), Winston Tilghman (Just Cause), Abigail West (Just Cause)

HPG Members Absent: Allan Acevedo, Beth Davenport, Esteban Duarte, Pamela Highfill, Delores Jacobs, Raul Robles, Karla Quezada-Torres

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 3:12 PM and noted the presence of an in-person quorum. The HPG Chair reminded the members to respond to the quorum checks in a timely manner and noted that the virtual component of all meetings will be conducted via the Zoom platform moving forward. A moment of silence was observed.	
2. Public comment	A member of the public voiced concerns about the HIV Planning Group (HPG) not following the voting procedures outlined in the membership guidelines as they relate to consecutive absences.	

Agenda Item	Discussion/Action	Follow-Up
	A member of the public encouraged the HPG members to continue to have meetings with easy public access.	
3. Sharing our concerns	<p>An HPG member shared a concern about the increase in the demand for emergency services and difficulties maintaining stable housing among the aging population. As a member of the Housing Committee, the HPG member shared a resource for housing options: www.affordablehousing.com.</p> <p>An HPG member shared a concern about service categories not being applied equally in the community. They also shared a concern about Case Manager and Peer Navigator training that is offered by the County of San Diego.</p>	The HPG Chair will discuss the Case Manager and Peer Navigator training with the Steering Committee to ensure the availability of the resource to the community.
4. ACTION: Approve the HPG agenda for September 27, 2023	<p>Action: Approve the HPG agenda for September 27, 2023 as presented.</p> <p>Motion/Second/Count (M/S/C): Van Brocklin/Wimpie, 19/0</p> <p>Abstentions: Lochner</p> <p>Motion carries</p>	
5. Old Business	None	
6. New Business		
<p>a. ACTION (Membership Committee): Approve recommendation(s) for HPG membership.</p> <p>i. Appoint Marco Aguirre for a 4-year term to Seat 10</p>	<p>Bob Lewis presented the action item; the information sheet was included in the meeting materials packet.</p> <p>Action: Approve recommendation(s) for HPG membership – appointment of Marco Aguirre Mendoza for a 4-year term to Seat 10</p> <p>M/S/C: Membership Committee 18/0</p> <p>Abstentions: Lochner, Van Brocklin</p> <p>Motion carries</p>	
<p>b. ACTION (Priority Setting and Resource Allocation Committee): Approve reallocation of funds for FY 23 (the current fiscal year; March 1, 2023 – February 29, 2024)</p>	<p>Mikie Lochner presented the action item. Patrick Loose provided additional clarification. The action item information sheet was included in the meeting materials packet.</p> <p>Action: Approve action items 1) Decrease Case Management Non-Medical for Housing by \$250,000, from \$250,000 to \$0, and 2) Decrease Housing Location, Placement and Advocacy Services by \$100,000, from \$100,000 to \$0.</p> <p>M/S/C: Priority Setting and Resource Allocations Committee (PSRAC) 14/0.</p>	

Agenda Item	Discussion/Action	Follow-Up
	<p>Abstentions: Applebaum, Lochner, Mar-Tang, Villafan, West Motion carries</p> <p>Action: Approve action items 3) Decrease Psychosocial Support Services by \$60,000, from \$60,000 to \$0, and 4) Decrease Mental Health Services by \$150,000, from \$1,061,062 to \$906,062. M/S/C: PSRAC 8/0 Abstentions: Garcia-Bigley, Grelotti, Kubricky, Lewis, Mar-Tang, Price, Ransom, Underwood, Van Brocklin, West, Wimpie Motion carries</p> <p>Action: Approve action items 5) Decrease Home Delivered Meals by \$19,500, from \$536,073 to \$516,573, and 11) Increase Emergency Financial Assistance by \$19,500, from \$36,856 to \$56,356. M/S/C: PSRAC 17/0 Abstentions: Cortes, Lochner, West Motion carries</p> <p>Action: Approve action item 6) Increase Primary Care by \$250,000, from \$852,630 to \$1,102,630. M/S/C: PSRAC 12/0 Abstentions: Garcia-Bigley, Grelotti, Lewis, Mar-Tang, Lochner, Ransom, Spector, West Motion carries</p> <p>Action: Approve action items 7) Increase Medical Case Management by \$115,000, from \$1,053,338 to \$1,168,338, and 9) Increase Early Intervention Services: Regional Services by \$35,000, from \$800,386 to \$835,386. M/S/C: PSRAC 8/0 Abstentions: Applebaum, Garcia-Bigley, Grelotti, Lewis, Lochner, Mar-Tang, Ransom, Spector, Tilghman, Underwood, West, Yancey Motion carries</p> <p>Action: Approve action item 8) Increase Coordinated HIV Services for Women, Infants, Children, Youth, and Families (WICYF) by \$50,000, from \$943,317 to \$993,317. M/S/C: PSRAC 13/0</p>	

Agenda Item	Discussion/Action	Follow-Up
	<p>Abstentions: Kubricky, Lochner, Mar-Tang, Ransom, Spector, Van Brocklin, West, Yancey Motion carries</p> <p>Action: Approve action item 10) Increase Emergency Housing by \$115,000, from \$960,000 to \$1,075,000. M/S/C: PSRAC 17/0 Abstentions: Lochner, Mar-Tang, West Motion carries</p>	
<p>c. ACTION (Steering Committee): Approve the Core Medical Services waiver</p>	<p>Mikie Lochner reviewed the action item. The action item information sheet was included in the meeting materials packet. Action: Approve the Core Medical Services waiver M/S/C: Steering Committee 16/0 Abstentions: Applebaum, Lochner, West Motion carries</p>	
<p>d. ACTION (Steering Committee): Approve HIV/AIDS Services Funding Board Letter</p>	<p>Mikie Lochner and Patrick Loose reviewed the action item. The action item information sheet was included in the meeting materials packet. Action: Approve the HIV/AIDS Services Funding Board Letter M/S/C: Steering Committee 15/0 Abstentions: Lochner, West Motion carries</p>	
<p>7. Assessment of the Administrative Mechanism Report – Carlie Catolico</p>	<p>Carlie Catolico presented the Assessment of the Administrative Mechanism report and provided a summary on each of the four components of the Assessment.</p> <p>An HPG member voiced an interest in further understanding how community concerns are addressed in the Assessment.</p> <p>Feedback was requested by no later than September 28, 2023.</p>	
<p>8. County of San Diego Getting to Zero mobile application demonstration – Felipe Ruiz</p>	<p>Felipe Ruiz presented on the newly launched County of San Diego Getting to Zero mobile application. A resource guide is available in paper format in English and Spanish to those without access to the application.</p>	<p>HPG Support Staff to work with Felipe Ruiz to develop a video on navigating the application to be shared with the public.</p>
<p>9. Needs Assessment Working Group</p>	<p>Tabled</p>	

Agenda Item	Discussion/Action	Follow-Up
10. HIV, STD, and Hepatitis Branch (HSHB) Report	Tabled	
11. Celebration of Life <i>Greg Knoll, CEO of Legal Aid Society</i> <i>Irene Milton, Founder of Christie's Place</i> <i>Carole Norman, 4th Chair of HPC/HPG</i> <i>Ruth Riedel, CEO of Alliance Healthcare Foundation</i> <i>James Rucker, HPG Member</i>	Tabled	
12. Announcements	Carlie Catolico introduced the new HPG Support Staff Supervisor, Dasha Dahdouh.	
a. Request for Truax Nominations	Carlie Catolico reminded the attendees that the deadline for the 2023 Truax Award nominations is October 1, 2023.	
b. Gas cards	Carlie Catolico apologized for the delay in receiving mileage reimbursement and mentioned that the HPG Support Staff is in the process of working with a new vendor.	
13. Next meeting date	Date: Wednesday, October 25, 2023 Time: 3:00 PM – 5:00 PM Location: South Region Live Well Center, 690 Oxford Street, Chula Vista, CA 91911 (Conference Room 1) and via Zoom.	
14. Adjournment	The meeting was adjourned at 5:00 PM.	



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, May 16, 2023, 11:00 am – 1:00 pm

County Operations Center (COC)
5570 Overland Ave. San Diego, CA 92123 (Room 1047, Medical Examiner's Office)

A quorum for this committee is four (4)

Committee Members present: Allan Acevedo, Community Engagement Group / Dr. Delores Jacobs, Priority Setting and Resource Allocation Committee / Bob Lewis, Membership Committee / Shannon Ransom, Strategies & Standards Committee / Rhea Van Brocklin, Vice-Chair

Committee Members absent: Mikie Lochner, Chair / Dr. Winston Tilghman, Medical Standards and Evaluations Committee

MINUTES

Agenda Item	Discussion/Action	Follow-Up Needed
1. Call to order, comments from the chair and a moment of silence	Rhea Van Brocklin called the meeting to order at 11:01 a.m. and noted the presence of an in-person quorum. The chair thanked attendees for their participation. A moment of silence was observed.	
2. Public comment (for members of the public)	None	
3. Sharing our concerns (for committee members)	None	
4. ACTION: Approve the Steering Committee agenda for Tuesday, May 16, 2023	ACTION: Approve Steering Committee agenda for May 16, 2023 Motion/Second/County(M/S/C): Jacobs/Lewis 3/0 Abstentions: Van Brocklin Motion carries	

Agenda Item	Discussion/Action	Follow-Up Needed
5. ACTION: Approve the HPG agenda for May 24, 2023	ACTION: Approve the HPG agenda for May 24, 2023 as presented with the noted changes: <ul style="list-style-type: none"> • Add Action Item: Approve change to quorum requirement in HPG Bylaws. M/S/C: Acevedo/Jacobs 4/0 Abstentions: Van Brocklin Motion carries	
6. Committee Reports and Recommendations		
a) ACTION: Approve the Board Letter to accept Ryan White Part A funding for FY 23	ACTION: Approve the Board Letter to accept Ryan White Part A funding for FY 23 M/S/C: Jacobs/Acevedo 4/0 Abstentions: Van Brocklin Motion carries	
7. Process and Governance Issues		
a. Review: Public comments / HPG member comments / Suggestions to the Steering Committee from previous HPG meeting(s)	The committee reviewed comments from the May 24, 2022 HPG meeting.	
b. Review 2023 HPG Work Plan	The committee reviewed the 2023 Work Plan and made the following recommendations: <ul style="list-style-type: none"> • A member of the Recipient's office will be providing a training on the Ryan White HIV/AIDS Program and Parts at the May 2023 HPG meeting. • A training on the San Diego Advancing and Innovating Medi-Cal (SD AIM) will be provided at the June 2023 HPG meeting. • A training from Border Health staff will be provided at the June 2023 HPG meeting. ACTION: Revise the May 2023 HPG agenda to include a training on the Ryan White HIV/AIDS Program and Parts M/S/C: Jacobs/Acevedo 4/0 Abstentions: Van Brocklin Motion carries	
c. Discussion: Proposed agenda format	A member of the HPG Support Staff presented a new formatted meeting agenda template. The committee suggested to add back committee	

Agenda Item	Discussion/Action	Follow-Up Needed
	names and quorum number, as well as removing the HPG Support Staff address in the footer. The new formatted agenda will be used at all committee and HPG meetings starting in June 2023.	
d. Discussion: Translation services	<p>A member of the HPG Support Staff informed members that the CARE Partnership and Community Engagement meetings have automatic Spanish translation services. There was a discussion whether the committee recommended maintaining automatic translation services at \$390.00 per meeting or adhere to the process of requesting language services at least 96 hours in advance for both CARE Partnership and Community Engagement Group meetings.</p> <p>Allan Acevedo, Chair of the Community Engagement Group (CEG), suggested that this topic be discussed at the next Community Engagement Group meeting. Feedback will be then brought back to the June 2023 Steering Committee meeting for further discussion.</p>	HPG Support Staff will bring the item to the CEG meeting and return to the Steering Committee in June 2023.
e. Discussion: Planning for the Needs Assessment Survey of HIV Impact and other components (Provider Survey, Regional meetings/focus groups)	<p>In preparation for the upcoming Needs Assessment, a request will be made to form an internal working group rather than seeking out an external consultant. Depending on who the working group consists of will determine whether the requirements of the Brown Act will apply to those meetings.</p> <p>A member of the Recipient's office suggested to hire a temporary Support Staff member to assist with the Needs Assessment process.</p>	
f. Discussion: Steering Committee meeting schedule	The Vice Chair will reach out to the HPG chair for clarification on this agenda item.	
g. Discussion: HPG By-Laws quorum recommendation	For HPG By-Laws to become adopted, they will go forward in a board letter to the Board of Supervisors. As the upcoming changes to the HPG By-Laws were reviewed, County Council recommended that we reconsider our proposed change of lowering quorum to 33%, as lowering	

Agenda Item	Discussion/Action	Follow-Up Needed
	<p>quorum to below 50% is not considered standard practice. There is a concern that a small number of members will be allowed to make legislative decisions on behalf of a full body.</p> <p>ACTION: Change quorum in the HPG By-Laws to greater than 50%</p> <p>M/S/C: Jacobs/Ransom 4/0</p> <p>Abstentions: Van Brocklin</p> <p>Motion carries</p>	
h. Discussion: Planning for the Assessment of the Administrative Mechanism	The committee discussed and recommended beginning the process in June 2023.	Maintain on Steering Committee agenda.
i. ACTION: Approval of the Committee Operating Guidelines	<p>ACTION: Approve the Committee Operating Guidelines as presented</p> <p>M/S/C: Acevedo/Jacobs 3/0</p> <p>Abstentions: Lewis, Van Brocklin</p> <p>Motion carries</p> <p>Bob Lewis, Membership Committee Chair, shared concerns that both the Medical Standards and Evaluation Committee (MSEC) and Membership Committee have specific guidelines that do not apply to the Committee Operation Guidelines document. It was suggested that an Appendix and footnote noting these changes and differences be inserted into the Committee Operating Guidelines document.</p>	HPG Support Staff will add information to the Appendix regarding the Membership Committee and MSEC.
j. Update: Getting to Zero Community Engagement Project – 3-Year HPG Action Plan	<p>As Dr. Delores Jacob's contract to oversee the Getting to Zero Community Engagement Plan is scheduled to expire on June 20, 2023, Dr. Jacobs informed the committee that there are 12 out of 30 items that have been completed with 9 additional items that have not yet been addressed.</p> <p>The committee discussed and recommended to continue discussing these pending tasks and how are the HPG plans to accomplish them.</p>	
i. Membership recruitment plan draft	The committee discussed and recommended develop a transition process for those who are transitioning out of their seat after 8 years,	

Agenda Item	Discussion/Action	Follow-Up Needed
	especially those with a leadership role, to assist in recruitment for their seat.	
k. Update: Integrated Statewide Strategic Plan	Tabled	
8. Updates and budget review from the HIV, STD, and Hepatitis Branch (HSHB)	No updates. The HSHB report is in the meeting packet.	
9. ACTION: Approval committee meeting minutes from February 14, 2023 and April 18, 2023.	ACTION: Approve meeting minutes from February 14, 2023, and April 18, 2023 as presented. M/S/C: Jacobs/Acevedo 4/0 Abstentions: Van Brocklin Motion carries	
10. Review committee attendance	Tabled	
11. Future agenda items for consideration	Tabled	
12. Announcements	Tabled	
13. Next meeting date	Date: June 20, 2023 Time: 11:00 PM – 1:00 PM Location: In-person meeting at: 5570 Overland Ave. San Diego, CA 92123 (Room 1047, Medical Examiner's Office) AND remotely/virtually via WebEx	
14. Adjournment	1:05 pm	



SAN DIEGO HIV PLANNING GROUP (HPG)

STEERING COMMITTEE

DRAFT MINUTES

TUESDAY, JUNE 20, 2023, 11:00 AM – 1:00 PM

COUNTY OPERATIONS CENTER

5570 OVERLAND AVE, SAN DIEGO, CA 92123 (ROOM 1047, MEDICAL EXAMINER'S OFFICE)

To participate remotely via WebEx:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m76dc5409280b588ea7b4626fa30eda7d>

Call in: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID (access code): 133 805 7740

Password: Steer.20

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is four (4).

Committee Members Present: Delores Jacobs, Bob Lewis, Mikie Lochner, Shannon Ransom, Winston Tilghman, Rhea Van Brocklin

Absent: Allan Acevedo

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 11:03 AM and noted the presence of a quorum. Erika Peralta, a new temporary HPG Support Staff was introduced to the committee.	
2. Public comment (for members of the public)	None	
3. Sharing our concerns (for committee members)	None	
4. ACTION: Approve the Steering Committee agenda for June 20, 2023	Motion: Approve the Steering Committee agenda for June 20, 2023 Motion/Second/Count: Lewis/Tilghman, 5-0 Abstentions: Lochner Motion carries	

Agenda Item	Discussion/Action	Follow-Up
5. ACTION: Approve the HIV Planning Group agenda for June 28, 2023	Motion: Approve the HIV Planning Group agenda for June 28, 2023 Motion/Second/Count: Jacobs/Van Brocklin, 5-0 Abstentions: Lochner Motion carries	
6. Committee reports and recommendations	Committee reports were reviewed by committee chairs (reports are included in the meeting packet)	
7. Process/governance issues		
a. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	Comments from the May 2023 HPG meeting were reviewed. .	
b. Review: AB2449 and teleconferencing requirements	The Chair reviewed Assembly Bill 2449 guidelines. HPG and committee members were asked to notify support staff as soon as possible if they would like to participate remotely for a meeting and to request Just Cause or Emergency Circumstance for any meeting.	
c. Approval of Amended HPG Bylaws	Certificates of appreciation will be given to members of the Bylaws ad hoc committee. The amended HPG Bylaws were approved by the San Diego Board of Supervisors on June 13, 2023. Support Staff noted that the Code of Conduct and attendance requirements were removed and not replaced on the Bylaws.	
d. Translation services and update from Community Engagement Group	Members continued the discussion of whether they want to continue with automatic translation services for CARE Partnership and the Community Engagement Group, as sometimes there are no participants who utilize translation services during those meetings.	

Agenda Item	Discussion/Action	Follow-Up
	The committee recommended to continue with automatic translation services for CARE Partnership and Community Engagement meetings.	
e. HPG meeting schedule for August 2023	The Chair requested two 3-hour HPG meetings in August 2023 to complete the budget process. The committee decided to maintain the current HPG schedule but agreed to change the meeting start time from 3:00 PM to 2:00 PM for the scheduled August 2023 HPG meetings. .	
f. Planning for the Needs Assessment Survey of HIV Impact and other components (provider survey, regional meetings/focus groups)	<p>The committee decided to prepare for the upcoming needs assessment via an internal working group. Next steps and further planning will be revisited in September 2023 after the budget process is completed.</p> <p>The Recipient office will explore the possibility of hiring a temporary staff member to assist the HPG support staff with analyzing the data and creating the reports.</p>	
g. Planning for the Assessment of the Administrative Mechanism	<p>Planning for the Assessment of the Administrative Mechanism has begun and is currently being worked on by Support Staff.</p> <p>The Assessment of the Administrative Mechanism will be reviewed in July 2023, voted on in August 2023, and submitted by early October 2023.</p>	<p>Continued discussion will be resumed at the July 2023 Steering Committee meeting.</p> <p>Support Staff will continue working on the report in preparation for July 2023.</p>
h. Getting to Zero (GTZ) Community Engagement Project and next steps	<p>A summary of the GTZ Engagement Project was reviewed by Dr. Delores Jacobs.</p> <p>The committee discussed concerns over not having enough time and bandwidth to implement the Engagement Project as the consultant contract for Dr. Delores Jacobs has ended; and also recommended keeping</p>	The Steering Committee will review the administrative budget at the July 2023 meeting to discuss and decide priorities.

Agenda Item	Discussion/Action	Follow-Up
	this topic as a standing agenda item for the next few months so that the committee can be aware of any progress. The Chair asked for suggestions on how to implement the Engagement Project and to continue this discussion on monthly basis.	Members will continue discussing potential next steps for the GTZ Engagement Project at the July 2023 Steering Committee meeting.
i. Leadership transition process and mentorship training	Tabled	
j. Integrated Statewide Strategic Plan	Tabled	
8. Updates and budget review from the HIV, STD, and Hepatitis Branch	Tabled	
a. Administrative budget review	Tabled	
9. ACTION: Approve committee meeting minutes from May 16, 2023 / review follow-up items from the minutes	Tabled	
10. Review committee attendance	Tabled	
11. Future agenda items for consideration	Tabled	
12. Announcements		
13. Next meeting date	Date: July 18, 2023 Time: 11:00 AM – 1:00 PM. Location: In-person County Operations Center (COC) 5570 Overland Avenue, San Diego, CA 92123 (Room 1047, Medical Examiner's Office) and via WebEx	
14. Adjournment	1:02 PM	



SAN DIEGO HIV PLANNING GROUP (HPG)

STEERING COMMITTEE

DRAFT MINUTES

TUESDAY, JULY 18, 2023, 11:00 AM – 1:00 PM

COUNTY OPERATIONS CENTER

5570 OVERLAND AVE, SAN DIEGO, CA 92123 (ROOM 1047, MEDICAL EXAMINER'S OFFICE)

To participate remotely via WebEx:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m76dc5409280b588ea7b4626fa30eda7d>

Call in: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID (access code): 133 805 7740

Password: Steer.20

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is four (4).

Members Present: Allan Acevedo, Dr. Delores Jacobs, Bob Lewis, Mikie Lochner, Shannon Ransom, Dr. Winston Tilghman, Rhea Van Brocklin

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 11:00 a.m. and noted the presence of an in-person quorum. A moment of silence was observed.	
2. Public comment (for members of the public)	None	
3. Sharing our concerns (for committee members)	None	
4. ACTION: Approve the Steering Committee agenda for July 18, 2023	Motion: Approve the Steering Committee agenda for July 18, 2023 Motion/Second/Count (M/S/C): Jacobs/Lewis 5-0 Abstentions: Lochner Motion carries	
5. ACTION: Approve meeting minutes from May 16, 2023 and June 20, 2023	Motion: Approve committee meeting minutes from May 16, 2023 and June 20, 2023 M/S/C: Jacobs/Van Brocklin 5-0	

Agenda Item	Discussion/Action	Follow-Up
	Abstentions: Lochner Motion carries	
6. ACTION: Approve the HIV Planning Group agenda for July 26, 2023, August 2, 2023, and August 9, 2023	Motion: Approve the HIV Planning Group agendas for July 26, 2023, August 2, 2023, and August 9, 2023 M/S/C: Van Brocklin/Tilghman 5-0 Abstentions: Lochner Motion carries	
7. Committee reports and recommendations	The membership Committee is currently updating their membership operating guidelines as the new HPG Bylaws have been approved.	
8. Process/governance issues		
a. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	The committee reviewed the public comments from previous HPG meeting.	
b. ACTION: Priority Setting and Resource Allocation Committee – Reallocation of funds for FY 23 (current year, March 1, 2023 – February 29, 2024)	None	
c. ACTION: Approve the “What is the HIV Planning Group” description from the Getting to Zero: Communication Plan Workgroup	Motion: Approve the “What is the HIV Planning Group” description from the Getting to Zero Communication Plan Workgroup Option #5 with noted modifications M/S/C: Acevedo/Tilghman 6-0 Abstentions: Lochner Motion carries	Support Staff will modify option #5 to reflect recommended changes and will include the new HPG description on the HPG website.
d. ACTION: Approve addition to the HPG Conduct and Respectful Engagement Policy	Motion: Approve addition regarding disruptive persons to the HPG Conduct and Respectful Engagement Policy M/S/C: Jacobs, Van Brocklin, 6-0 Abstentions: Lochner Motion carries	
e. ACTION: Approve to amend Support Staff to include an Outreach Worker	Motion: Approve Allan Acevedo and Shannon Ransom to develop a scope of work and funding criteria to amend Support Staff to include an Outreach Worker.	Allan Acevedo and Shannon Ransom will work with the Recipient’s Office

Agenda Item	Discussion/Action	Follow-Up
		to determine a scope of work and funding criteria for a new Outreach Support Staff worker.
f. Conflict of Interest	The HPG Chair and a member of the Recipient's office reviewed the guidelines regarding Conflict of Interest.	<p>The HPG Chair will follow up with the Health Resources and Services Administration (HRSA) Project Officer to obtain clarification on Conflict of Interest guidelines.</p> <p>Support staff will work with the HPG Chair on drafting dot points on what the HPG's current practice is regarding Conflict of Interest.</p>
g. Membership interview process	<p>The Membership Chair reviewed changes to the new membership application to remove the disclosure of applicant's HIV status.</p> <p>Committee members and Support staff provided alternate options to the interview and application process. The committee discussed the importance of if an ad hoc committee is to review all prospective applicants, to ensure that the ad hoc committee is a representation of the community.</p>	The Membership Committee will continue to discuss and finalize membership interview and application process.
h. Assessment of the Administrative Mechanism	The Assessment of the Administrative Mechanism report is not yet available for review.	Support staff will present the Assessment of the Administrative Mechanism report

Agenda Item	Discussion/Action	Follow-Up
		at a future HPG meeting.
i. Getting to Zero Community Engagement Project and next steps	<p>The Membership Committee requests help from members to recruit new members as several existing members will be ending their second term next year.</p> <p>Committee co-chairs will be invited to attend Steering Committee meetings. In the event the Chair of a committee is unable to attend the Steering Committee meeting, any co-chair who is an HPG member will be able to attend has voting rights at the Steering Committee.</p>	
j. Leadership transition process and mentorship training	<p>The committee discussed the recommendation to see more people of color in HPG leadership positions.</p> <p>It has been difficult to get HPG members to be HPG mentors; some clarity is needed on what the mentor responsibilities are.</p>	The HPG co-chair and Membership Committee chair will work together to improve and update the structure for the HPG Mentorship Program.
9. Updates and budget review from the HIV, STD, and Hepatitis Branch (HSHB)	HSHB updates were provided from the Recipient's office. The reports were included in the meeting materials packet.	
10. HPG Support Staff Report		
a. Administrative budget review	Support staff reviewed the HPG administrative budget, which was included in the meeting materials packet.	
11. Review committee attendance	Reviewed; included in the meeting materials packet.	
12. Future agenda items for consideration	A member recommended discussing what documents should be automatically translated in Spanish for future meetings.	
13. Announcements	Project PEARL, hosted by Christie's Place, has graduated 8 new members and a few graduates will be attending the upcoming HPG meeting. Spanish translation services for interpretation were requested. A request to have the	Support staff will translate the upcoming HPG agenda in Spanish.

Agenda Item	Discussion/Action	Follow-Up
	HPG meeting agenda in Spanish was requested.	
14. Next meeting date	Date: Tuesday, September 19, 2023 Time: 11:00 AM – 1:00 PM Location: In-person County Operations Center (COC) 5570 Overland Avenue, San Diego, CA 92123 (Room 1047, Medical Examiner's Office) and via WebEx	
15. Adjournment	1:05 PM	



SAN DIEGO HIV PLANNING GROUP (HPG)
STEERING COMMITTEE
MINUTES

Tuesday, September 19, 2023, 11:00 AM – 1:00 PM

COUNTY OPERATIONS CENTER

5570 OVERLAND AVE, SAN DIEGO, CA 92123 (ROOM 1047, MEDICAL EXAMINER'S OFFICE)

To participate remotely via WebEx:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=me23699f8c07e9de1bde272d211644fd0>

Call in: +1-650-479-3208 United States Toll / +52-55-5091-8054 Mexico Toll

Meeting ID (access code): 2633 927 0130 **Password:** Steer.20

Language translation services are available upon request at least 96 hours prior to the meeting.

Please contact HPG Support Staff at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is four (4).

Steering Committee Members Present: Allan Acevedo, Dr. Delores Jacobs, Bob Lewis, Mikie Lochner, Dr. Winston Tilghman, Rhea Van Brocklin

Steering Committee Members Absent: Shannon Ransom

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 11:02 AM and noted the presence of an in-person quorum. A moment of silence was observed.	
2. Public comment (for members of the public)	A member of the public voiced concerns about the inconsistencies in the by-laws and long access times for some services.	
3. Sharing our concerns (for committee members)	None	
4. ACTION: Approve the Steering Committee agenda for September 19, 2023	Motion: Approve the Steering Committee agenda for September 19, 2023 Motion/Second/Count (M/S/C): Acevedo, Jacobs, 5/0 Abstentions: Lochner Motion carries	

Agenda Item	Discussion/Action	Follow-Up
5. ACTION: Approve meeting minutes from July 18, 2023	Motion: Approve committee meeting minutes from July 18, 2023 M/S/C: Jacobs, Lewis, 5/0 Abstentions: Lochner Motion carries	
6. ACTION: Approve the HIV Planning Group agenda for September 27, 2023	Motion: Approve the HIV Planning Group agenda for September 27, 2023 M/S/C: Van Brocklin, Acevedo, 5/0 Abstentions: Lochner Motion carries	
7. Committee reports and recommendations	None	HPG Support Staff to include committee co-chairs in requests for committee reports.
8. Old Business		
a. Outreach support staff worker update	Patrick Loose provided an update regarding recruitment for a Community Health Worker and shared the benefits of having a County of San Diego employee fill the position.	
9. New Business		
a. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	HPG Support Staff shared that the recommendations from the Steering Committee meeting on August 2, 2023 are being incorporated into the 2024 Work Plan. The Work Plan will be presented to the Steering Committee at the end of the year. A member of the public voiced a concern about the length of time it has taken to procure a housing contract. Patrick Loose commented that the contract will go out to bid within the next several months.	
b. ACTION: (Priority Setting and Resource Allocation Committee): Reallocation of funds for FY 23 (current fiscal year, March 1, 2023 – February 29, 2024)	The Action Item will be presented and reviewed at the HPG meeting on Wednesday, September 27, 2023.	HPG Support Staff to forward to the HPG for action on Wed. September 27, 2023

Agenda Item	Discussion/Action	Follow-Up
c. ACTION: (Membership Committee): Approval for HPG membership appointment or reappointment	The Action Item will be presented at the HPG meeting on Wednesday, September 27, 2023.	HPG Support Staff to forward to the HPG for action on Wed. September 27, 2023
d. ACTION: (Steering Committee): Approve application for a Core Medical Services Waiver	Motion: Approve the application for a Core Medical Services Waiver M/S/C: Jacobs, Acevedo, 5/0 Abstentions: Lochner Motion carries	HPG Support Staff to forward to the HPG for action on Wed. September 27, 2023
e. ACTION: (Steering Committee): Approve HIV/AIDS Services Funding Board Letter	Motion: Approve HIV/AIDS Services Funding Board Letter M/S/C: Acevedo, Lewis, 5-0 Abstentions: Lochner Motion carries A member of the public shared a concern about the importance of expanding the categories to align with needs.	HPG Support Staff to forward to the HPG for action on Wed. September 27, 2023
f. HIV & Aging ad hoc committee	The task force has been canceled due to the changes in strategy and the need to better assess the aging population by incorporating their voices. It was recommended that the Strategies and Standards Committee reach out to the Geriatric Services Medical Officer and the County of San Diego Aging and Independence Services (AIS) division.	The Strategies and Standards Committee to incorporate HIV and aging into the Committee Work Plan.
g. Needs Assessment Working Group	Dr. Delores Jacobs reviewed the three components of the Needs Assessment and recommended creating a working group with Shannon Ransom and Dr. Beth Davenport as leads. The goal is to translate and deploy the survey by March 1, 2024. Distribution and outreach will begin as soon as surveys have been printed. It was recommended to incorporate more diversity in participation and make the survey be available for public comment prior to deployment.	

Agenda Item	Discussion/Action	Follow-Up
h. Standardizing HPG documents for routine Spanish translation	The Steering Committee recommended having a standardized translation plan for the meeting agenda, the meeting minutes, and the table of contents.	HPG Support Staff to develop a standardized plan for translating the agenda, the minutes, and the table of contents.
i. Review Recruitment Flyer	The Steering Committee reviewed the Recruitment Flyer in English and Spanish and made recommendations on wording and images. It was recommended to keep the flyer on the future agenda for further review and input.	HPG Support Staff to send a Recruitment Flyer in Spanish to Allan Acevedo and the Community Engagement Group (CEG).
j. Plan for the next HPG Retreat	The next HPG retreat is scheduled for March 2024. Planning for the retreat will begin in December of 2023.	
10. Implementation of the Anti-Racism Goals and Recommendations		
a. Recommendation to create an anti-racism statement for all committees	The Steering Committee has recommended that one anti-racism statement be developed for all HPG committees.	The Strategies and Standards Committee will develop an anti-racism statement to be placed in all agendas and standard HPG documents.
11. Getting to Zero Community Engagement Project and next steps	Tabled	
12. Leadership transition process and mentorship training	Rhea Van Brocklin volunteered to lead the transition plan for mentorship.	The Steering Committee will send ideas for training and resources to the HPG Support Staff lead, Dasha Dahdouh.
13. Review the HPG Work Plan	Tabled	
14. HIV, STD, and Hepatitis Branch (HSHB) Report	Maritza Herrera and Patrick Loose provided a summary of the report.	

Agenda Item	Discussion/Action	Follow-Up
15. HPG Support Staff Report		
a. Administrative budget review	Carlie Catolico provided a summary of the administrative expenditures through August of 2023.	
b. Gas cards	Carlie Catolico apologized for the delay in processing mileage reimbursement and mentioned that the HPG Support Staff is working with a new vendor.	
16. Review committee attendance	The Steering Committee reviewed the committee attendance.	
17. Future agenda items for consideration	It was recommended to discuss expanded access to services as a future agenda item.	
18. Announcements		
a. Request for Truax nominations	Carlie Catolico reminded the attendees that the 2023 Truax Award nominations deadline is October 1, 2023.	
19. Next meeting date	Date: Tuesday, October 17, 2023 Time: 11:00 AM – 1:00 PM Location: In-person South Region Live Well Center 690 Oxford Street, Chula Vista, CA 91911 and via Zoom	
20. Adjournment	1:01 PM	



SAN DIEGO
HIV PLANNING GROUP
SAN DIEGO HIV PLANNING GROUP (HPG)
STRATEGIES & STANDARDS COMMITTEE
DRAFT MINUTES

TUESDAY, August 1, 2023, 3:00 PM – 4:30 PM
COUNTY OPERATIONS CENTER
5560 OVERLAND AVE, SAN DIEGO, CA 92123 (TRAINING ROOM 172, BUILDING 5560)

To participate remotely via Zoom:

<https://us06web.zoom.us/j/85772860296?pwd=Ym1jWit6cWhnL05BOTlyR25LbWhqQT09>

Meeting ID (access code): 857 7286 0296

Call in: 1 (669) 444-9171 US Toll

Passcode: 630634

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

A quorum for this meeting is six (6).

Committee Members: Allan Acevedo (Co-Chair), Amy Applebaum, Dr. Beth Davenport, Lucia Franco, Moira Mar-Tang, Joseph Mora, Shannon Ransom (Chair), Dr. Winston Tilghman, Jeffery Weber, Michael Wimpie

Committee Members Absent: Venice Price

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Allan Acevedo called the meeting to order at 3:03 PM and noted the presence of a quorum in person.	
2. Public comment	No public comment.	
3. Sharing our concerns	No shared concerns.	
4. Review and approve the agenda for August 1, 2023	Motion: Approve the agenda for the August 1, 2023 meeting as presented. Motion/Second/Count: Tilghman/Applebaum 7/0 Abstention(s): None Motion carries	
5. Review and approve the Minutes for April 4, 2023	Motion: Approve the minutes for the April 4, 2023 meeting as presented.	

Agenda Item	Discussion/Action	Follow-Up
	Motion/Second/Count: Tilghman/Wimpie 8/0 Abstention(s): Applebaum Motion carries	
6. Review follow up items from last meeting:		
a. Universal Standards approved February 14, 2023 – update from HIV Planning Group Support	HIV Planning Group support staff reported that both the English and Spanish versions of the Universal Standards are available on the HIV Planning Group website (sdplanning.org).	
b. Recipient's Office to reach out to Dr. Samantha Tweeten regarding data on predictors of nonviral suppression.	Dr. Samantha Tweeten, County of San Diego, has stated that the data analysis is currently in progress and there is no determined date of completion. The committee members agreed to keep follow-up on the agenda in preparation for data requests.	
7. Old Business		
a. Getting to Zero (GTZ) Community Engagement Plan		
i. Progress and next steps	<p>The Recipient's office received a final report on the Anti-Racism Assessment, Training and Recommendations from the HPG consultant and will have a meeting next week to discuss next steps. It was requested to share the report with the Community Engagement Group.</p> <p>The final summary report from the consultant will be reviewed at all committees and will report or respond as necessary.</p> <p>Dr. Winston Tilghman may review Dr. Delores Jacobs' final Getting to Zero report at the next Medical Standards and Evaluation Committee (MSEC). MSEC was asked to discuss objective #4, which discusses batching of appointments.</p>	<p>HIV Planning Group support to include the consultant's final report as an agenda item for Community Engagement Group.</p> <p>Staff will add review GTZ Final report to all committee agendas.</p>

Agenda Item	Discussion/Action	Follow-Up
b. Consider changes to Transportation Standards	Intention to change Transportation Standards was reported to the Health Resources and Services Administration (HRSA) project officer by the Recipient's office. An update will be ready by the next meeting on October 3, 2023.	
c. Review draft changes to Universal Standards: i. Discussion: Review draft changes to Trauma-Informed care (Shannon Ransom/Rhea Van Brocklin)	<p>A draft of the Universal Standards will be available for review by the October 3, 2023 meeting. There was discussion on whether Trauma-informed care should have a standalone universal standard, how cultural humility is being measured, whether average consumers are familiar with the terms of these trainings, and how to track training completion for processes or procedures that have a trauma-informed approach.</p> <p>A committee member shared that their site partnered with Christie's Place to provide workshops on trauma-informed care. The workshops offered are on cultural humility, motivational interviewing, and other strategies to help sites change within as an infrastructure to prove their capacity and capability with patient engagement. The training curriculum is HRSA-approved, cost is free, and Continued Education (CE) units are available.</p>	Dr. Beth Davenport will research measurements of cultural humility.
8. New Business		
a. Presentation: Integrated Statewide Plan, LeRoy Blea, California Department of Public Health (CDPH)	<p>LeRoy Blea from CDPH provided a presentation on the Integrated Statewide Plan.</p> <p>For any questions regarding the progress of the Integrated Statewide Plan, send email to LeRoy Blea at LeRoy.Blea@cdph.ca.gov.</p> <p>To get more information on the plan, visit: https://tinyurl.com/CDPHStratPlan.</p>	

Agenda Item	Discussion/Action	Follow-Up
	A statewide webinar will be available on August 31, 2023.	
b. Presentation: 2021 – 2022 Gap Analysis, Erika Peralta, County of San Diego	<p>Erika Peralta from the County of San Diego provided a presentation on the High Impact Prevention (HIP) HIV Prevention Services Gap Analysis for 2021 – 2022.</p> <p>There was a recommendation from the presentation to allow Strategies and Standards Committee to identify priorities and key strategies to address under-representation.</p>	
c. HIV and Aging Working group – Mikie Lochner, HIV Planning Group	Mikie Lochner, Chair of the HIV Planning Group, announced that the HIV Planning group is planning to approve a task force on HIV and Aging and hopes to have members from the Strategies and Standards Committee join the task force. They will reach out to Recipient's office, Shannon Ransom, and Allan Acevedo to put together a committee charge for the upcoming task force.	
d. Discussion: Recommendations from Priority Setting & Resource Allocation Committee	Tabled.	
e. Discussion: Service Standards to be updated: <ul style="list-style-type: none"> i. Testing Standard, Emergency Financial Assistance and Housing, Mental Health Services, and Eligibility Criteria for Basic Needs Support Categories 	Tabled.	
9. Recommendations to HPG, HPG committees and requests of recipient	No recommendations.	
10. Suggested items for the future committee agenda	No suggestions.	
11. Announcements	No announcements.	
12. Next meeting date	Date: October 3, 2023	

Agenda Item	Discussion/Action	Follow-Up
	Time: 3:00 PM – 4:30 PM Location: In-person To be determined and remotely/virtually via Zoom .	
13. Adjournment	4:32 PM	



SAN DIEGO
HIV PLANNING GROUP
SAN DIEGO HIV PLANNING GROUP (HPG)
MEMBERSHIP COMMITTEE
MEETING AGENDA

WEDNESDAY, JULY 12, 2023, 11:00 AM – 1:00 PM
COUNTY OPERATION CENTER (COC)
5560 OVERLAND AVE. (ROOM 171) SAN DIEGO, CA 92123

To participate remotely via Webex:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m8c2df821fcea3e09ff10b628f96f72d2>

Join the meeting via phone: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID: 133 686 8789

Password: Member.20

Language translation services are available upon request at least 96 hours prior to the meeting.
Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is Three (3)

Present: Bob Lewis, Mikie Lochner, Regina Underwood

Absent: Rhea Van Brocklin

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:02 a.m. and noted that a quorum was established.	
2. Public Comment/Non-committee members' comment	Welcome back to Bob Lewis.	
3. Action: Review and approve the March 8, 2023 agenda	Motion: Approve the May 10, 2023 meeting agenda as presented. M/S/C: Lochner/Underwood 2/0 Abstentions: Lewis Motion: Carries	
4. Action: Review and approve the February 8, 2023 meeting minutes	Action: Approve the March 8, 2023 meeting minutes as presented. M/S/C: Lochner/Underwood 2/0 Abstentions: Lewis Motion carries	
5. Old Business		
a. Discussion: HPG in-person meeting logistics	Review the schedule for Priority Setting Resource Allocation and Strategies and	

Agenda Item	Action	Follow-up
	<p>Standard -alternate every other month Steering 3:00-4:30 pm. HPG will remain monthly The membership committee discussed reducing meeting frequency to every other month, possibly meeting monthly when new applications are received, or conducting interviews. The Group decided to stay monthly until we have more membership participation.</p> <p>The committee recommended having a membership contact list with term seat expiration date information.</p> <p>The committee discussed how to strengthen participation and what makes the Ryan White process different by making the consumers our priority.</p>	
b. Getting to Zero (GTZ) 3-Year Action Plan		
i. Membership Committee Plan/Strategy for Recruitment (Dr. Jacobs)	<p>Dr. Jacobs led a discussion of the following:</p> <ul style="list-style-type: none"> • Consumer recommendations: • set the goals for recruitment since many long-term members will term out in 2024 • How to keep members engaged • How can we make HPG a more welcoming and warmer place for members/consumers • How to better support the community and their needs • The committee recommended asking members' input on "What is HPG" messaging to support recruitment efforts. All ideas and recommendations should be forwarded to Joyce Ann. • Strategies to increase participation in the Community Engagement Committee, including 1) – meetings in each of the regions; 2) including food; and 3) enhancing fun & social aspects and feedback opportunities at each 	<p>What is HPG? - please forward your idea to Joyce Ann.</p> <p>Bob will contact Patrick regarding the HPG planning group website permission and restrictions.</p>

Agenda Item	Action	Follow-up
	<p>part with the HPG leadership and committee</p> <ul style="list-style-type: none"> • Expanding the leadership training program at Christie's Place as a recruitment tool. • HPG marketing materials to provide at clinics <ul style="list-style-type: none"> ○ Trifold ○ Open Opportunities Sheet • Enhance the HPG website using personalized stories and more inviting images. • Explore Separate taskforce – HPG Support Staff will look for old planning council – S-drive and past methods used to encourage consumer participation • Remind the Chairs that we need to promote/ recruit more members. • HPG meeting time to talk about recruitment and participation • Ryan White providers don't see value for themselves in consumer participation • Other meetings and groups to assist with recruitment <ul style="list-style-type: none"> ○ Regina Underwood - Monthly meeting Ryan White People of Color Case management meeting ○ Lori Jones - Prevention providers ○ Bob - Clinical Quality Management meetings ○ Amy Applebaum - Case management <p>The committee member questioned the possibility of providing gift cards to recruit new members; the discussion will continue at the next Steering meeting.</p> <p>The committee also recommends to asked those who will be terming out 2024 to come to</p>	

Agenda Item	Action	Follow-up
	<p>Membership and brainstorms ideas to find a replacement.</p> <p>The Board will approve the New HPG Bylaws changes of Supervisors on June 13th</p> <p>Have a Co-chair for meetings and share responsibility – and knowledge?</p> <p>Schedule a meeting with Allan, Dr. Jacobs, and Mikie for at least 2x year – consumer needs and membership committees are both facing low membership participation.</p>	
c. Focused Recruitment		
i. Open Seats	Reviewed	
ii. New Committee Members	Reviewed	
iii. Underrepresented Groups (demographics)	Reviewed and pending the regional data	HPG Support Staff will ask Dr. Tweeten for the regional data
iv. Consumer Recruitment	Reviewed	
d. Terms Expired Dates	The committee discussed that a third of the HPG membership would be terming out by Sept 2024. The HPG Chair recommended inviting those who will be released in 2024 to come and join the Membership committee to create a recruitment plan to fill the seat they are vacating.	
6. Review Attendance		
a. HPG Attendance	Committee Chair recommended emailing those who have missed more than four consecutive meetings.	HPG Support Staff will inform the committee chair to send out the absent meeting reminders
b. Committee Attendance	The committee questioned Abigail West Non-voting and how it plays a role in the new bylaws.	HPG Support Staff will review the Bylaws language for Abigail West Seat 29
7. New Business		
a. Action Item: Approve the updated Membership	Table until the bylaws are approved	

Agenda Item	Action	Follow-up
Committee Operating Guidelines		
b. Discussion: Review and update the HPG Membership Application		HPG Support Staff America Gonzalez will make the changes to the membership application
c. Discussion: Requirements of completion of HPG Membership Application	Committee members recommended making the Membership application changes after the changes in the HPG bylaws on June 13 th	
d. Discussion: Eliminate Hepatitis C Virus (HCV) Task Force – HPG Member participation		Chair Bob Lewis will communicate with Patrick regarding the HCV.
8. Routine Business		
a. Mentor Appointments		
i. Evaluation for Mentors/Prospective Mentors	Table	
ii. Continue discussion: How to bring current HPG members into the Mentorship program.	Table	
9. Agenda items for future meetings	Review Membership applications, Committee guidelines, and mentorship guidelines.	
10. Announcement	None	
11. Next Meeting Date	June meeting was canceled.	
12. Adjourn	Meeting adjourned at 5:05 p.m.	



SAN DIEGO HIV PLANNING GROUP (HPG)
MEMBERSHIP COMMITTEE
MEETING MINUTES
WEDNESDAY, JULY 12, 2023, 11:00 AM – 1:00 PM
COUNTY OPERATION CENTER (COC)
5560 OVERLAND AVE. (ROOM 171) SAN DIEGO, CA 92123

To participate remotely via Webex:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m8c2df821fcea3e09ff10b628f96f72d2>

Join the meeting via phone: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID: 133 686 8789

Password: Member.20

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 Three (3)

Present: Bob Lewis, Mikie Lochner, Regina Underwood, Rhea Van Brocklin

Absent:

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:02 AM and noted that a quorum was established.	
2. Public Comment on non-agenda items (for Members of the public)	A public member voiced concerns about a need for more diversity on the HPG and the importance of recruitment.	
3. Sharing our concerns (for committee members)	None	
4. Action: Review and approve the July 12, 2023 agenda	Motion: Approve the July 12, 2023 meeting agenda as presented. M/S/C: Van Brocklin/Lochner 3-0 Abstentions: Lewis Motion: carries	
5. Action: Review and approve the May 10, 2023 meeting minutes	Action: Approve the May 10, 2023 meeting minutes as presented. M/S/C: Lochner/Underwood/3-0 Abstentions: Lewis Motion carries	

Agenda Item	Action	Follow-up
6. Action: Review follow-up Items from the last meeting	Follow up items from the previous meeting by the HPG Support Staff	
7. Action: Rhea Van Brocklin 2 nd Term Reappointed Application	Rhea Van Brocklin was interviewed for a second-term reappointment. The committee decided to move forward with Rhea Van Brocklin's 2 nd term reappointment to the HPG.	
8. Old Business		
a. Getting to Zero (GTZ) 3-Year Action Plan	<p>A committee member stated that there are two (2) upcoming recruitment activities:</p> <ul style="list-style-type: none"> The HPG Chair will visit The San Diego LGBT Community Center to speak with the senior support group. 	
i. Membership Committee Plan/Strategy for Recruitment (Dr. Delores Jacobs)	<p>The HPG Chair and other participants will conduct outreach and tabling this weekend during the San Diego PRIDE Festival.</p> <p>The Steering Committee will be discussing the following items at the next meeting:</p> <ul style="list-style-type: none"> The Steering Committee will communicate with Recipient's office about resources and funding for HPG outreach efforts Needs assessment comes out of the administrative budget Support Staff will provide support for the Needs Assessment <p>The Recipient's office is working on a recruitment plan and meeting HPG Support staff next Friday. The committee requested to include the HPG, Membership, and Community Engagement Group Chairs in the meeting.</p>	The Chair will communicate with Community Engagement Group Chair about the logistics of the outreach.
b. Focused Recruitment		
i. Open Seats	<p>The committee discussed the number of open seats on the HPG and the transition process of members whose terms will expire.</p> <p>The committee questions and recommend the following:</p> <ul style="list-style-type: none"> What is the timeline for onboarding members? Requested that the HPG's composition reflects the HIV epidemic's demographics. 	

Agenda Item	Action	Follow-up
ii. New Committee Members	<p>The committee established a timeline for onboarding new members, keeping in mind that the Board of Supervisors' approval process can be lengthy.</p> <ul style="list-style-type: none"> - 16 HPG vacancies - 28 total members - one new community member in Community Engagement Group <p>There is a possible prospective member from North County to represent the Prevention Intervention Representative seat.</p> <p>There is a prospective Hospital Planning Agency/Health Care Planning Agency seat. but has noted that they can only attend 6 of the 12 meetings.</p> <p>Possible questions for those reappointing:</p> <ul style="list-style-type: none"> • What did you achieve in your first 4-year term? • What do you hope to achieve in your second 4-year term? 	Rhea Van Brocklin will reach out to prospective community members from North County.
iii. Underrepresented Groups (demographics)	Reviewed	
iv. Consumer Recruitment	Reviewed	
c. Terms Expired Dates	<p>The committee members discussed creating a succession plan for the recruitment process.</p> <p>Tyra Fleming's seat will expire in 2024 due to her occupying a seat whose term was not completed by the previous members.</p>	<p>HPG Support Staff will reach out to those members terming out next year and ask for recommendations for those who can fill seats.</p> <p>HPG Support Staff will follow up with the Clerk of the Board regarding Tyra Fleming's seat.</p>
9. New Business		
a. HPG Discussion and review: Membership	<p>Tentative Application Process:</p> <ul style="list-style-type: none"> • Add verbiage regarding HIV status 	The Chair will reach out to the

Agenda Item	Action	Follow-up
Committee Operating Guidelines	<ul style="list-style-type: none"> • Policies must reflect the HPG Bylaws • HPG Support staff will schedule an interview with Chair and one other committee member. The Membership Committee will vote for the applicant to be forwarded to the HPG for final recommendation. • If a district seat does not get addressed in six (6) months or more, the committee will look into an alternate seat for the applicant. <p>Participation in Interview:</p> <ul style="list-style-type: none"> • The recipient's office questioned why the HIV Planning Group conducts interviews as they are not required per County Counsel. <p>Possible strategies for the interview process</p> <ul style="list-style-type: none"> • HPG Support Staff may conduct the interviews and forward those recommendations to the Membership Committee so that it is not open to the public. • HPG Support Staff can help to make sure the application is complete. • HPG Support Staff may conduct interviews with the Chair. • HPG Support Staff may assemble an Ad Hoc Committee to conduct an interview; it must be less than a quorum. <p>Reappointment:</p> <ul style="list-style-type: none"> • HPG Support will reach out to members six (6) months before the term ends. • The membership application will be sent to the Chair for follow-up. • Interview should only be conducted for a new applicant. <p>Attendance:</p> <ul style="list-style-type: none"> • Currently, there is no attendance policy in the HPG bylaws <p>The committee recommended the following to the attendance guidelines:</p>	<p>Project Officer regarding the CARE Act requires an open process. Mickie Lochner will follow up with MSEC for their attendance policy.</p>

Agenda Item	Action	Follow-up
	<ul style="list-style-type: none"> • Send a warning letter for two (2) missed consecutive meetings according to County policy. • On the fourth absence, send an email saying that they are being recommended for removal <p>Good standing: with the right to vote, members must not have more than three (3) HPG absences in a row or six (6) absences in 12 months</p> <ul style="list-style-type: none"> • Suggestion to add: “If you need to take a Leave of Absence, this is what you need to do, and it will not count towards you.” <p>All committees should follow operating guidelines.</p> <ul style="list-style-type: none"> • Committee Operating Guidelines • Appendix A: Membership Procedures • Appendix B: Forms required. 	
b. Discussion and review: Membership Application	<p>The committee recommended having a supplement form section “For administrative purposes only.”</p> <p>Application be able to be filled out online.</p> <p>Remove the biography and Letter of Recommendation requirement and substitute them with the following question:</p> <ul style="list-style-type: none"> - “Tell us about yourself.” 	<p>HPG Support Staff will reach out to the Clerk of the Board on the new bylaws and changes and update the naming of unaffiliated consumers to “general member.”</p> <p>HPG Support Staff will update the Membership application and forward it to the committee for suggestions.</p>
10. Routine Business		
a. Attendance	Reviewed	
b. Mentor Appointments	Tabled	
i. Evaluation for Mentors	Tabled	
ii. Continue discussion: How to bring current HPG members into the Mentorship program.	Tabled	
11. Suggested item for the future committee agenda	None	

Agenda Item	Action	Follow-up
12. Announcement		
13. Next Meeting Date	<p>The August 2023 meeting is canceled.</p> <p>Date: Wednesday, September 13, 2023, at 11:00 AM</p> <p>Location: Southeast Live Well Center 5101 Market St., San Diego, CA 92114. (Tubman Chavez Room A)</p>	
14. Adjournment	1:00 PM	



SAN DIEGO HIV PLANNING GROUP (HPG)
MEMBERSHIP COMMITTEE
MEETING MINUTES

WEDNESDAY, SEPTEMBER 13, 2023, 11:00 AM – 1:00 PM
SOUTHEASTERN LIVE WELL CENTER
5101 MARKET ST. SAN DIEGO, CA 92114 (TUBMAN CHAVEZ ROOM A)

To participate remotely via Webex:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m80a849f5e4d624a16034189cb91617c2>

Join the meeting via phone: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID: 2632 423 7131

Password: Member.20

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is Three (3)

Present: Bob Lewis, Mikie Lochner, Regina Underwood, Rhea Van Brocklin (Virtually - Just Cause)

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:02 AM and noted that a quorum was established.	
2. Public Comment on non-agenda items (for Members of the public)	A member of the public expressed their concern about the voting requirements for meetings, especially for meetings that meet no more than 6 times a year.	
3. Sharing our concerns (for committee members)	None	
4. Action: Review and approve the September 13, 2023 agenda	Motion: Approve the September 13, 2023 meeting agenda as presented. M/S/C: Lochner/Underwood 3/0 Abstentions: Lewis Motion: carries	
5. Action: Review and approve the July 12, 2023 meeting minutes	Action: Approve the July 12, 2023 meeting minutes as presented. M/S/C: Lochner/Underwood 3/0 Abstentions: Lewis Motion: carries	

Agenda Item	Action	Follow-up
<p>6. Action: Review follow-up Items from the last meeting</p>	<p>There are possibly new applications coming from 2 peer navigators who recently graduated from Project PEARL (both work at San Ysidro, and both are consumers)</p> <p>Rhea Van Brocklin's second term application is pending approval with the Board of Supervisors.</p> <p>The committee had a brief discussion regarding Tyra Fleming's seat, where the term is associated with the seat and not the member and is partially expired and ends March 10, 2024. She will need to be reappointed for her membership to extend beyond this date.</p>	<p>HPG Support Staff will follow up with the Clerk of the Board to update the Committees - PrimeGov Portal</p> <p>-Vacancies are incorrect</p> <p>- Member seat names are incorrect; they all say HIV Planning Group Membership Committee</p> <p>HPG Support Staff will follow up with the recipient office on the steps for Tyra Fleming's reappointment application process.</p>
<p>7. Action: Interview Marco Aguirre Mendoza's New Application</p>	<p>The committee interviewed Marco Aguirre Mendoza</p> <p>Action: Recommend Marco Aguirre Mendoza for a new HPG appointment</p> <p>Motion: Lochner/Underwood 3/0</p> <p>Abstentions: Lewis</p> <p>Motion carries</p>	<p>The committee strongly recommended him for membership. HPG Support Staff will draft the Action Item for Marco Aguirre Mendoza and forward it to the Steering Committee.</p> <p>HPG Support Staff will follow up with Marco Aguirre Mendoza on the next step of the application process.</p>
<p>8. Old Business</p>		
<p>a. HPG Discussion and review: Membership Committee Operating Guidelines</p>	<p>The Membership Committee discussed and agreed on the following changes to the Membership Committee Guidelines:</p> <ul style="list-style-type: none"> Remove the letter of reference requirement. 	<p>HPG Support Staff will meet with the Membership Chair to update section 1 from the Membership</p>

Agenda Item	Action	Follow-up
	<ul style="list-style-type: none"> The application section, Approval Process, and Board of Supervisors appointment can be consolidated into one shorter section. Add the Attendance requirement language: "To remain in good standing with the right to vote, members must not have more than three (3) HPG absences in a row or six (60 absences in 12 months. On section 3. B: Form 700; add "If you have any questions or would like assistance completing these forms, please contact HPG Support Staff." <p>The committee discussed the following:</p> <ul style="list-style-type: none"> Per the HRSA Project Officer, all members must be in good standing with ALL committees. A Leave of Absence policy needs to be developed, reviewed, and approved by the Steering Committee to add to the membership Committee Guidelines 	<p>Committee Guidelines application process.</p> <p>HPG Support Staff will follow up with the Clerk of the Board to clarify what happens/next steps when Form 700 is not completed on time. (Does the COB automatically remove them? Does the information get sent to the district attorney's office?)</p> <p>HPG Support Staff will follow up with the recipient office regarding the Leave of Absence option.</p> <p>Chair Lochner will follow up with the HRSA Project Officer regarding the option of Leave of Absence and the need for the Interview Application process.</p>
b. Discussion and review: Membership Application	<p>The Membership Committee agreed by consensus on the following:</p> <p>Page one: Remove the following:</p> <ul style="list-style-type: none"> Home Address information Work Address information Work and cell phone number Email information Question #2 Change #5 into checkboxes <p>To keep the following:</p> <ul style="list-style-type: none"> Name Question: "I live with HIV/AIDS." 	<p>HPG Support Staff will update membership applications email to members for final review, suggested.</p> <p>HPG Support Staff will create a condensed version of the HPG member application</p>

Agenda Item	Action	Follow-up
		for those reapplying for a second term
c. Getting to Zero (GTZ) 3-Year Action Plan	Reviewed	
i. Membership Committee Plan/Strategy for Recruitment (Dr. Jacobs)	The Membership Committee recommends that Chairs of the Membership and Community Engagement Group meet and start a discussion on the recruitment plan, decide what the recruitment responsibilities of each committee	Chair Lewis will reach out to Chair Acevedo regarding the recruitment plan.
d. Focused Recruitment	Reviewed	
i. Open Seats	<p>The Membership Committee discussed the open seats.</p> <p>No seat is currently available for Jen Lorthridge (who works for Christie's Place to apply since we still need to reach the 33% of General Members' seats.</p> <p>For the Hospital Association Seat:</p> <ul style="list-style-type: none"> - The committee discussed that there is someone available for the seat. However, they can only attend 6 out of 12 meetings a year and would be out of compliance with the HPG attendance requirement after 1 year. The committee must decide if this is acceptable or if another candidate needs to be sought. Inform the HRSA Project Officer regarding this. <p>For the Government MediCal Seat:</p> <p>There may be County Staff who work on the CalAIM rollout who could fill the vacant seat.</p>	<p>HPG Support Staff will follow up with the Board clerk regarding the list of unexpired seats.</p> <p>HPG Support Staff will update the vacant seat list by adding the unexpired term dates</p> <p>Chair Lochner will follow up with the recipient office regarding seating State Government Medi-Cal.</p> <p>Rhea Van Brocklin will follow up with a prospective member for the #43 seat (Prevention Intervention Representative)</p>
ii. New Committee Members	Tabled	
iii. Underrepresented Groups (demographics)	Tabled	
iv. Consumer Recruitment	Reviewed	

Agenda Item	Action	Follow-up
e. Terms Expired Dates	<p>In 2024, 10 HPG members will term out. The committee recommended that each member create a succession plan to recruit their replacement.</p> <p>There was a discussion regarding the appointment process/timeline for those filling the vacant seats. Efforts must be made to ensure seats are occupied during the transition. Clarification is needed from the Clerk of the Board or Recipient.</p>	<p>Chair Lochner will follow up with Alberto Cortes on recruitment strategies for his seat.</p> <p>HPG Support Staff will contact those members terming out next year and ask for replacement recommendations.</p> <p>HPG Support Staff will check with the recipient regarding the best way to transition between members as the number is termed out at the same time in 2024.</p>
9. New Business		
a. Review Mentor and Mentee Guidelines	Tabled	
10. Routine Business		
a. Attendance	Tabled	
b. Mentor Appointments	Tabled	
i. Evaluation for Mentors	Tabled	
ii. Continue discussion: How to bring current HPG members into the Mentorship program.	Tabled	
11. Suggested item for the future committee agenda	Continue with the final review of Membership Committee Guidelines and Membership Application.	
12. Announcement	Truax Award Nominations are due October 1, 2023.	
13. Next Meeting Date	<p>When: October 11, 2023, from 11:00 AM - 1:00 PM.</p> <p>Location: Southeast Live Well Center 5101 Market St. San Diego, CA 92117 (Tubman Chavez Room A) and online via WebEx.</p>	
14. Adjourn	1:01 PM	



SAN DIEGO HIV PLANNING GROUP (HPG)
PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)
MEETING MINUTES
THURSDAY, JUNE 22, 2023, 1:00 PM – 5:00 PM
COUNTY OPERATION CENTER (COC)
5500 OVERLAND AVE. (ROOM 120) SAN DIEGO, CA 92123

To participate remotely via Webex:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=mac06b34081dd62e7bb0ccbaa086c93be>

Join the meeting via phone: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID: 2634 688 3573

Password: PSRAC.20

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

Quorum is Eight (8)

Members Present: Reginal Carroll / Alberto Cortes / Dr. Beth Davenport / Felipe Garcia-Bigley / Pam Highfill/ Dr. Delores Jacobs (Chair) / Cinnamen Kubricky / Chris Mueller / Raul Robles / James Rucker / Regina Underwood / Rhea Van Brocklin / Freddy Villafan

Members Absent: Karla Quezada-Torres

Agenda Item	Action	Follow-up
1. Call to order	Dr. Jacobs called the meeting to order at 1:05 PM. and noted that a quorum was established.	
2. Reminders:	Reviewed by Dr. Jacobs	
3. Public Comment on non-agenda items (for members of the public)	None	
4. Sharing our concerns (for committee members).	None	
5. Action: Review and approve the agenda for June 22, 2023	Action: Approve the June 22, 2023 meeting agenda as presented. Motion/Second/County (M/S/C): Van Brocklin/ Highfill 9/0 Abstentions: Jacobs Motion carries	

Agenda Item	Action	Follow-up
6. Approve the meeting minutes from June 8, 2023;	Action: Approved June 8, 2023 meeting minutes as presented with the noted change: Agenda items 5 and 6 were discussed in reverse order. M/S/C: Garcia-Bigley/Davenport 9/0 Abstentions: Jacobs Motion carries	
7. Review follow-up items from the last meeting minutes	Reviewed by HPG Staff PARS information will be provided at the next July 20, 2023, meeting.	
8. Old Business		
a) Summarize/finalize data on HIV Epidemiology	Tabled, awaiting additional data tables from the Epidemiology Branch	
b) Summarize/finalize data on Ryan White's (RW) service eligibility criteria and other service guidelines.	The committee approved by consensus the key data findings for RW service eligibility criteria and other guidelines as presented with the recommended change: Separate Coordinated HIV Services for Women, Infants, Children, Youth, and Families from Early Intervention Services Regional Services. Approved by consensus	HPG Support Staff will update the document as noted
9. New Business		
a) Review data on the HIV Care Continuum (percent of individuals linked to care, retention rates, and viral suppression)/ Unaware Estimate/ Unmet Need Estimate and discuss findings.	Dr. Samantha Tweeten presented data on the HIV Care Continuum, Viral Suppression, the Unaware Estimate, and the Unmet Need Estimate. Dustin Walker presented data on RW Clients' Care Continuum/Viral Suppression.	HPG Support Staff develop a key findings document for the data presented today
b) Review information on non-Ryan White services in the community , especially mental health and drug and alcohol services	The Committee reviewed the document and noted the following: <ul style="list-style-type: none"> • The Owen Clinic information requires some clarification. • There is some additional information on the LGBTQ Youth programs 	Chris Mueller and Beth Davenport will send additional information to HPG Support Staff.

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Agenda Item	Action	Follow-up
c) Review data on the Getting to Zero Action Plan Community Focus Groups Feedback Report and discuss findings.	Dr. Jacobs review the Consumer feedback and recommendations to the GTZ. The report was included in the meeting materials packet. <ul style="list-style-type: none"> These are the results of 160 consumers over a 3-year process. 	
d) ACTION: Review and approve key data findings by service category	Action: Approve the key data finding by service category document as presented. Discussion: The service categories Medical Case Management for Housing and Housing Location, Placement, and Advocacy Services have yet to be procured and will go out for procurement in a few weeks; the procurement process lasts approximately 6 months and will most likely be deployed by 2024.	Ken Riley to make changes to Nonmedical Case.
e) ACTION: Recommendations with justifications to HIV Planning Group for service priority ranking and how services should be organized and delivered in Fiscal Year 24	<div data-bbox="621 831 1260 1010"> Action: Approve the priority rankings as listed for FY 23 M/S/C: Carroll/Robles Abstentions: Jacobs Motion fails </div> <div data-bbox="621 1020 1260 1854"> Action: Keep 1-10 as is and move Mental Health (currently priority #15) and Substance Use Outpatients (currently priority #17) to priorities #11 and #12. Discussion: Of 41 people on the PARS waiting list, ¾ have not been on PARS before. The cost to eliminate 31 of the clients on the PARS waiting list would be \$300,000; the Average is \$7,200 per person per month. There is no set number of times a client may apply. The average time on PARS was 2 years; the longer someone was on PARS, the more likely they were to be stably housed. Amended Motion: Amend the motion as noted (the motion maker and second concurred): <ol style="list-style-type: none"> 1. Outpatient Ambulatory Health Services: Primary Care at Priority #1 2. Outpatient Ambulatory Health Services: Medical Specialty at priority # 2 3. Oral Health at priority # 3 4. Medical Case Management at priority #4 </div>	

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Agenda Item	Action	Follow-up
	<p>5. Non-Medical Case Management at priority # 5</p> <p>6. Non-Medical Case Management for Housing at priority # 6</p> <p>7. Housing Emergency Housing priority # 7</p> <p>8. Housing Location Placement and Advocacy Services at priority # 8</p> <p>9. Partial Assistance Rental Subsidy (PARS) at priority # 9</p> <p>10. Mental Health at priority # 10</p> <p>11. Substance Use Treatment services: Outpatient at priority #11</p> <p>12. Mental Health Psychiatric Medication Management at priority # 12</p> <p>The remaining service categories are in the same priority ranking as for FY 23</p> <p>M/S/C: Van Brocklin/Carroll (10/0)</p> <p>Abstentions: Kubricky/Jacobs</p> <p>Motion: carries</p>	
<p>f) ACTION: Recommendations with justifications for changes in funding allocations for FY 24 in level-funding and reduction funding scenarios</p>	<p>Tabled</p>	
<p>10. Routine Business</p>		
<p>a. Review Monthly and YTD expenditures and examine for any recommended reallocations.</p> <p> I. Review of over/under spending</p> <p> II. Review reallocation recommendations (if needed)</p>	<p>Reviewed, the expenditure report was included in the meeting materials packet</p>	
<p>b. Partial Assistance Rent Subsidy Program (PARS) and</p>	<p>Tabled</p>	

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Agenda Item	Action	Follow-up
Emergency Housing update		
c. Review the PSRAC FY 23 Work Plan	Tabled	
11. Suggested items for the PSRAC agenda	Tabled	
12. Announcements	Approval of the appointment of Tyra Fleming and reappointment of Michael Wimpie to the HPG is on the Board of Supervisors' agenda for Tuesday, June 27, 2023.	
13. Next Meeting:	Thursday, July 20, 2023 Location: Location: County Administration Center (CAC) 1600 Pacific Highway, Room 310, San Diego, CA 92101 AND via WebEx	
14. Adjournment	Adjourned at 4:20 PM	



SAN DIEGO HIV PLANNING GROUP (HPG)
 PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)
 MEETING MINUTES
THURSDAY, JULY 20, 2023, 1:00 PM – 5:00 PM
 COUNTY ADMINISTRATION CENTER (CAC)
 1600 PACIFIC HYW. (ROOM 310) SAN DIEGO, CA 92101

To participate remotely via Webex:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m9a35733bede30590df54a20d468ed3ca>

Join the meeting via phone: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID: 2632 436 1943

Password: PSRAC.BA23

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

Quorum is Eight (8)

Members Present: Reginal Carroll / Dr. Beth Davenport / Felipe Garcia-Bigley / Pam Highfill/ Dr. Delores Jacobs (Chair) / Cinnamen Kubricky / Chris Muller / Karla Quezada-Torres / Raul Robles / James Rucker / Regina Underwood / Rhea Van Brocklin / Freddy Villafan

Members Absent: Alberto Cortes

Agenda Item	Action	Follow-up
1. Call to order	Dr. Jacobs called the meeting to order at 1:13 PM and noted that an in-person quorum was established.	
2. Reminders:	Dr. Jacobs reviewed the conflict-of-interest policy and the purview of the committee. James Rucker read the committee charge.	
3. Public Comment on non-agenda items	None	
4. Sharing our concerns	Committee members noted the following: <ul style="list-style-type: none"> Emergency services utilization may increase because the cost of utilities is increasing. 	

Agenda Item	Action	Follow-up
	<ul style="list-style-type: none"> A request from landlords for insurance are increasing and may hurt tenants in the future Healthcare facilities are noting that more people need to be vaccinated 	
5. Action: Review and approve the agenda for July 20, 2023	Action: Approve the July 20, 2023 meeting agenda as presented. Motion/Second/County (M/S/C): Van Brocklin/Mueller 11/0 Abstentions: Jacobs Motion carries	
6. Approve the meeting minutes from June 22, 2023;	Action: Approved June 22, 2023; meeting minutes as presented M/S/C: Rucker/Highfill 10/0 Abstentions: Jacobs Motion carries	
7. Review follow-up items from the last meeting minutes	No data is currently available for the requested Partial Assistance Rental Subsidy (PARS) report, but it will be available at the next meeting.	
8. Old Business: None		
a) Summarize/finalize information on non-Ryan White services in the community.	The committee reviewed and approved the key data findings (KF) document for non-Ryan White mental health and substance use treatment services in the community.	Forward the KF document to the HPG.
9. New Business		
a) Summarize/finalize data on the HIV Care Continuum	The committee reviewed and approved the KF document for HIV Care Continuum.	Forward the KF document to the HPG.
b) Summarize/finalize data on Unaware Estimate/Unmet Need Estimate	The committee reviewed and approved the KF document for the Unaware estimate/unmet needs estimate.	Forward the KF document to the HPG.
c) Summarize/finalize data Overall Key Findings	Dr. Ken Riley reviewed the Overall Key Finding document, which summarizes all the previous KF documents. The committee approved the Overall KF document as presented.	Forward the KF document to the HPG.

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Agenda Item	Action	Follow-up
d) Recommendations for FY 23 reallocations	None currently	
e) ACTION: Recommendations with justifications for changes in funding allocation for FY24 (next fiscal year; March 1, 2024 – February 28, 2025) in level-funding and reduction-funding scenarios	Action: Increase funding to Outpatient Ambulatory Health Services: Primary Care (priority #1) by \$250,000 from \$852,630 to \$1,102,630 M/S/C: Kubricky/Villafan 7/2 Abstentions: Garcia-Bigley, Jacobs, Mueller, Rucker Motion carries	
	Action: Decrease funding to Outpatient Ambulatory Health Services: Medical Specialty (priority #2) by \$78,386 from \$273,386 to \$195,000 M/S/C: Van Brocklin/Carroll 9/0 Abstentions: Garcia-Bigley, Jacobs, Mueller, Rucker Motion carries	
	Action: Decrease funding to Oral Health (priority #3) by \$40,000 from \$200,940 to \$160,940 . M/S/C: Kubricky/Mueller 9/1 Abstentions: Garcia-Bigley, Jacobs, Rucker Motion carries	
	Action: Increase funding to Medical Case Management (priority #4) by \$6,662 from \$1,168,338 to \$1,175,000 . M/S/C: Highfill/Carroll 5/1 Abstentions: Davenport, Garcia-Bigley, Jacobs, Mueller, Rucker, Underwood, Villafan Motion carries	
	Action: Level-funding for Non-Medical Case Management (priority #5) at \$392,021 . M/S/C: Carroll/Highfill 7/0 Abstentions: Davenport, Garcia-Bigley, Jacobs, Mueller, Rucker, Underwood Motion carries	
	Action: Level-funding for Non-Medical Case Management for Housing (priority #6) at \$250,000 . M/S/C: Carroll/Quezada- Torres 6/0 Abstentions: Highfill, Jacobs, Kubricky, Mueller, Underwood, Villafan Motion carries	
	Action: Increase funding to Emergency Housing (priority #7) by \$300,000 from \$1,010,000 to \$1,310,000 .	

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Agenda Item	Action	Follow-up
	M/S/C: Mueller/Villafan 11/0 Abstentions: Jacobs, Underwood Motion carries	
	Action: Level-funding to Housing Location, Placement, and Advocacy Services (priority #8) at \$100,000. M/S/C: Villafan/Garcia-Bigley 9/0 Abstentions: Jacobs, Underwood, Van Brocklin Motion carries	
	Action: Level-funding for Partial Assistance Rental Subsidy (PARS) (priority #9) at \$807,507. M/S/C: Kubricky/Robles 11/0 Abstentions: Carroll, Jacobs Motion carries	
	Action: Decrease funding to Mental Health Counseling/Therapy and Support Groups (priority #10) by \$61,062 from \$1,061,062 to \$1,000,000. M/S/C: Kubricky/Carroll Motion withdrawn by maker and second	
	Action: Decrease funding to Mental Health: Counseling/Therapy and Support Groups (priority #10) by \$161,062 from \$1,061,062 to \$900,000. M/S/C: Kubricky/Carroll 6/0 Abstentions: Davenport, Garcia-Bigley, Highfill, Jacobs, Rucker, Underwood Motion carries	
	Action: Level-funding to Substance Use Treatment Services: Outpatient (priority #11) at \$270,127. M/S/C: Van Brocklin/Kubricky 10/0 Abstentions: Highfill, Jacobs, Underwood Motion carries	
	Action: Level-funding to Mental Health: Psychiatric Medication Management (priority #12) at \$13,036 M/S/C: Carroll/Robles 4/6 Abstentions: Garcia-Bigley, Jacobs, Rucker Motion fails	
	Action: Decrease funding to Mental Health: Psychiatric Medication (priority #12) by \$7,036 from \$13,036 to \$6,000. M/S/C: Highfill/Quezada-Torres 8/0 Abstentions: Carroll, Garcia-Bigley, Jacobs, Mueller, Rucker,	

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Agenda Item	Action	Follow-up
	Motion carries	
	Action: Increase funding to Coordinated HIV Services for Women, Infants, Children, Youth, and Families by \$49,840 from \$943,317 to \$993,157 . M/S/C: Kubricky/Robles 10/0 Abstentions: Carroll, Jacobs, Van Brocklin, Motion carries	
	Action: Level-funding for Early Intervention Services: Regional Services (priority #14) at \$800,368 . M/S/C: Carroll/ Motion fails for lack of a second	
	Action: Increase funding for Early Intervention Services: Regional Services (priority #14) by \$9,614 from \$800,368 to \$810,000 . M/S/C: Van Brocklin/Mueller 5/0 Abstentions: Carroll, Garcia-Bigley, Highfill, Jacobs, Rucker, Underwood, Villafan Motion carries	
	Action: Decrease funding to Peer Navigation (Referral for Health Care and Support Services) (priority #16) by \$100,000 from \$400,000 to \$300,000 . M/S/C: Highfill/Kubricky 6/1 Abstentions: Davenport, Garcia-Bigley, Jacobs, Rucker, Underwood, Villafan Motion carries	
	Action: Level- funding for psychosocial support Services (priority #17) at \$46,744 . M/S/C: Carroll/Villafan 6/0 Abstentions: Garcia-Bigley, Jacobs, Rucker Underwood, Van Brocklin, Villafan Motion carries	
f) ACTION: Recommendations with justifications to HIV Planning Group for how services should be organized and delivered in FY 24 (next fiscal year)	Tabled	

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Agenda Item	Action	Follow-up
10. Routine Business		
a. Review Monthly and YTD expenditures and examine for any recommended reallocations.	Tabled reports are included in the meeting materials packet.	
a. Partial Assistance Rent Subsidy Program (PARS) and Emergency Housing update	Tabled	
b. Review Monthly and TYD service utilization report	Tabled reports are included in the meeting materials packet.	
11. Suggested items for the PSRAC agenda	None	
12. Announcements	None	
13. Next Meeting:	Date: Thursday, July 27, 2022 Location: County Administration Center (CAC) 1600 Pacific Highway, Room 310, San Diego, CA 92101 AND via WebEx	
14. Adjournment	Adjourned at 4:55 PM	

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SAN DIEGO HIV PLANNING GROUP (HPG)
 PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)
 MEETING MINUTES
THURSDAY, JULY 27, 2023, 1:00 PM – 5:00 PM
 COUNTY ADMINISTRATION CENTER (CAC)
 1600 PACIFIC HYW. (ROOM 310) SAN DIEGO, CA 92101

To participate remotely via Webex:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m9078f409fcf25f7e4a5a43acf1245b23>

Join the meeting via phone: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID: 2632 436 1943

Password: PSRAC.20

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Quorum is Eight (8)

Members Present: Reginal Carroll / Dr. Beth Davenport / Felipe Garcia-Bigley / Pam Highfill/ Dr. Delores Jacobs (Chair) / Cinnamon Kubricky / Chris Muller / Karla Quezada-Torres / Raul Robles / James Rucker / Regina Underwood / Rhea Van Brocklin / Freddy Villafan

Members Absent: Alberto Cortes

Agenda Item	Action	Follow-up
1. Call to order	Dr. Jacobs called the meeting to order at 1:06 p.m. and noted that an in-person quorum was established.	
2. Reminders:	Dr. Jacobs reviewed conflicts of interest and the purview of the committee; Felipe Garcia-Bigley read the committee charge.	
3. Public Comment on non-agenda items (for members of the public)	None	
4. Sharing our concerns (for committee members)	None	

Agenda Item	Action	Follow-up
5. Action: Review and approve the agenda for July 20, 2023	Action: Approve the July 20, 2023 meeting agenda as presented. M/S/C: Rucker/Kubricky 8/0 Abstentions: Jacobs Motion carries	
6. Review follow-up items from the last meeting minutes	<p>Maritza Herrera provided a report on the service category Partial Assistance Rental Subsidy (PARS):</p> <ul style="list-style-type: none"> As of June 2023, there are 44 clients on the waitlist (3 person increase), 6 new applications, and 3 went on the waitlist (previously 41 clients), 9 are applying for a second term with PARS Demographics: Primarily male, over 45 years old, from the Central region Unduplicated clients on PARS: 113 clients total, 89 identified as male, 20 female, 4 transgender No trends were noted compared to previous years <p>The committee requested information on how many people come off PARS each month to be included in future reports.</p> <p>Regarding data on the number of females who tested positive, this is difficult to assess as previously tests were run at the Public Health lab at the Rosecrans facility; now, they are sent to a commercial lab.</p>	
7. Old Business		
a) ACTION: Recommendations with justifications for changes in funding allocation for FY24 (next fiscal year; March 1, 2024 – February 28, 2025) in level-funding and reduction-	Action: Zero funding for Substance Use Treatment Services: Residential (priority #18) at \$0 . M/S/C: Villafan/Muller 9/0 Abstentions: Highfill, Jacobs Motion carries	
	Action: Level-funding for Home-based Health Care Coordination (priority #19) at \$228,500 . M/S/C: Kubricky/Van Brocklin 7/0 Abstentions: Garcia-Bigley, Jacobs, Rucker Motion carries	
	Action: Decrease funding to Transportation (priority #20) by \$20,000 from \$142,830 to \$122,830 . M/S/C: Van Brocklin/Raul Robles 5/0 Abstentions: Garcia-Bigley, Jacobs, Mueller, Rucker, Villafan, Underwood Motion carries	

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Agenda Item	Action	Follow-up
funding scenarios	Action: Level-funding to Food Services: Food Bank/Home Delivered Meals (priority #21) at \$536,073 M/S/C: Highfill/Mueller 10/0 Abstentions: Jacobs Motion carries	
	Action: Level-funding to Medical Nutrition Therapy (priority #22) at \$35,542. M/S/C: Van Brocklin/Garcia-Bigley 10/0 Abstentions: Jacobs Motion carries	
	Action: Level-funding to Legal Services (priority #23) at \$285,265. M/S/C: Mueller/Robles 8/0 Abstentions: Jacobs, Villafan Motion carries	
	Action: Level-funding to Emergency Financial Assistance (priority #24) at \$36,856. M/S/C: Mueller/Robles 9/0 Abstentions: Jacobs, Villafan Motion carries	
	Action: Zero funding to Medical Nutrition Therapy (priority #25) at \$0 , Zero funding to Early Intervention Services: HIV Counseling and Testing (priority #26) at \$0 , Zero funding to Cost sharing (priority #27) at \$0 , and Zero funding to Hospice (priority #28) at \$0. M/S/C: Van Brocklin/Rucker 10/0 Abstentions: Jacobs Motion carries	
	Action: For Outpatient Ambulatory Health Service: Primary Care (priority #1), in the FY 24 level-funding allocation scenario, maintain the present amount and consider this a service category most watched for savings as the Recipient identifies ongoing savings. M/S/C: Kubricky, Van Brocklin, 6-0 Abstentions: Garcia-Bigley, Jacobs, Muller, Villafan, Underwood Motion carries	
	Action: Decrease funding to Medical Case Management (priority #4) by \$6,662 from \$1,151,853 to \$1,145,191. M/S/C: Kubricky/Villafan 5/0 Abstentions: Davenport, Garcia-Bigley, Jacobs, Rucker, Underwood	

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Agenda Item	Action	Follow-up
	Motion carries	
	Action: Decrease funding to Non-Medical Case Management for Housing (priority #6) by \$50,000 from \$250,000 to \$200,000 . M/S/C: Davenport/Robles 7/0 Abstentions: Carroll, Jacobs, Van Brocklin, Villafan Motion carries	
	Action: Decrease funding to Emergency Housing (priority #7) by \$173,515 from \$1,010,000 to \$1,183,515 . M/S/C: Mueller/Highfill 9/0 Abstentions: Carroll, Jacobs, Villafan Motion carries	
	Action: Decrease funding to Mental Health: Counseling/Therapy & Support Group (priority #10) by \$42,970 from \$1,061,062 to \$1,018,092 . M/S/C: Van Brocklin/Robles 2/3 Abstentions: Davenport, Garcia-Bigley, Jacobs, Rucker, Underwood, Villafan Motion fails	
	Action: Decrease funding to Substance Use Treatment Services: Outpatient (priority #11) by \$10,000 from \$270,127 to \$260,127 . M/S/C: Villafan/Robles 5/3 Abstentions: Jacobs, Kubricky, Underwood Motion carries	
	Action: Decrease funding to Coordinated HIV Services for Women, Infants, Children, Youth, and Families (priority #13) by \$32,970 from \$993,157 to \$960,187 . M/S/C: Carroll/Highfill 3/7 Abstentions: Jacobs, Underwood, Van Brocklin Motion fails	
	Action: Decrease funding to Medical Case Management (priority #4) by \$16,485 from \$1,145,191 to \$1,128,706 . M/S/C: Highfill/Robles 6/0 Abstentions: Carroll, Davenport Garcia-Bigley, Jacobs, Mueller, Underwood Motion carries	
	Action: Decrease funding to Emergency Housing (priority #7) by \$16,485 from \$1,168,388 to \$1,151,853 . M/S/C: Garcia-Bigley/Highfill 10/0 Abstentions: Carroll, Jacobs	

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Agenda Item	Action	Follow-up
	Motion carries	
	Action: For the FY 24 Reduction funding scenario, allocations reduce funding overall by 1.5%, decreasing funding to service categories with \$300,000 or greater. M/S/C: Carroll Motion fails for lack of a second	
	Action: For the FY 24 Reduction funding scenario allocations reduce funding overall by 1.5%, decreasing funding to Medical Specialty (priority #2) by \$78,386 from \$273,386 to \$195,000 ; decrease funding to Oral Health (priority #3) by \$40,000 from \$200,940 to \$160,940 ; and decrease funding to Emergency Housing (priority #7) by \$29,818 from \$1,183,515 to \$1,153,697 M/S/C: Van Brocklin/Robles 7/2 Abstentions: Garcia Bigley, Jacobs, Rucker Motion carries	
	Action: For the Minority AIDS Initiative (MAI) funding, distribute the \$674,238 as follows: \$574,238 to Multi-disciplinary Teams and \$100,000 to Emergency Housing. M/S/C: Kubricky/Robles Abstentions: Garcia-Bigley, Jacobs, Rucker, Underwood Motion carries	
8. New Business		
a. ACTION: Recommendations for FY 23 reallocations	None currently	
b. ACTION: Recommendations with justifications to HIV Planning Group for how services should be organized and delivered in FY 24 (next fiscal year,	The committee recommended forwarding the following recommendations to the Strategies and Standards Committee: <ul style="list-style-type: none"> • Recommend that dental primary care and specialty providers assess clients' transportation needs when making appointments and provide information to clients on available transportation services. • For Mental Health: Counseling and Therapy services: Ensure that both telehealth and in-person appointments need to be available within reasonable time frames. • Ensure that the client's urgent mental health needs are responded to and offered potential 	HPG Support Staff will forward the recommendations to the Strategies and Standards Committee.

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Agenda Item	Action	Follow-up
March 1, 2024 – February 28, 2025)	intake appointments within 24 hours and non-urgent requests are responded to and provided potential intake appointments within two (2) weeks. <ul style="list-style-type: none">• Ensure that appointments are available at standard-of-care frequencies for clients in active, ongoing mental health treatment service (typically weekly or every two weeks).	
9. Routine Business		
a. Review Monthly and YTD expenditures	Tabled; the reports were included in the meeting materials packet.	
a. Partial Assistance Rent Subsidy Program (PARS) and Emergency Housing update	Noted in agenda item 6. Follow-up items from the previous meeting.	
b. Review Monthly and TYD service utilization report	Tabled; the reports were included in the meeting materials packet.	
10. Suggested items for the PSRAC agenda	None	
11. Announcements	The PSRA process is completed and August 2023 meetings of the PSRAC will not be needed.	
12. Next Meeting:	Thursday, September 14, 2023 3:00 – 5:00 p.m. Location: County Operation Center, 5570 Overland Ave. San Diego, CA 92123, Room 1047 Medical Examiner's Office	
13. Adjournment	Adjourned at 4:20 p.m.	

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SAN DIEGO HIV PLANNING GROUP (HPG)
 PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)
 MEETING MINUTES
THURSDAY, SEPTEMBER 14, 2023, 3:00 PM – 5:00 PM
 COUNTY OPERATIONS CENTER (COC)
 5570 OVERLAND AVE. (ROOM 1047) SAN DIEGO, CA 92123

To participate remotely via Webex:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m207539b6fb004c07a531ac27a67f415e>

Join the meeting via phone: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID: 133 857 8395

Password: PSRAC.20

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A quorum for this meeting is seven (7)

Present: Alberto Cortes, Felipe Garcia-Bigley, Pam Highfill, Dr. Delores Jacobs (Chair), Cinnamon Kubricky, Karla Quezada-Torres, Regina Underwood.

Absent: Reginald Carroll, Dr. Beth Davenport, Chris Mueller, Raul Robles, Rhea Van Brocklin, Freddy Villafan.

Agenda Item	Action	Follow-up
1. Call to order	Dr. Jacobs called the meeting to order at 3:13 p.m. and noted that an in-person quorum was established.	
2. Reminders:	The committee took a moment of silence to remember James Rucker, and participants shared their memories of him.	
3. Public Comment on non-agenda items (for members of the public)	None	
4. Sharing our concerns (for committee members)	A committee member expressed concerns about the utility bill rates increasing	

Agenda Item	Action	Follow-up
	again and how it will impact those on a fixed income. She also expressed concern about Housing and Section 8 and how many leases are reduced to 30 days. This is affecting long-term survivors who are utilizing this service. She recommended ensuring that current information gets out to clients and that housing helps beyond just Partial Assistance Rental Subsidy (PARS).	
5. Action: Review and approve the agenda for September 14, 2023	Action: Approve the September 14, 2023 meeting agenda with the noted change: Add under 8b old business Joint Taskforce for the Needs Assessment. Motion/Second/Count: (M/S/C): Garcia-Bigley/Quezada-Torres 6/0 Abstentions: Jacobs Motion carries	
6. Action: Review and approve the meeting minutes for July 20, 2023, and July 27, 2023	Action: Review and approve the meeting minutes for July 20, 2023, and July 27, 2023 M/S/C: Quezada-Torres/Kubricky 5/0 Abstentions: Cortes, Jacobs Motion carries	
7. Review follow-up items from the last meeting minutes	None	
8. Old Business		
a) ACTION: Clarify the process for the two-year budget	Reviewed	
b) *NEWLY ADDED DURING MEETING* Joint Task Force for the Needs Assessment	The committee discussed that PSRAC and Strategies committees will form a task force for the Needs Assessment.	HPG Staff will send out a reminder. If you are

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Agenda Item	Action	Follow-up
	<p>The task force will have two subgroups: Shannon Ransom and Beth Davenport will take the lead.</p> <ul style="list-style-type: none"> - #1. Subgroup will work on refining the instrument itself (it needs to be refined and further developed) - # 2. Subgroup will work in outreach and distribution, and we are particularly interested in those people who are interested in outreach, who understand the distribution, etc. This subgroup will take place after the instrument is completed. - The public will still be able to review the product at the HIV Planning Group. - HPG Support staff recommend encouraging the task force to recognize and plan for the three parts to the Needs Assessment process (1. Survey, 2. Regional Meetings, and 3. Providers survey) - Focus Groups and Providers Survey to be discussed at the next PSRAC meeting. <ul style="list-style-type: none"> o What kind of support does each need? o Survey should be provided by March 2024 	<p>interested in the survey construction or the outreach portion, please contact I Dr. Delores Jacobs HPG or support staff.</p>
9. New Business		

For any inquiries, please send an email to HPG.HHSA@sdcountry.ca.gov
You may also visit our website at sdplanning.org

Agenda Item	Action	Follow-up
<p>a. ACTION: Recommendations for FY 23 reallocations (current fiscal year, March 1, 2023 – February 29, 2024)</p>	<p>Patrick Loose reviewed the action item information sheet, which was included in the meeting materials packet.</p> <p>1) ACTION: Decrease Case Management Non-Medical for Housing by \$250,000, from \$250,000 to \$0. and Decrease Housing: Location, Placement, and Advocacy Services by \$100,000, from \$100,000 to \$0. Motion: Cortes, Highfill 5/0 Abstention: Jacobs/Kubricky Motion carries</p> <p>2) ACTION: Decrease Psychosocial Support Services by \$60,000 from \$60,000 to \$0 (includes \$29,015 recipient action) and Decrease Mental Health Services by \$155,000, from \$1,061,062 to \$906,062. Motion: Cortes, Quezada-Torres 2/0 Abstention: Garcia-Bigley, Kubricky, Highfill, Jacobs, Underwood, Motion carries</p> <p>3) ACTION: Decrease Home Delivered Meals by \$19,500, from \$536,073 to \$516,573 and Increase Emergency Financial Assistance by \$19,500, from \$36,856 to \$56,356. Motion: Quezada-Torres/Kubricky 5/0 Abstentions: Cortes, Jacobs Motion carries</p> <p>ACTION Item 6: Increase Primary Care by \$250,000, from \$852,630 to \$1,102,630.</p>	

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Agenda Item	Action	Follow-up
	<p>Motion: Karla Quezada-Torres/Highfill 5/0 Abstentions: Garcia-Bigley, Jacobs Motion carries</p> <p>5) ACTION: Increase Medical Case Management by \$115,000, from \$1,168,338 to \$1,053,338. and increase Early Intervention Services by \$35,000, from \$800,386 to \$835,386 Motion: Cortes/Kubricky 4/0 Abstentions: Garcia-Bigley, Jacobs, Underwood, Motion carries</p> <p>ACTIO Item #8: Increase Women, Infants, Children, Youth, and Families (WICYF) by \$50,000, from \$943,317 to \$993,317 Motion: Kubricky/Garcia-Bigley 6/0 Abstentions: Jacobs Motion carries</p> <p>ACTION Item 10: Increase Emergency Housing by \$115,000, from \$960,000 to \$1,075,000 (includes \$50k recipient action) Motion: Kubricky/ Garcia-Bigley 6/0 Abstentions: Jacobs Motion carries</p>	
b. Debrief the FY 24 priority setting and budget allocation process)	<p>The committee debriefed the 2024 budget allocation process:</p> <ul style="list-style-type: none"> • Collaboration between provider and consumer was respectful and friendly. 	

Agenda Item	Action	Follow-up
	<ul style="list-style-type: none"> • Members preferred the longer meetings instead of the weekly meetings. • The use of the Board of Supervisors' Chambers location was perfect due to the equipment. • Using the individual screens to see the data was useful. • Kudos to the HPG Staff for ensuring Member participation. • Kudos to the HPG Staff for the data presentations and for explaining in detail and answering questions. <p>Recommendations/ what can improve for next year</p> <ul style="list-style-type: none"> • Paperwork fonts/dot points could be a little brighter. • Some meetings could be spread out to increase consumer involvement. • The spreadsheet was challenging to read and understand. • Rather than reissuing whole packets, reissue segments. • Schedule meetings located at Southeast South Bay, Hillcrest and/or North Park locations to increase consumer participation 	
c. ACTION: Review and approve the 2024 PSRAC work plan	The Committee discussed possible meeting time changes however made no changes. The meeting time remains the same, every other month, the	

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Agenda Item	Action	Follow-up
	second Thursday of the month, from 3:00-5:00 pm The Committee reviewed and approved the 2024 Workplan.	
10. Routine Business		
a. Review Monthly and Year to Date expenditures and assess for recommended reallocations	Patrick Loose briefly reviewed the reports that were included in the meeting materials packet.	
a. Partial Assistance Rent Subsidy Program (PARS) and Emergency Housing update	Maritza Herrera briefly reviewed the PARS report. <ul style="list-style-type: none"> • 102 currently enrolled • 49 currently on the waitlist • 9 previously enrolled • 2 new applicants <ul style="list-style-type: none"> ○ Gender 35 male, 9 female, 5 transgender ○ Race/ethnicity: 10 black, 22 Hispanic/Latino, 16 white, 1 Asian ○ Age: 31 over 45, 16 ages 31-44, 2 ages 18-30 ○ Central region 34, East 4, south 4, north 7 	
b. Review Monthly and TYD service utilization report	Reviewed	
11. Suggested items for the PSRAC agenda	None	
12. Announcements	<ul style="list-style-type: none"> • Monday, September 18, 2023, is National HIV AIDS Aging Awareness Day • Office of AIDS has Medicare information 	

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Agenda Item	Action	Follow-up
	<ul style="list-style-type: none"> There is information for the new COVID-19 Booster shot from the Recipient's Office. 	
13. Next Meeting:	Thursday, November 9, 2032 Location: Southeast Live Well Center, 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room A) and online via WebEx.	
14. Adjournment	Adjourned at 4:50 PM as a quorum was lost.	



**SAN DIEGO HIV PLANNING GROUP (HPG)
COMMUNITY ENGAGEMENT GROUP
DRAFT MINUTES**

WEDNESDAY, June 21, 2023, 3:00 PM – 5:00 PM
COUNTY OPERATIONS CENTER
5560 OVERLAND AVE, SAN DIEGO, CA 92123 (TRAINING ROOM 171)

To participate remotely via Zoom:

<https://us06web.zoom.us/j/83782242388?pwd=MTFqZitVcC9hNnFPRkhkcV3dGpKdz09>

Call in: US Toll +1 669 444 9171

Meeting ID: 837 8224 2388

Passcode: 106514

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is four (4).

Committee Members: Allan Acevedo (Chair), Michael Donovan, Tyra Fleming, Michael Lochner (HPG Chair), Jen Lothridge (Co-Chair)

Absent: Alfredo De Jesus, Esteban Duarte

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair and a moment of silence.	Allan Acevedo called the meeting to order at 3:05 PM and noted the presence of a quorum in person.	
2. <u>Review:</u> Background, Mission Statement, Goals, and Agreement of Meeting Decorum	The Mission Statement and Community Engagement Group Charge were read by committee members. The meeting decorum was reviewed by the Chair.	
3. Introductions (Name, Role with HPG/Consumer, Pronouns), Icebreaker	Members and those in attendance introduced themselves.	
4. Public comment (for members of the public)	A participant mention they will be hosting a group for black women living with HIV/AIDS. The next meeting will be Monday, June 26, 2023, consisting of 3 sessions and a compensation of \$150 for participants and will include training for women to understand how to care for themselves and their journey along the	

Agenda Item	Discussion/Action	Follow-Up
	<p>healthcare continuum and continue connecting them to broader resources in the community.</p> <p>They also mention an upcoming Study for Black cis-gender women, the compensation is \$180 and open for all black women, both cis and transgender women. (Link Positively: A Technology-Delivered Peer Navigation and Social Networking Intervention to Improve HIV Care).</p> <p>For more information, please contact Danielle Campbell. Email: dacampbe@health.ucsd.edu Phone: (858) 354-1047 or contact Myiesha Phillips.</p> <p>A participant will be organizing a fundraiser for POZabilities on World AIDS Day (December 1, 2023). It will be a Drag Show Fundraiser, and more information will be shared on website Gaslampdivas.com.</p>	
5. Sharing our concerns (for committee members)	A committee member provided an update that the Community Advisory Board (CAB) for the University of California, San Diego Owens Clinic is meeting on June 16, 2023, and they continue to look for persons to act as advocates and in peer support services.	HPG staff will include additional information regarding Owens Clinic looking for advocates and peer support in the next Community Announcements and an HPG staff will contact Tyra Fleming for more information.
6. Action: Approve the Community Engagement Group agenda for June 21, 2023	<p>Action: Approve the Community Engagement Group agenda for June 21, 2023 as presented.</p> <p>M/S/C: Lothridge/Donovan 4/0</p> <p>Abstention(s): Acevedo</p> <p>Motion carries</p>	

Agenda Item	Discussion/Action	Follow-Up
7. Action: Approve the Community Engagement Group minutes for May 17, 2023	Action: Approve the Community Engagement Group minutes for May 17, 2023 M/S/C: Donovan/Lorthridge 3/0 Abstention(s): Acevedo, Lochner Motion carries	
a. Follow-Up Items:	<p>Dr. Winston Tilghman was identified to provide doxycycline post-exposure prophylaxis training at the October meeting.</p> <p>HPG staff made the links available on the website's resources and document page with current updates. The understanding member roles and responsibilities link will soon be uploaded in the bylaws.</p> <p>Analyzing Epidemiology Data will be presented today, and the Happyville exercise will be moved to next month.</p> <p>The only pending item is to create an infographic for the Happyville exercise.</p>	HPG Support Staff will work with Dr. Ken Riley to update the Happyville infographic and have it available by next week.
8. Work Plan	<p>Allen Acevedo informed the committee that the revised HPG Bylaws were recently approved by the County Board of Supervisors and asked Mikie Lochner, HPG Chair, to discuss the changes. One of the changes made was to replace the term of Consumer seats to "General Member" seats.</p> <p>Other issues:</p> <ul style="list-style-type: none"> • Unaffiliated is defined as Not working for or are on a board that is receiving Ryan White Part A or Part B funds. • The Membership Committee and the Community Engagement Group will work together on a recruitment plan. <p>Bob Lewis will provide a presentation on the HPG Bylaws at the HPG meeting in October 2023 as the Membership Committee is making changes to its operating guidelines. Participants are encouraged to attend other committees.</p>	HPG Support Staff will help to provide life real-life examples during the Happyville Exercise.

Agenda Item	Discussion/Action	Follow-Up
	<p>The committee is looking for a second person to provide training on Robert's Rules of Law.</p> <p>A committee member commented that there needs to be more clarity on the implementation of Robert Rules of Law and recommended emphasizing these during the Happyville Exercise.</p>	
9. Old Business	None	
10. New Business		
a. Epidemiology Data – Dr. Ken Riley	<p>Dr. Ken Riley led an exercise on analyzing Epidemiology data. He shared Key Data Findings reports that were reviewed at the Priority Setting and Resource Allocation Committee. He is also available if requested to present on what is on an expenditure/budget report and how to interpret it. He briefly summarized the HIV Epidemiology key data findings, and the committee recommended reviewing other key data findings sets at the Community Engagement Group once finalized at Priority Settings & Resource Allocation Committee.</p> <p>Dr. Samantha Tweeten answered and gave clarification on epidemiology data. She also gave a brief explanation of the difference between “Significance” and “Statistical Significance”. She also noted that the 2022 epidemiological data may not be available until early July 2023.</p>	
b. Meeting Schedule	<p>The meeting schedule was reviewed; one consideration is to have the meeting in the evenings and/or weekends. The committee recommended continuing to have the meeting monthly at present and research what date/time works best for the most participants.</p>	

Agenda Item	Discussion/Action	Follow-Up
	The committee will consider the meeting schedule changes in September.	
11. Committee Updates	Tabled	
a. CARE Partnership		
b. Membership Committee		
c. Strategies & Standards Committee		
d. Medical Standards and Evaluation Committee (MSEC)		
e. Priority Settings & Resource Allocation Committee (PSRAC)		
f. Steering Committee		
g. HIV Planning Group (HPG)		
h. MPOX Task Force		
i. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)		
12. Announcements	The HPG needs volunteers for Pride Festival in the Health and Wellness section from 11 AM- 6 PM. If you would like to volunteer, contact Mikie Lochner via Support Staff by Friday, June 23, 2023.	
13. Next meeting date	Next Meeting: Wednesday, July 19, 2023, 3:00 – 5:00 p.m. , in person and via Zoom. Location: County Operations Center (COC) 5560 Overland Avenue Training Room 172 San Diego, CA 92123	
14. Adjournment	Meeting was adjourned at 5:05 PM.	



SAN DIEGO
HIV PLANNING GROUP (HPG)
COMMUNITY ENGAGEMENT GROUP
DRAFT MINUTES

WEDNESDAY, AUGUST 30, 2023, 3:00 PM – 5:00 PM
SOUTHEASTERN LIVE WELL CENTER
5101 MARKET STREET., SAN DIEGO, CA 92114 (ROOM 178C)

To participate remotely via Zoom:

<https://us06web.zoom.us/j/83782242388?pwd=MTFqZitVcC9hNnFPRkhkcV3dGpKdz09>

Call in: US Toll +1 669 444 9171

Meeting ID: 837 8224 2388

Passcode: 106514

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: Allan Acevedo (Chair), Michael Donovan, Tyra Fleming, Michael Lochner (HPG Chair), Jen Lothridge (Co-Chair)

Absent: Alfredo De Jesus, Esteban Duarte

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence.	The Chair called the meeting to order at 3:06 PM and noted the presence of a quorum in person.	
2. <u>Review:</u> Background, Mission Statement, Goals, and Agreement of Meeting Decorum	Committee members read the Mission Statement and the Community Engagement Group Charge. The Chair reviewed the meeting decorum.	
3. Introductions (Name, Role with HPG/Consumer, Pronouns), Icebreaker	Members and participants introduced themselves.	
4. Public comment (for members of the public)	No public comment.	
5. Sharing our concerns (for committee members)	A member stated that service categories are for all consumers and that providers of those service categories receive better training..	HPG Support Staff (HPGSS) will provide information on

Agenda Item	Discussion/Action	Follow-Up
	A member requested current San Diego Ending the Epidemic (EHE) metrics.	where to locate San Diego EHE metrics.
6. Action: Approve the Community Engagement Group agenda for August 30, 2023	Action: Approve the Community Engagement Group agenda for August 30, 2023 as presented. Motion/Second/Count (M/S/C): Lochner / Donovan / 4/0 Abstention(s): Acevedo Motion carries	
7. Action: Approve the Community Engagement Group minutes for July 19, 2023	Action: Approve the Community Engagement Group minutes for July 19, 2023 Discussion: [Discuss the specific correction(s) that is going to be made here] M/S/C: Lochner / Fleming / 4/0 Abstention(s): Acevedo Motion carries	HPGSS will correct the July 2023 minutes to reflect voting results.
a. Follow-Up Items:	Pending follow-up item includes receiving additional information from the University of California, San Diego (UCSD) Owen Clinic.	HPGSS will follow up with pending items.
8. Old Business	None	
9. New Business		
a. Community Member recruitment plan	The committee will continue promoting the HPG and utilizing community events for recruitment opportunities. The HPG Chair is interested in having an additional HPGSS assist with recruitment activities. The Chair requested promotional materials (infographic, flyers, business cards, etc.) that can be easily distributed and shared with the public.	The HPGSS will gather promotional materials and business cards and present them at the September 2023 meeting.

Agenda Item	Discussion/Action	Follow-Up
<p>b. Review/Update committee work plan</p>	<p>For the 2023 CEG Training Plan, members requested a Housing presentation for the September 2023 meeting. Members would like to better understand the roles and responsibilities of housing providers and the results of how housing funds are being allocated. Members also requested Housing Opportunities for Persons with AIDS (HOPWA) data.</p> <p>Allan Acevedo, Chair, will present a 2023 HPG Bylaws training in November 2023.</p>	<p>HPG Support Staff to recommend potential trainers for a housing presentation to the committee.</p> <p>The HIV Planning Group support staff will invite Freddy Villafan, Housing Program Analyst, to provide a housing presentation at the September 2023 meeting.</p>
<p>c. Review: Report on Anti-Racism Assessment, Training & Recommendations</p>	<p>The members reviewed the Final Report on Anti-Racism Recommendations provided by Equity & Impact Solutions.</p> <p>The HPG Chair has requested from the consultant a list of anti-racism trainings. The HPG Chair also requested that every committee create a statement on anti-racism by March 2024.</p> <p>A member requested that the committee modify the timeline to complete the recommended actions.</p> <p>The Chair is interested in conducting peer to peer exchange with other Planning Bodies in different jurisdictions across the country.</p>	<p>The recommendation for each committee to create an anti-racism statement will be forwarded to the Steering Committee.</p> <p>HIV Planning Group support staff will send a copy of the most recent Needs Assessment and distribute it to all committee members.</p> <p>Committee members will review the latest</p>

Agenda Item	Discussion/Action	Follow-Up
	A member voiced concerns over the future of the annual AIDS Walk and Run San Diego. The HPG Chair will inquire about requesting a table for the AIDS Walk and Run San Diego in September 2023.	Needs Assessment and provide suggestions and new ideas for the next Needs Assessment planning process.
d. Review Standards Queued for Review	Tabled	
10. Committee Updates		
a. CARE Partnership	<p>Freddy Villafan did a presentation on housing which is available online on the HIV Planning Group (HPG) website, www.sdplanning.org.</p> <p>There was a presentation by the San Diego Workforce Partnership, however, that presentation has not yet been made available on the HPG website.</p>	
b. Membership Committee	<p>There was no meeting in August 2023.</p> <p>In July, the committee met and is making changes to the application due to the changes in HPG bylaws. Next meeting is September 13, 2023; the committee members are encouraged to attend as changes being recommended to the Committee Guidelines and the HPG Application.</p>	HPGSS to revise, indicate meeting was held on July 12.
c. Strategies & Standards Committee	Exploring establishing a task force for persons with HIV disease (PLWH) aged 50+.	
d. Medical Standards and Evaluation Committee (MSEC)	Scheduled for September 19, 2023.	

Agenda Item	Discussion/Action	Follow-Up
e. Priority Settings & Resource Allocation Committee (PSRAC)	FY 24 (next fiscal year) budget finalized. Will debrief the psra process on September 14, 2023; CEG members are encouraged to attend.	
f. Steering Committee	There was no meeting in August 2023. The agenda for September 19, 2023, is full.	
g. HIV Planning Group (HPG)	Next meeting is on September 27, 2023. HPG will be requested to sign off on the Core Medical Services Waiver and there will be training on the Administrative Mechanism. A new mobile application is available for HIV resources – Felipe Ruiz, County of San Diego, will present more information about the application at the HPG meeting.	
h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	Feedback was provided about the St. Vincent de Paul Village.	
11. Announcements	HIV Planning Group support staff has begun distributing notices for Truax Award nomination announcements. Nomination forms are due by October 1, 2023. The AIDS Walk and Run San Diego will take place on Saturday, September 30, 2023. The Metropolitan Area Advisory Committee (MAAC) Project is accepting applications again.	
12. Next meeting date	Next Meeting: Wednesday, September 20, 2023, from 3:00 PM – 5:00 PM. , in-person and via Zoom. Location: County Operations Center (COC):	

Agenda Item	Discussion/Action	Follow-Up
	5570 Overland Ave. San Diego, CA 92123 – Room 1047 – Medical Examiner’s Office	
13.Adjournment	Meeting was adjourned at 4:13 PM.	



SAN DIEGO
HIV PLANNING GROUP (HPG)
COMMUNITY ENGAGEMENT GROUP
DRAFT MINUTES

WEDNESDAY, SEPTEMBER 20, 2023, 3:00 PM – 5:00 PM
County Operations Center (COC)
5570 OVERLAND AVE, SAN DIEGO, CA 92123 (ROOM 1047)

To participate remotely via Zoom:

<https://us06web.zoom.us/j/83782242388?pwd=MTFqZitVcC9hNnFPRkhkcV3dGpKdz09>

Call in: US Toll +1 669 444 9171

Meeting ID: 837 8224 2388

Passcode: 106514

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: Allan Acevedo (Chair), Michael Donovan, Tyra Fleming, Michael Lochner (HPG Chair), Jen Lothridge (Co-Chair), Esteban Duarte

Committee Members Absent: Alfredo De Jesus

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence.	The Chair called the meeting to order at 3:02 PM and noted the presence of a quorum in person.	
2. <u>Review:</u> Background, Mission Statement, Goals, and Agreement of Meeting Decorum	Committee members read the Mission Statement and the Community Engagement Group Charge. The Chair reviewed the meeting decorum.	
3. Introductions (Name, Role with HPG/Consumer, Pronouns), Icebreaker	Members and participants introduced themselves.	
4. Public comment (for members of the public)	No public comment.	
5. Sharing our concerns (for committee members)	A member of the committee shared concerns about Housing and Section 8 as well as the changes in the	

Agenda Item	Discussion/Action	Follow-Up
	<p>service categories. Additionally, a member of the public shared concerns about Medicare, how it affects consumers, and the importance of making consumers aware of the programs.</p> <p>A member of the committee expressed concerns about the 20% increase of the city water and wondered what the HPG will do about it.</p>	
<p>6. Action: Approve the Community Engagement Group agenda for September 20, 2023</p>	<p>Action: Approve the Community Engagement Group agenda for September 20, 2023 as presented. Motion/Second/Count (M/S/C): Duarte/Lochner (4/0) Abstention(s): Acevedo Motion carries</p>	
<p>7. Action: Approve the Community Engagement Group minutes for August 30, 2023</p>	<p>Action: Approve the Community Engagement Group minutes for August 30, 2023. M/S/C: Lochner/Donovan (4/0) Abstention(s): Acevedo Motion carries</p>	
<p>a. Follow-Up Items:</p>	<p>HPG support staff provided the committee with all completed follow-up items.</p> <p>Committee members provided HPG support staff with revisions and suggestions to the draft of the recruitment flyer. A Spanish translated version of the flyer is in progress.</p> <p>Allan Acevedo announced that as part of the Getting to Zero Community Engagement action plan, the committee received feedback about service standards and should review to ensure consistency with addressing barriers. The committee</p>	<p>HPG Support Staff will assist in identifying a speaker to present on open enrollment before the open enrollment deadline.</p>

Agenda Item	Discussion/Action	Follow-Up
	<p>agreed to arrange them in the following order:</p> <ol style="list-style-type: none"> 1. Emergency financial assistance housing and shelter 2. Food meals 3. Housing case management 4. Medical therapy 5. Non-medical case management 6. Medical case management <p>Allan Acevedo reviewed the needs assessment and the steps of the process.</p> <p>The committee provided feedback and mentioned that the survey was too long, and it was not clear for what it was trying to accomplish. The committee agreed to review different sections of the survey for October.</p> <p>The committee made the following recommendations to the 2024 training plan:</p> <ul style="list-style-type: none"> • April: In-depth review of service categories. • May: go over the categories. • June: Happyville (subject to change). • AB2449 will be removed, and A presentation on Medicare will be added in place of Assembly Bill (AB) 2449. When the presentation will take place has yet to be decided. <p>HIV Planning Group Bylaws and Insurance has been grouped for November 2023.</p>	

Agenda Item	Discussion/Action	Follow-Up
8. Old Business	None	
9. New Business		
a. Presentation: Housing Resources- Allan Acevedo and Cinnamen Kubricky	Allan Acevedo and Cinnamen Kubricky presented on Housing services and resources. Jen Lothridge suggested www.211sd.org as a great source of information.	The chair will provide the HPGSS a copy of the PowerPoint presentation to share on the HPG website.
b. Review Standards Queued for Review	Tabled.	
10. Committee Updates		
a. CARE Partnership	Tabled.	
b. Membership Committee	Tabled.	
c. Strategies & Standards Committee	Tabled.	
d. Medical Standards and Evaluation Committee (MSEC)	Tabled.	
e. Priority Settings & Resource Allocation Committee (PSRAC)	Tabled.	
f. Steering Committee	Tabled.	
g. HIV Planning Group (HPG)	Tabled.	
h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	Tabled.	
11. Announcements	None.	
12. Next meeting date	Next Meeting: Wednesday, October 18, 2023, from 3:00 PM – 5:00 PM. , in-person and online via Zoom.	

Agenda Item	Discussion/Action	Follow-Up
	Location: Serra Mesa – Kearny Mesa Library 9005 Aero Drive, San Diego, CA 92123	
13. Adjournment	Meeting was adjourned at 5:00 PM.	



CARE PARTNERSHIP FOR WOMEN, CHILDREN, AND FAMILIES

Monday, June 12, 2023 11:00 AM

Meeting URL:

<https://zoom.us/j/95445978475?pwd=bmRSNEI3Z2pnRVY3U3g5ZmRZYVN6dz09>

Meeting ID: 894 5823 2478

Password: 224708

MEETING MINUTES

Attendees: Jeanisha Jones (Chair), Daniela Munoz (UCSD MCAP), Josefina Prado (San Diego Family Care), Marvin Hanashiro (UC San Diego AntiViral Research Center), Myiesha Phelps (UCSD Link Positively Research Study), Rhea Van Brocklin, Roberto Gallardo, Shannon Ransom, Stephanie Holder, Margaux Stack-Babich (UCSD Moores Cancer Center)

HPG Support Staff: Erika Peralta, Carlie Catolico, America Gonzalez, Joyce Ann Eclarino

Spanish Interpretation available; call: 1-888-582-3528 (toll-free) /1-847-944-7361 (US toll) – Passcode: 9150 983#

Agenda Item	Action	Follow-up
1. Welcome and introductions	Johneisha Jones started the meeting at 11:00 AM, and the participants introduced themselves.	
2. Comments from the Chair/	The Chair went over the process of how to access translation services.	
▪ Respectful Engagement	Respectful engagement comments were read.	
3. Moment of silence	A moment of silence was observed, remembering those who have passed and those living with or affected by HIV/ADS and/or COVID-19.	
4. Review Mission Statement	The mission statement was read.	
5. Public comment/ Sharing our Concerns	None.	
6. Review & approval of the meeting agenda for June 12, 2023	The agenda for June 12, 2023, was approved by consensus.	
7. Review & approval of May 15, 2023 meeting minutes	The meeting minutes from May 15, 2023, were approved by consensus.	
8. Discuss and update the training plan	The training plan includes the following presentations for the year: <ul style="list-style-type: none"> July- Catholic Charities 	

Agenda Item	Action	Follow-up
	<ul style="list-style-type: none"> • August – Workforce and Ending the Epidemic • September – Tentative (San Ysidro CASA) • October – Being Alive • November – Open • December – Self-Care <p>A participant's suggestion about California Advancing and Innovating Medi-Cal (Cal AIM) There may be resources that people in the community may not be aware of.</p> <p>HIV Planning Group Support Staff informed the committee that Lori Jones and Felipe Ruiz, from the County of San Diego, are interested in doing a presentation for Ending the Epidemic (EHE) in August.</p>	
9. Cultural Competency/ Training Opportunities/ Updates	None	
10. Old Business		
a. None	None	
11. New Business		
a. Presentation:	<p>Josefina Prado, Outreach and Enrollment Supervisor for San Diego Family Care gave a presentation.</p> <p>San Diego Family Care group of community clinics provides high-quality health, dental, and mental care services.</p> <p>Medical Expansion full benefits were expanded to individuals 50 and over under the income limits since May 1, 2022. It will be extended to individuals who are aged 26 – 49.</p> <p>For more information, please contact: Josefina Prado, Family Care Outreach and Enrollment Supervisor</p> <ul style="list-style-type: none"> ▪ jprado@sdfamilycare ▪ (619) 321-2604 	
12. Reports		

Agenda Item	Action	Follow-up
a. Women and Youth Out of Care Group Discussion	<p>It is essential to remember that our youth need to be included in the conversation when it comes to planning and discussing services.</p> <ul style="list-style-type: none"> ▪ The San Diego LGBT Center opened a new youth facility in Hillcrest. ▪ A participant recommended having The Center's youth facility do a presentation. ▪ Mother, Child & Adolescent HIV Care (MCAP) will potentially hire someone for part-time or full-time positions for Peer Support. They are looking for a youth navigator who can relate to other youth. 	
b. HIV Planning Group (HPG) Planning Group Support Staff	<p>HPG Support Staff introduced a new temporary staff, Erika Peralta, to support HPG for the next 6 months.</p> <ul style="list-style-type: none"> • Erika Peralta will be the lead HPG support staff for CARE Partnership until the end of this year. • The Priority Setting and Resource Allocation Committee and the HPG have started FY 24 (next fiscal year) priority ranking process and will begin the FY 24 budget allocation process in July 2023. • Upcoming HPG and committee meetings: <ul style="list-style-type: none"> ○ The next MPOX Task Force meeting will occur on Thursday, June 15, 2023, from 3:30– 5:00 PM. ○ Steering Committee meeting is June 20, 2023, from 11 AM-1 PM. ○ Community Engagement Group meeting is June 21, 2023, from 3 PM-5 PM. ○ Priority Setting & Resource Allocation (PSRAC) June 22 from 1 PM- 5 PM ○ HIV Planning Group June 28, 3-5 PM 	

Agenda Item	Action	Follow-up
c. Housing Needs/Progress Cinnamen Kubricky	No update	
d. Ryan White Part D Shannon Ransom	<p>Shannon Ransom led a brief discussion on Health Resources and Services Administration (HRSA) funds and Center for Disease Control and Prevention (CDC) funds. HRSA is the umbrella that funds Ryan White's services; various parts are included.</p> <ul style="list-style-type: none"> ▪ Part D: Women, Children, and Youth ▪ HRSA issued a memo stating that all RW providers should provide status-neutral services. ▪ Potentially, more funding is coming in; the MCAP is planning strategically to figure out how to provide status-neutral services. 	
e. Research i. AIDS Clinical Trials Group (ACTG)/ Antiviral Research Center (AVRC) ii. HIV Neurobehavioral Research Program (HNRP) iii. Mother, Child & Adolescent HIV Care (MCAP)	<p>The Latitude Research Study is for people with trouble adhering to their medications. Consist of a Long-Acting Injectable medication, such as Cabenunam, to which clients are more adherent than oral medications.</p> <p>Research Study 54-15 looks at an FDA-approved drug to treat liver fibrosis, reduce fat tissue distribution, and improve medication adherence.</p> <p>Participants in all studies receive compensation at AVRC.</p> <ul style="list-style-type: none"> ▪ Willing to work with people to offer transportation. <p>Marvin also does presentations. Please reach out for more information.</p> <p>HNRP (Roberto Gallardo), Centers for medical cannabis research (CMCR). Contact Roberto Gallardo at jrgallardo@health.ucsd.edu</p> <p>Shannon Ransom (MCAP):</p> <ul style="list-style-type: none"> ▪ Respiratory Syncytial Virus (RSV) Study on Infants 	

Agenda Item	Action	Follow-up
13. Announcements	<p>Christie's Place</p> <ul style="list-style-type: none"> ▪ Next Friday, June 23, 2023, hosting the annual Board fundraiser at FEMX Quarters ▪ Screening a film premiere on film on black women in Los Angeles living with HIV ▪ Zoom recording available on Cancer Prevention in the Trans and Nonbinary Community: https://uchealth.zoom.us/j/9876543210 ▪ A participant encourages clients to attend the meetings because this is where they can get many resources for their services. ▪ A participant suggested permanently moving the CARE Partnership meeting to the 2nd Monday of each month. 	
14. Next Meeting Date: Monday, July 17, 2023, 11:00 AM	Next CARE Partnership Meeting Date: Monday, July 17, 2023, 11:00 AM Location: Virtually/ online via Zoom	
15. Adjournment	Adjourned at 12:04 PM	



MEETING MINUTES

CARE PARTNERSHIP FOR WOMEN, CHILDREN, AND FAMILIES

Monday, July 17, 2023, 11:00 AM – 1:00 PM

To participate remotely via Zoom, click the following link):

<https://us06web.zoom.us/j/89458232478?pwd=SmIsTjBtaWhMVEVMK0VpclRzZU5qUT09>

Meeting ID: 894 5823 2478

Password: 224708

Spanish Interpretation is available.

Call: 1-888-582-3528 (toll-free) /1-847-944-7361 (US toll)

Passcode: 9150 983#

Attendees: Johnneisha Jones (Chair), Loren Goldstein (ICM Case Manager Public Health), Patty Lopez (Case manager at UCSD-MCAP), Shannon Ransom (UCSD MCAP, HPG member), Daniela Munoz (SW, at UCSD-MCAP), Pablo Corona (Community Outreach HICAP), Rhea Van Brocklin (Christie's Place and HPG), Joseph Leahy (Sr. Community Liaison), Tara Stamos-Buesig (HRCSD), Nicole Pepper (PhD, LCSW), Consumers (join from Christie's Place)

HPG Support Staff: Carlie Catolico, Joyce Ann Eclarino, America Gonzalez, Erika Peralta

Agenda Item	Action	Follow-up
1. Welcome and introductions	Johnneisha Jones started the meeting at 11:02 AM, and the participants introduced themselves.	
2. Comments from the Chair/	The Chair went over the process of how to access translation services.	
▪ Respectful Engagement	Respectful engagement comments were read by Felice Jimenez.	
3. Moment of silence	A moment of silence was observed, remembering those who have passed and those living with or affected by HIV/AIDS and/or COVID-19.	
4. Review Mission Statement	Patty Lopez read the mission statement.	
5. Public comment/ Sharing our Concerns	A comment was made publicly on the need for gas reimbursement and transportation passes. Mentioning these incentives is essential to attend meetings and appointments. Two members of the public had housing questions. At the next meeting, there will be a presentation on housing, and participants can ask questions at that	HPG Support Staff will follow-up with the recipient office for any possible incentives for CARE Partnership members.

Agenda Item	Action	Follow-up
	time. Also, speak with your social worker for more information.	
6. Review & approval of the meeting agenda for July 17, 2023	The agenda for July 17, 2023, was approved by consensus.	
7. Review & approval of June 12, 2023 meeting minutes	The meeting minutes from June 12, 2023, were approved by consensus.	
8. Discuss and update the training plan	<p>Patty Lopez provided the training plan following updates.</p> <ul style="list-style-type: none"> • August – Workforce and Housing • September (San Ysidro CASA) and The Center (Tentative) • October – Being Alive • November – Open • December – Self-Care 	
9. Cultural Competency/ Training Opportunities/ Updates	<p>Project PEARL (Peers Promoting Equity, Advocacy, and Resources through Leadership) finished its 4th cohort on July 6, 2023, consisting of 8 consumer participants.</p> <p>5 of them are interested in participating in the HPG Planning Group. Project PEARL has helped and impacted HPG Membership recruitment.</p> <p>The following Project PEARL training will be in October 2023 and be virtual. A Spanish cohort is anticipated to start in August 2023.</p>	
10. Old Business		
a. None	None	
11. New Business		
a. Presentation:	<p>Tara Stamos-Buesig, Executive Director of the Harm Reduction Coalition of San Diego (HRCSD), provided a presentation on the Harm Reduction Coalition of San Diego.</p> <p>For more information, please contact: Tara Stamos-Buesig, Founder & CEO at tbuesig@hrcsd.org</p>	

Agenda Item	Action	Follow-up
	If you want to sign up, contact: harmreduxsd@gmail.com 619-961-0527, Sam Bayne sambayne@hrcsd.org	
12. Reports		
a. Women and Youth Out of Care Group Discussion	The chair reminded participants to remember to include youth in discussions.	
b. HIV Planning Group (HPG) Planning Group Support Staff	<p>HPG staff reported that the Priority Setting and Resource Allocation Committee (PSRAC) started the FY 24 (next fiscal year) budget allocation process. The HPG also prioritizes recruitment and reaching out to prospective members to join the HPG and/or its committee.</p> <p>The upcoming PSRAC meeting is Thursday, July 20, 2023, from 1:00- 5:00 PM.</p>	
c. Housing Needs/Progress	None	
d. Ryan White Part D	<p>Shannon Ransom updated that an upcoming, projected contract will use a mobile unit to respond to those who have fallen out of care. The mobile unit will consist of physicians, case managers, care coordinators, food services, syringe exchange services, HIV testing, and additional health care services. This contract will be a partnership between Owen Clinic, UCSD Mother, Child, and Adolescent HIV Care (MCAP), and the Harm Reduction Coalition. Another contract is projected to start on August 1, 2023, to identify those out of HIV care. Both UCSD and MCAP will designate various locations with HIV testing as part of their routine medical care.</p> <p>Christie's Place connects with Owen Clinic to create a stronger community-through peer navigation.</p>	

Agenda Item	Action	Follow-up
	<p>UCSD MCAP is hiring a full-time and a part-time peer navigator to support youth through a project focused on providing affirming care to LGBTQIA+ youth with HIV.</p> <p>For more information on the UCSD MCAP job listing, please click the link below: https://employment.ucsd.edu/peer-navigator-123995/job/25223635</p>	
<p>e. Research</p> <p>i. AIDS Clinical Trials Group (ACTG)/ Antiviral Research Center (AVRC)</p> <p>ii. HIV Neurobehavioral Research Program (HNRP)</p> <p>iii. Mother, Child & Adolescent HIV Care (MCAP)</p>	No updates	
13. Announcements	None	
14. Next Meeting Date: Monday, August 21, 2023	<p>Next CARE Partnership Meeting Date: Monday, August 21, 2023, 11:00 AM Location: Virtually/ online via Zoom</p>	
15. Adjournment	Adjourned at 12:35 PM	

MEETING MINUTE

CARE PARTNERSHIP FOR WOMEN, CHILDREN, AND FAMILIES

Monday, August 21, 2023, 11:00 AM – 1:00 PM Via Zoom

To participate remotely via Zoom, click the following link):

<https://us06web.zoom.us/j/89458232478?pwd=SmlsTjBtaWhMVEVMK0VpclRzZU5qUT09>

Meeting ID: 894 5823 2478

Password: 224708

Spanish Interpretation is available.

Call: 1-888-582-3528 (toll-free) /1-847-944-7361 (US toll)

Passcode: 9150 983#

Attendees: Loren Goldstein (ICM Case Manager Public Health), Patty Lopez (Case manager at UCSD-MCAP), Shannon Ransom (UCSD MCAP, HPG member), Rhea Van Brocklin (Christie's Place and HPG member), Joseph Leahy (Sr. Community Liaison), Tara Stamos-Buesig (HRCSD), Marvin Hanashiro (UCSD Antiviral Research Center), Joe Mora (UCSD MCAP), Adriana Mendoza Favila (Christie's Place), Bhjan Kaur (Christie's Place), Freddy Villafan (County of SD Housing & Community Development Services and HPG member), Maria Vergara (Peer Navigator Christie's Place), Tammelita Colton (UCSD MCAP), Venice Price (HPG member), Reginald Carroll, BreAnn Gay,

HPG Support Staff: Dasha Dahdouh, Joyce Ann Eclarino, Erika Peralta,

Agenda Item	Action	Follow-up
1. Welcome and introductions	Shannon Ransom started the meeting at 11:06AM, and the participants introduced themselves. Shannon Ransom will replace the chair for today due to illness and Patty Lopez will co-chair.	
2. Comments from the Chair/	The Chair went over the process of how to access translation services.	
▪ Respectful Engagement	Respectful engagement comments were read by Dasha Dahdouh, HIV Planning Group Support Staff.	
3. Moment of silence	A moment of silence was observed, remembering those who have passed and those living with or affected by HIV/AIDS and/or COVID-19.	
4. Review Mission Statement	Patty Lopez read the mission statement.	
5. Public comment/ Sharing our Concerns	A participant commented regarding the CARE Partnership meeting not allowing reimbursement for gas or other modes of transportation and requested HPG	HPG staff will follow up with Shannon Ransom regarding reimbursement.

Agenda Item	Action	Follow-up
	<p>Support staff to double check the rules on that. The participant also asked the committee to reconsider meeting in-person as they believe not meeting in-person has adversely affected attendance and consumer participation.</p> <p>Shannon Ransom will follow up with the participant to answer the first question.</p>	
6. Review & approval of the meeting agenda for August 21, 2023	The agenda for August 21, 2023, was approved by consensus.	
7. Review & approval of July 17, 2023 meeting minutes	The meeting minutes from July 17, 2023, were approved by consensus.	
8. Discuss and update the training plan	<p>Patty Lopez provided the training plan following updates.</p> <ul style="list-style-type: none"> • September (San Ysidro CASA) and The Center (Tentative) • October – Being Alive • November – Open • December – Self-Care <p>A participant requested the committee to reconsider bringing back the Holiday Get-Together in December.</p> <p>Another participant asked the committee to provide training/ presentations to help Trans women change their names and how to do the immigration process for Latina trans women.</p>	
9. Cultural Competency/ Training Opportunities/ Updates	None	
10. Old Business		
a. None		
11. New Business		
a. Presentation: Freddy Villafan, Housing Program Analyst, Housing and Community Development	Freddy Villafan, Housing Program Analyst, Housing and Community Development gave presentation via PowerPoint.	

Agenda Item	Action	Follow-up
	<p>For any questions, send email to: Freddy.Villafan@sdcounty.ca.gov Or call: (858) 694-8747</p> <p>Resource link available.</p> <p>It was recommended to have this presentation at a Community Engagement Group meeting.</p>	<p>HPG Support Staff will coordinate with the Community Engagement Chair to have Freddy Villafan come present in the future.</p>
<p>b. Presentation:</p> <p>BreAnn Gay, Outreach Specialist III, San Diego Workforce Partnership</p>	<p>Presentation: BreAnn Gay, Outreach Specialist III, San Diego Workforce Partnership gave presentation via PowerPoint.</p> <p>Designed to offer workforce services, programs, and special initiatives, for job seekers and employers. The organization advocates on the public's behalf, conduct research on trends, and has specific population programs, including for young adults experiencing homelessness or impacted by juvenile system.</p>	
12. Reports		
a. Women and Youth Out of Care Group Discussion	Shannon Ransom provided an update on the Ryan White funding.	
b. HIV Planning Group (HPG) Planning Group Support Staff	HPG staff reported the next meeting for the Community Engagement Group is on August 30, 2023, from 3:00 PM – 5:00 PM at the Southeastern Live Well Center.	
c. Housing Needs/Progress	There was a question regarding detailed instructions on Housing in the resource guide from the Recipient's office.	
d. Ryan White Part D	Joseph Mora provided an update on youth programming/committees/events within the Mother, Child, & Adolescent Program (MCAP) there are support resources and groups to try to get young people involved and to provide	

Agenda Item	Action	Follow-up
	<p>opportunities to reduce stigma/isolation. Young people are struggling with housing, including availability and it has been challenging and frustrating. There was a recommendation have a presentation on the youth services provided by the Center to include ways to engage in those services. Shannon will note for reference when the Center comes to present.</p>	
<p>e. Research</p> <p>i. AIDS Clinical Trials Group (ACTG)/ Antiviral Research Center (AVRC)</p> <p>ii. HIV Neurobehavioral Research Program (HNRP)</p> <p>iii. Mother, Child & Adolescent Program (MCAP)</p>	<p>AVRC (Marvin Hanashiro): Research studies are available that focus on new and innovative treatments and AVRC will come to any organization or group to share information and talk about the studies.</p> <p>AVRC Studies:</p> <p>f. https://bit.ly/AVRC_Studies</p> <p>g. For any questions for AVRS, email Marvin Hanashiro at: mhanashiro@health.ucsd.edu</p> <p>No updates from NHRP</p> <p>No updates from MCAP</p>	
<p>13. Announcements</p>	<p>Christie's Place</p> <ul style="list-style-type: none"> Annual Dancing with Hope Retreat on 9/22-9/24 at Camp Stevens. Don't have to be a client of Christie's Place but must identify as a woman. It will be more regional this year. Women from LA are joining. If interested, apply with Christie's Place For more information contact: <p>Kenyatta Parker Email: kparker@christiesplace.org Phone #: (619)702-4186 EXT 218</p>	
<p>14. Next Meeting Date: Monday, September 18, 2023</p>	<p>Next CARE Partnership Meeting Date: Monday, September 18, 2023, 11:00 AM Location: Virtually/online via Zoom</p>	

Agenda Item	Action	Follow-up
15. Adjournment	Adjourned at 12:53PM	

Joint City/ County HIV Housing Committee Meeting Minutes

May 17, 2023

Housing and Community Development Services

In Person / Virtual

5560 Overland Dr, Training Room 172, San Diego, CA 92123

10:00 AM to 12:00 PM

Committee Members Present:	Representing:	Community Members Present	Representing:	Virtual Attendee:	Representing:
James Cassidy	HOPWA Providers	Stacey Drew	Townspeople	Roxana Lopez	HCDS
Patrick Anderson	Seniors	Laura Cervantes	2-1-1	Karen Wachowiak	HCDS
Allan Acevedo	Consumer	Varely Revell	2-1-1	Mollie Dennehey	Stepping Stone
Loren Goldstein	Formerly Incarcerated	Dennis Dickens	FJV	Dana Derderian	FJV
Cinnamen Kubricky	HIV Planning	Geri Schroeder	SBCS	Judy Bokhari	FJV
Marc d'Hondt	San Diego Housing Commission	Analicia McKee-Chau	SBCS	Ann Wiczorek	FJV
				Christina "Nina" Madriles	FJV
Committee Members Absent:	Representing:	County Staff Present:	Representing:	Denise Cabañas	Townspeople
Juanita Villalvazo	Families and Children	Nicole Aguilar	HCDS		
Chris Mueller	Substance Abuse	Lolita Thomas	HCDS		
		Tareq Haidari	HCDS		
		Matthew Brown	OHS		

Joint City/ County HIV Housing Committee Meeting Minutes

May 17, 2023

Housing and Community Development Services

In Person / Virtual

5560 Overland Dr, Training Room 172, San Diego, CA 92123

10:00 AM to 12:00 PM

Item/ Topic	Discussion	Action
I & II Call to order/ Welcome and Moment of Silence	Meeting Called to order: 10:05 AM Moment of Silence Observed	
III. Public Comment & Introductions	Public Comment: No Public Comment Introductions: In person / Virtual	
IV. ACTION: Approval of Agenda: May 17 2023	Time: 10:15AM <ul style="list-style-type: none">May 17, 2023 Agenda	Approved 1 st : Allan 2 nd : Jim
V. ACTION: Approval of Minutes: March 15, 2023	Time: 10:16 AM <ul style="list-style-type: none">March 15, 2023 Agenda	Approved 1 st : Marc 2 nd : Loren
VI. HOPWA TBRA Lease-up and Waiting List update (HCDS)	<ul style="list-style-type: none">There are 4,268 applicants on waitlist, 81 active lease ups, 2 pendingCompleted a pull on Feb 3rd, 2023 - 45 individuals were notified / April 20th, 2023 – 50 individuals were pulled; now waiting for eligibilityIf you have clients who are on the waitlist, please remind them to keep information up to date since paperwork gets mailed to address on file; they can go online or call the general number 858-694-4801	
VII. Updates: HOPWA Providers	<ul style="list-style-type: none">Being Alive -<ul style="list-style-type: none">Still taking referrals for moving program and utility assistance programHHSA ICM -<ul style="list-style-type: none">Program full but taking referralsReach out if client is in jail or about to get out to get connected to servicesTownpeople -	

Joint City/ County HIV Housing Committee Meeting Minutes

May 17, 2023

Housing and Community Development Services

In Person / Virtual

5560 Overland Dr, Training Room 172, San Diego, CA 92123

10:00 AM to 12:00 PM

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">○ CES match with a vacant○ Emergency Housing taking referrals for May and June○ Housing Navigation currently accepting referrals• SBCS -<ul style="list-style-type: none">○ CES match for perm housing• 211SD –<ul style="list-style-type: none">○ Still accepting referrals• Stepping Stone –<ul style="list-style-type: none">○ Full to capacity; 3-4 waiting for residential• Fraternity House, Michelle House, and Independent Living Apartments (Fraternity House Inc.) -<ul style="list-style-type: none">○ Moved a resident on to higher level of care, moved another into an apartment○ Have 1 opening at Michelle House, 1 opening at fraternity house; all apartments are filled○ Job opening for an executive director• FJV –<ul style="list-style-type: none">○ Taking referrals; 1 family space open (1 person in family needs diagnosis)• Mama's Kitchen -<ul style="list-style-type: none">○ N/A• San Diego Housing Commission –<ul style="list-style-type: none">○ N/A• Ryan White – PHS<ul style="list-style-type: none">○ N/A | |
|--|---|--|

Joint City/ County HIV Housing Committee Meeting Minutes

May 17, 2023

Housing and Community Development Services

In Person / Virtual

5560 Overland Dr, Training Room 172, San Diego, CA 92123

10:00 AM to 12:00 PM

VIII. Presentation	Office of Homeless Solutions – Matthew Brown <ul style="list-style-type: none">• Overview of OHS and variety of programs	
IX. Committee Member Comments on items not on Agenda	None	
X. HCDS Staff Updates	<ul style="list-style-type: none">• HCDS Update<ul style="list-style-type: none">○ End of contract closeout time; COR will be sending out year end letters asap; submit invoices and budget adjustments○ Contract extensions will be completed for 3 months; everyone should have or should of already received amounts; complete budget; contract extensions comes out of previous rate and prorating○ NOFA applications are being reviewed and will be announced in the coming weeks	
XI. Adjournment	The meeting was adjourned at 11:08 AM	

Joint City/ County HIV Housing Committee Meeting Minutes

September 20, 2023

Housing and Community Development Services

In Person / Virtual

5560 Overland Dr, Training Room 172, San Diego, CA 92123

10:00 AM to 12:00 PM

Committee Members Present:	Representing:	Community Members Present	Representing:	Virtual Attendee:	Representing:
James Cassidy	HOPWA Providers	Stacey Drew	Townspeople	Roxana Lopez	HCDS
Patrick Anderson	Seniors	Geri Schroeder	SBCS	Meliza Terones	HCDS
Allan Acevedo	Consumer	Mollie Dennehey	Stepping Stone	Ruth Bruland	FJV
Cinnamen Kubricky	HIV Planning	Dennis Dickens	FJV	Dana Derderian	FJV
Marc d'Hondt	San Diego Housing Commission			Michele Marano	City of SD
Chris Mueller	Substance Abuse			Noemi Huerta	Mama's Kitchen
Committee Members Absent:	Representing:	County Staff Present:	Representing:		
Juanita Villalvazo	Families and Children	Nicole Aguilar	HCDS		
Loren Goldstein	Formerly Incarcerated	Karen Wachowiak	HCDS		

Joint City/ County HIV Housing Committee Meeting Minutes

September 20, 2023

Housing and Community Development Services

In Person / Virtual

5560 Overland Dr, Training Room 172, San Diego, CA 92123

10:00 AM to 12:00 PM

Item/ Topic	Discussion	Action
I & II Call to order/ Welcome and Moment of Silence	Meeting Called to order: 10:04 AM Moment of Silence Observed	
III. Public Comment & Introductions	Public Comment: No Public Comment Introductions: In person / Virtual	
IV. ACTION: Approval of Agenda: September 20, 2023	Time: 10:09AM <ul style="list-style-type: none">September 20, 2023 Agenda	Approved 1 st : Jim 2 nd : Chris
V. ACTION: Approval of Minutes: July 19, 2023	Time: 10:10 AM <ul style="list-style-type: none">July 19, 2023 Minutes	Approved 1 st : Marc 2 nd : Patrick
VI. Recommendation	<ul style="list-style-type: none">Discussion regarding changing the meeting time from 2 hours to 1 hour	
VII. ACTION: Recommendation of Time Change	<ul style="list-style-type: none">Approved to change time of meeting - changing time to 11:00am-12:30pm	Approved 1 st : Jim 2 nd : Marc
VI. HOPWA TBRA Lease-up and Waiting List update (HCDS)	<ul style="list-style-type: none">There are 4,213 applicants on waitlist, 79 active lease ups, 14 pending lease upCompleted 3x pull from waitlist (July 25, 2023 - 150 applicants, August 22, 2023 - 150 applicants, September 6, 2023 - 250 applicants)Process when pulled – household is sent notice, documentation is requested, and eligibility is determined. If eligible household attends briefing and issued a voucher that expires in 90 days. If household doesn't find place to rent they can request a extension for another 90 days but must be before voucher expires.Vouchers do not come with deposit assistance	

Joint City/ County HIV Housing Committee Meeting Minutes

September 20, 2023

Housing and Community Development Services

In Person / Virtual

5560 Overland Dr, Training Room 172, San Diego, CA 92123

10:00 AM to 12:00 PM

VII. Updates: HOPWA Providers

- FJV –
 - Near capacity, intakes set up next week to fill
 - Waitlist is getting longer due to clients staying in program; 2 exits (1 substance abuse placement and change in family size due to client having baby; another family had a baby)
 - 70 beds available for HOPWA; 5 min for families
 - Harm reduction is being promoted with Narcan vending machines and fentanyl strips on site
- Townspeople -
 - Per Hous Support – few openings but matches come from CES
 - Emergency Shelter added more hotels in South County; need north county coastal; secured North Inland (secondo)
 - Housing navigation is successful
 - Non HOPWA – Launching shared housing online portal; working with 5 agencies initially then will open up in future (Townspeople, Father Joe's, Interfaith, Path, and Adjoin)
- SBCS -
 - 12 units remain full
- Stepping Stone –
 - At capacity; waitlist is growing
- Fraternity House, Michelle House, and Independent Living Apartments (Fraternity House Inc.) -
 - Executive Director in place – Danni Hickey; pronouns used he/she/they; website updated
 - Next hiring task for full time in house resident manager
 - No open beds in house; 1 apt open; shuffling clients around locations due to exits
 - Due to new contract award amount FH will not be able to increase new appt over the next year

Joint City/ County HIV Housing Committee Meeting Minutes

September 20, 2023

Housing and Community Development Services

In Person / Virtual

5560 Overland Dr, Training Room 172, San Diego, CA 92123

10:00 AM to 12:00 PM

	<ul style="list-style-type: none">• Being Alive -<ul style="list-style-type: none">○ Still taking referrals for moving program and utility assistance program○ Last few weeks of current contract• 211SD –<ul style="list-style-type: none">○ No new updates; contract will be ending Sept 30th• Mama's Kitchen -<ul style="list-style-type: none">○ Month of August – meals to 48 HOPWA clients = 4,125 meals○ Still accepting clients diagnosed with AIDS and HIV that are unable to prepare their meals• HHSA ICM -<ul style="list-style-type: none">○ N/A• San Diego Housing Commission –<ul style="list-style-type: none">○ N/A• Ryan White – PHS<ul style="list-style-type: none">○ N/A	
IX. Committee Member Comments on items not on Agenda	<ul style="list-style-type: none">• Update on HPG• Lost 4 people that were prominent in the community	
X. HCDS Staff Updates	<ul style="list-style-type: none">• New contracts coming; ideally executed Oct 1, 2023• Current contracts will be closing; please send in final invoices and reports by October 15, 2023• Will be sending email regarding New Contractor Orientation – within 45 days of executing contracts	
XI. Adjournment	The meeting was adjourned at 11:04 AM	



SAN DIEGO HIV PLANNING GROUP (HPG)
MPOX TASK FORCE
MEETING AGENDA
THURSDAY, JUNE 15, 2023, 3:30 PM – 5:00 PM
COUNTY OPERATIONS CENTER
5560 OVERLAND AVE, SAN DIEGO, CA 92123 (ROOM 171)

To participate remotely via Zoom:

<https://us06web.zoom.us/j/87650105175?pwd=aUVKR2liTmdaeTdVVGNTb0V2STRRdz09>

Call in: 1-669-444-9171 US Toll

Meeting ID (access code): 876 5010 5175

Password: 164111

Language translation services are available upon request at least 96 hours prior to the meeting.
Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is seven (7).

Task Force Members present: Max Disposti, Brenda Huerta, Bob Lewis, Mikie Lochner, Patrick Loose, Antonio Page-Khan, Dr. Ken Riley, Raul Robles, Dr. Stephen Spector

Task Force Members absent: Allan Acevedo, Alberto Cortes, Dr. Ankita Kadakia

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence, Action: Continuation of Teleconference meeting	<p>Mikie Lochner called the meeting to order at 3:59 PM and noted the presence of a quorum via WebEx video teleconference.</p> <p>Action: Continuation of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e).</p> <p>a. Find HPG has reconsidered the circumstances of the State of Emergency</p> <p>b. Find that State and local officials continue recommending measures to promote social distancing.</p> <p>Motion/Second/Count (M/S/C): Riley/Lewis 6/0</p> <p>Abstentions: Lochner</p> <p>Motion carries</p>	

Agenda Item	Discussion/Action	Follow-Up
	A moment of silence was observed. Introductions were made by committee members and participants.	
2. Public comment	None	
3. Sharing our concerns	None	
4. ACTION: Approve the MPOX Task Force agenda for June 15, 2023	Motion: Approve the MPOX Task Force agenda for June 15, 2023 Motion/Second/Count (M/S/C): Lewis/Loose 6-0 Abstentions: Lochner Motion carries	
5. ACTION: Approve the MPOX Task Force minutes from January 19, 2023	Motion: Approve the MPOX Task Force minutes from January 19, 2023 M/S/C: Riley/Lewis, 6-0 Abstentions: Lochner Motion carries	
6. Review of prior discussions/follow-up items	All follow-up items listed in the minutes will be followed up with on the agenda.	
7. Old Business	None	
8. New Business		
a. Recommendations for vaccine equity	It was recommended to amend the first recommendation to “Conduct an internal review of how gender identity and sexual orientation data are being collected and to what extent.” Motion: Accept the Recommendations for Vaccine Equity M/S/C: Riley/Lewis 6-0 Abstentions: Lochner Motion carries	Patrick Loose and Carlie Catolico will amend the first recommendation. The Recommendations for Vaccine Equity will be presented to the HPG for approval.
9. MPOX hospitalization data update	Patrick Loose reviewed the MPOX hospitalization data that was a follow-up request from the previous MPOX Task Force meeting.	
10. MPOX and Meningococcal update	Patrick Loose reviewed the MPOX and Meningococcal slides that were provided by Dr. Ankita Kadakia.	
11. Review AB 2449	Assembly Bill (AB) 2449 guidelines were reviewed by Mikie Lochner.	
12. Suggestions to Task Force for	In the event an emergence of MPOX cases occur, the MPOX Task Force	Support Staff will schedule a

Agenda Item	Discussion/Action	Follow-Up
consideration of future items	committee will meet in September 2023.	meeting in September 2023, if needed.
13. Announcements		
14. Confirm the next meeting date: TBD	The Long-Term Survivors Pride Parade Contingent will be marching on Saturday, June 15, 2023. Golf carts will be made available upon request. Contact 619-241-8538 if interested.	
15. Adjournment	5:05 PM	

December 2023 – HIV Planning Group Committee Meetings

	Meeting	Date	Time	Location
	Strategies and Standards Committee	Tuesday, December 5, 2023	3:00 PM – 4:30 PM	Southeast Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room A)
	Membership Committee	Wednesday, December 13, 2023	11:00 AM – 1:00 PM	Southeast Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room A)
	Community Engagement Group	Wednesday, December 13, 2023	3:00 PM – 5:00 PM	Southeast Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room A)
	Steering Committee	Tuesday, December 19, 2023	11:00 AM – 1:00 PM	Southeast Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room A)
	HIV Planning Group	Wednesday, December 20, 2023	3:00 PM – 5:00 PM	Southeast Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room A)

Reminder: PSRAC switched to every other month in alteration with Strategies effective April 2023 (except for the Budget Allocation Process from June – July).

Strategies Committee time change to 3:00 PM effective June 2023.

January 2024 – HIV Planning Group Committee Meetings

	Meeting	Date	Time	Location
1	Membership Committee	Wednesday, January 10, 2024	11:00 AM – 1:00 PM	Southeast Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room C)
2	Priority Setting & Resource Allocation Committee (PSRAC)	Thursday, January 11, 2024	3:00 PM – 5:00 PM	County Operations Center (COC): 5530 Overland Ave. San Diego, CA 92123 Training Room 124
3	CARE Partnership	Monday, January 15, 2024	11:00 AM – 1:00 AM	Southeast Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room C)
4	Steering Committee	Tuesday, January 16, 2024	11:00 AM – 1:00 PM	Southeast Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room A)
	Membership Committee	Wednesday, January 17, 2024	11:00 AM – 1:00 PM	Southeast Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room C)
5	Community Engagement Group	Wednesday, January 17, 2024	3:00 PM – 5:00 PM	Southeast Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room A)
6	HIV Planning Group	Wednesday, January 24, 2024	3:00 PM – 5:00 PM	Southeast Live Well Center 5101 Market St., San Diego, CA 92114 (Tubman Chavez Room A)

Reminder: PSRAC switched to every other month in alteration with Strategies effective April 2023 (except for the Budget Allocation Process from June – July).

Strategies Committee time change to 3:00 PM effective June 2023.

ASSEMBLY BILL (AB) 2449: JUST CAUSE AND EMERGENCY CIRCUMSTANCES (2023)

If the physical attendance quorum requirement is met, AB 2449 permits a member who is not physically present to request virtual attendance at the local legislative body's meeting under two circumstances:

(1) for "just cause" and (2) due to "emergency circumstances".

Qualifying Reason	Provisions to attend remotely	Requirements/Limitations
Just Cause	<ul style="list-style-type: none">• There is a childcare or caregiving need (for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner) that requires the member to participate remotely• A contagious illness prevents the member from attending the meeting in• There is a need related to a defined physical or mental disability that is not otherwise accommodated for• Traveling while on official business of the legislative body or another state or local agency	A member is limited to two (2) virtual attendances based on "just cause" per calendar year
Emergency Circumstances	<p>"A physical or family medical emergency that prevents a member from attending the meeting in person."</p> <p>A member is not required to disclose any medical diagnosis or disability, or any personal medical information that is already exempt from existing law.</p>	<p>A member of the legislative body must make a request to the body to allow the member to meet remotely due to an emergency circumstance, and further must provide a general description of the circumstance justifying such attendance.</p> <p>A request from a member to attend remotely due to an emergency circumstance requires that the legislative body take action and approve the remote attendance at the start of the meeting for the member to be allowed to participate remotely for that meeting*.</p>

**If the request does not allow sufficient time to be placed on the agenda as a proposed action item, then the legislative body may take action at the beginning of the meeting.*

ADDITIONAL REQUIREMENTS FOR A MEMBER PARTICIPATING REMOTELY:

In addition to making a request either for "just cause" or due to an "emergency circumstance" for remote appearance, AB 2449 imposes the following three (3) additional requirements on legislative body members seeking to appear remotely at public meetings:

1. Before any action is taken during the meeting, the member **must** publicly disclose 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.
2. A member of the legislative body participating from a remote location must participate through both audio **and** visual technology.
3. A member's remote participation cannot be for more than three (3) consecutive months or 20 percent of the regular meetings for the local agency within a calendar year. And if the legislative body regularly meets fewer than ten (10) times per calendar year, a member's participation from a remote location cannot be for more than two meetings.

AB 2449 Checklist
(Applicable January 1, 2023 to December 31, 2025)

Procedures for Public Participation

- ☐ Public must be able to remotely hear, visually observe, and address the legislative body either remotely or in person in real time
- ☐ Public must have the opportunity to participate via: 1) two-way audio or 2) a telephonic service with a webcasting service
- ☐ Public cannot be required to submit comments prior to the meeting

Procedures for Member to Teleconference from a Remote Location

- ☐ Member must participate through both audio and visual technology
- ☐ Member must disclose adults who are present in the room at the remote location with the member and the general nature of the relationship with those individuals
- ☐ Member must submit a general description of the need to teleconference to the legislative body at the earliest opportunity (do not disclose any medical diagnosis or disability)
- ☐ Member may teleconference for just cause. Just cause is limited to 2 meetings per calendar year (see "Limits per Member" below). Just cause is defined as:
 - Child care or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse or domestic partner
 - Contagious illness that prevents member from attending in person
 - A need related to a physical or mental disability
 - Travel on official business of the legislative body or another state or local agency
- ☐ Member may teleconference due to emergency circumstances, which requires approval of the legislative body and which is defined as a physical or family medical emergency that prevents a member from participating in person
- ☐ Limits per Member: Just cause and emergency circumstances cannot be invoked collectively for more than: 1) two meetings if the legislative body has fewer than 10 meetings per calendar year, or 2) three consecutive months or 20 percent of regular meetings per calendar year if the legislative body has 10 or more meetings per year. Just cause cannot be invoked more than twice per calendar year.

Procedures for the Board/Commission/Committee/Group

- ☐ Include instructions on the agenda how the public can participate remotely
- ☐ A quorum of the members of the legislative body must participate in person at the noticed location that is open to the public
- ☐ A majority of the membership must approve a request by a member to teleconference due to emergency circumstances; include the request on the agenda if received in time
- ☐ All votes must be taken by roll call
- ☐ Meeting must be stopped and no action taken if the broadcast of the meeting or ability of the public to comment is disrupted

TELECONFERENCING RULES UNDER THE BROWN ACT

	Default Rule	Declared Emergency (AB 361)	Just Cause (AB 2449)	Emergency Circumstance (AB 2449)
In person participation	Required	Not Required	Required	Required
Member participation via teleconferencing	Audio or Audio-visual	Audio or Audio-visual	Audio-visual	Audio-visual
Required (minimum) opportunities for public participation	In-Person	Call-In or internet-based	Call-in or internet-based <u>and</u> in person	Call-in or internet-based <u>and</u> in person
Disruption of broadcast or public's ability to comment	Meeting can proceed	No further action taken	No further action taken	No further action taken
Reason must be approved by legislative body	No	Yes (Initial findings and renewed findings every 30 days)	No, but general description to be provided by legislative body	Yes and general description to be provided to legislative body
Votes must be taken by roll call	Yes	Yes	Yes	Yes
Member's remote location included on agenda	Yes	No	No	No
Declared emergency and health official's recommendations for social distancing	No	Yes	No	No
Annual limits	None	None	Twice per calendar year (limits for emergency circumstances also apply for collective number of times AB 2449 can be used per year)	3 consecutive months/ 20% of regular meetings per calendar year; or 2 meetings per calendar year if body meets less than 10 times per year (collectively with just cause)
Effective Dates	Ongoing	Expires 12/31/2023	Expires 12/31/2025	Expires 12/31/2025