

MEMBERSHIP COMMITTEE



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

A quorum for this meeting is three (3)

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

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	<p>Felipe Garcia-Bigley called the meeting to order at 11:06 AM and noted the presence of an in-person quorum.</p> <p>The committee chair shared the 2024 Membership Committee Accomplishments:</p> <p>Revised Membership Guidelines:</p> <ul style="list-style-type: none"> Membership committee guidelines have been updated to streamline processes. <p>Membership Application Simplification:</p> <ul style="list-style-type: none"> The membership application was reduced from 10 pages to 5 pages. The HPG membership reappointment application was revised from two pages to two pages (indicating clarity or format improvement). <p>Streamlined Interview Process:</p> <ul style="list-style-type: none"> Enhanced efficiency to facilitate quicker scheduling and reduce previous scheduling difficulties. <p>2024 Recruitment Overview:</p> <ul style="list-style-type: none"> Applications received: 15 Interviews conducted: 9 Appointments made: 7 Vacancies addressed: Reduced from 18 (last year) to 19 this year. 	
2. Public Comment on non-agenda items (for Members of the public)	<p>Nicole Aguilar’s Introduction: Employed by Housing Community Development Services at the County of San Diego for four years. Leads the Joint City and County Housing HIV Housing Committee.</p>	

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3. Sharing our concerns (for committee members)	<p>A committee member inquired why only nine interviews were conducted out of 15 applications received.</p> <p>The following reasons were shared:</p> <ul style="list-style-type: none"> • Commitment concerns • In-person meeting requirements • Promotions • Relocation out of state 	
4. ACTION: Review and approve the December 11, 2024 meeting agenda	<p>Motion: Approve the Membership agenda for December 11, 2024. With the change, Mikie Lochner was removed from the agenda as he stepped down from the committee in November.</p> <p>Motion/Second/Count (M/S/C): Van Brocklin/Jones/3-0</p> <p>Abstentions: Garcia-Bigley</p> <p>Motion carries</p>	
5. ACTION: Review and approve the November 13, 2024, Membership minutes	<p>Motion: Approve the Membership minutes for November 13, 2024</p> <p>M/S/C: Wimpie/Jones/3-0</p> <p>Abstentions: Garcia-Bigley</p> <p>Motion carries</p>	
6. New Business		
a. Discussion on HIV Planning Group Member Seat Description	<p>The committee members discussed the following:</p> <ul style="list-style-type: none"> • Reviewed old documents for seat descriptions and identified the need for clear, updated definitions to prevent confusion • Plan to consult the Health Resources and Services Administration (HRSA) for updated definitions • Emphasis on aligning seat descriptions with current requirements and roles • Affiliation Percentage Concern: • Current unaffiliated consumers compose 40% of existing members • HRSA requires 33% of seats to be unaffiliated consumers, not based on current occupancy 	<p>Bring the percentage discrepancy to the Steering committee for discussion and possible advocacy for policy change.</p> <p>HPG Support Staff will consult HRSA regarding updated seat descriptions.</p>
7. Old Business		
a. ACTION: Continue the discussion on the HIV Planning Group Member Expectations	<p>No motion was made. The following discussion took place:</p> <ul style="list-style-type: none"> • Removed the word "must" and replaced it with "should" to soften the tone. 	<p>HPG SS will update the draft and email it to the Chair for review.</p>

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	<ul style="list-style-type: none"> • Added clarification for timely responses within 48 hours. • Changed language from "average activities" to "additional activities." • Tone and Language Adjustments: • Members prefer direct language without sounding prescriptive. • Consensus to remove "must" to communicate expectations more effectively. • Institutionalize timely response expectations, possibly highlighting them for emphasis. • Ensure formatting consistency and accurate capitalization. 	
<p>b. ACTION: Continue the discussion on the HPG Mentorship Process</p>	<p>No motion was made, but the committee continued discussing the HPG mentorship process. The following was discussed:</p> <p>Current Challenges:</p> <ul style="list-style-type: none"> • Many members are new and have limited experience. • Existing mentors are often in leadership roles with high demands. <p>Proposed Solutions:</p> <ul style="list-style-type: none"> • Informal mentorship process: foster relational mentorship through informal check-ins. • Encourage mentors to be available 30 minutes before meetings for casual support. • Utilize Project Pearl cohorts to provide structured training and mentorship opportunities. • Offer sessions open to both affiliated and unaffiliated individuals. • Promote Project Pearl as an alternative mentorship pathway. • Encourage members to volunteer for informal mentorship opportunities. 	<p>HPG Support Staff will create a one-page mentorship guide outlining available mentorship opportunities.</p>
<p>c. HPG Member recruitment update</p>	<p>As of December 11, 2024, there are 21 members and 23 vacant seats.</p> <ul style="list-style-type: none"> • Shannon Paugh was appointed on December 10, 2024, for Seat 37, District 5. • Eva Matthews is awaiting the approval of HPG meeting minutes. 	<p>HPG Support Staff Katie Emmel will conduct outreach at events to attract diverse candidates.</p>

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	<ul style="list-style-type: none"> • Dr. Rosemary Garcia (Public Health Officer) is pending approval from the Clerk of the Board. • Hector Garcia (HIV Testing Representative), pending Clerk of the Board approval. • Juan Conant pending Clerk of the Board approval. • Beth Davenport's reappointment application will be added to the January meeting approval. • Ivy Rooney has not yet submitted her reappointment application. 	
i. Vacant Seats	Reviewed	
ii. New Committee Members	Reviewed	
d. HPG Membership Demographics	<p>Current HPG Demographics:</p> <ul style="list-style-type: none"> • Race: Predominantly White, need to increase Hispanic representation. • Gender: Balanced distribution (50%). • Age: Diverse age groups, with initiatives to include younger members. <p>Disparities Identified:</p> <ul style="list-style-type: none"> • Overrepresentation of White members. • Underrepresentation of Hispanic and Latino populations. 	HPG Support Staff will conduct outreach efforts to Hispanic communities and organizations, leveraging Project Pearl and community events to enhance diversity.
Routine Business		
a. HIV Planning Group Attendance	HPG Support Staff send reminders to members who have missed three (3) consecutive or six (6) meetings within 12 months.	Add to the January Steering agenda to discuss HPG attendance policy.
b. Committee Attendance	Reviewed	
c. Getting to Zero (GTZ) Community Engagement Project <ul style="list-style-type: none"> i. Membership Committee Plan/Strategy for Recruitment 	<p>Current Status:</p> <ul style="list-style-type: none"> • Coordination between community engagement and membership committees. • Need for clear role definitions and responsibilities. 	HPG Support Staff will schedule a meeting between the Community Engagement Group (CEG) and Membership Chairs to discuss a

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		<p>membership recruitment plan.</p> <p>HPG Support Staff will develop a responsibility matrix to outline specific duties on the GTZ Outreach Plan.</p>
8. Future agenda items for consideration	<ol style="list-style-type: none"> 1. Approval of Mentorship Guidelines. 2. Discussion on Seat Description Clarifications. 3. Discussion on the 33% requirement among unaffiliated consumers over the total seats. 	HPG Support Staff will ask HRSA for descriptions of the unaffiliated seats.
9. Announcements	A 2025 Women's Conference will be held on March 15, 2025, at the Park and Market venue. The theme is "The Evolution of Women and HIV."	
10. Next Meeting Date	<p>Date: Wednesday, January 8, 2025</p> <p>Time: 11:00 AM –1:00 PM</p> <p>Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)</p>	
12. Adjourn	The meeting adjourned at 12:37 pm.	