



County of San Diego

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SAN DIEGO HIV PLANNING GROUP (HPG) MEMBERSHIP COMMITTEE

Wednesday, December 14, 2022
11:00 AM – 1:00 PM Meeting via WebEx

DRAFT MINUTES

Quorum = Three (3)

Present: Mikie Lochner, Regina Underwood, Freddy Villafan, Bob Lewis (Chair), Rhea Van Brocklin

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:01 AM and noted that a quorum was established.	
2. ACTION ITEM: Continuance of Teleconferencing Meeting Option Under Government Code Section 54953(e)	Motion: Recognize that there is a continued proclaimed state of emergency, and State and local officials have imposed or recommended measures to promote social distancing authorizing teleconferenced meetings pursuant to Government Code section 54953(e). M/S/C: Lochner/ Van Brocklin 3/0 Abstentions: Lewis Motion: Carries	
3. Public Comment/Non-committee members' comment	A member of the community stated that there were inconsistencies in the meeting packet including use of the new name for the Community Engagement Group and duplicate listing of a member who is moving into a new seat.	
4. Action: Review and approve the December 14, 2022 agenda	Motion: Approve the December 14, 2022 meeting agenda as presented. M/S/C: Lochner/Van Brocklin 3/0 Abstentions: Lewis Motion carries	

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5. Action: Review and approve the November 9, 2022 meeting minutes	Action: Approve the November 9, 2022 meeting minutes as presented. M/S/C: Lochner/Underwood 3/0 Abstentions: Lewis Motion carries	
6. Review follow-up items	Reviewed by HPG Staff. <ul style="list-style-type: none"> • HPG Staff contacted Dr. Grelotti and Dr. Spector regarding the Mentee and Mentorship program if they wish to continue. • HPG Staff and Freddy Villafan reached out to Alfredo de Jesus. • HPG Staff followed up with Cinnamen Kubricky regarding her Housing application. She is scheduled for an interview on 12/22/2022 • Freddy Villafan forwarded a brochure about the HIV Housing Committee to HPG. • HPG Staff provided Amanda Duffell Mirador with the application process and HPG meeting information. • Mikie Lochner and Bob Lewis discussed Alfredo de Jesus' membership, participation, and attendance. 	
7. Review Applications i. Esteban Martin Duarte	None	Rescheduled for review for Jan 11, 2023.
8. Membership Interview i. Amanda Duffell Mirador	None	The interview was rescheduled for Jan 11, 2023.
9. Old Business		
a. Review waiver policy- (compare with Orange County, Los Angeles, and San Francisco)	Support Staff presented results of survey of San Francisco, Orange County, and Los Angeles County regarding any limits to the number of members from a single agency and any policies regarding waivers for that limit.	

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	<ul style="list-style-type: none"> • Orange County and San Francisco do not currently have any policy limiting the number of members from a single provider. • Orange County reported that they rarely have multiple applicants affiliated with the same organization apply for membership. • San Francisco reported that their Membership Committee tracks this number and occasionally has two (2) people from the same agency. The only time they had a third person from the same agency apply, the Membership Committee asked the individuals to consider the perception this might create. Ultimately, one of the members already on their Planning Group stepped down to keep the number of members at two (2). Based on our query, San Francisco said they would likely develop a policy. • Los Angeles has a limit of two (2) members from a single agency but does not have any waiver policy. They report that they are currently reviewing their policy regarding member limits. <p>San Diego HPG limits and waiver policy is in the HPG Bylaws and is not a HRSA requirements.</p> <p>Committee members agreed that the Conflict of Interest (COI) policies help members to avoid conflicts. The Committee agreed that the current policy appears to be working and will continue to review the policy/rule case-by-case basis until the bylaws are revised.</p>	
<p>b. Focused Recruitment</p> <p>i. Open Seats</p>	<p>M. Lochner will continue to follow up on the Medicaid seat with the Recipients Office and HRSA Project Officer.</p> <p>Chair will look for way to follow regarding the Hospital Planning Agency</p>	

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	<p>HPG nominations for Federally Funded Program/VA Representative and for HIV Prevention Representative were approved by the Board of Supervisors on December 13, 2022.</p>	
<p>ii. Underrepresented groups (demographics)</p> <p>iii. New committee members</p>	<p>Committee members agreed to focus on the following requirements demographics:</p> <ul style="list-style-type: none"> • Hispanic/consumer and unfilled members • Unaffiliated women • Age-younger group <p>At some point in the future, the members will look at barriers to attending the HPG meetings. Some recommendations to promote and engage public members were to provide food at the meetings, incentives with no cash value, for example, transportation support assistance, and looking at the conference and meeting environment to make sure that it is safe, and that people are heard, so potential members will want to return. Also, ongoing training and other ways the community can learn and be engaged.</p> <p>A new law is taking effect at the beginning of the year, January 1, 2023; the law allows a continuation of virtual meetings. All Brown Act covered meetings will need to have virtual components that allow members of the public view the meeting and make public comments. HPG meetings and all committee will need to have a quorum of members present in person. Once there is a quorum in person, additional members can participate virtually for the following reasons:</p> <ol style="list-style-type: none"> 1. “Just cause”, unexpected situation, childcare, medical. Members are limited to two/year 	

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	<p>2. Emergency exceptions, which include physical or family medical emergencies</p> <p>3. Limits apply</p>	
c. Terms expired dates	<p>Michael Wimpie – May 2023</p> <p>Abigail West – March 2023</p> <p>Dr. Hernandez – March 2023</p>	HPG will reach out to those members whose current term will expire within the next six months.
10. New Business		
	None	
11. Review Attendance		
a. HPG Attendance	<p>Members discussed Alfredo de Jesus' attendance and decided to provide him with a formal communication and make a recommendation to the Board of Supervisors to remove him from his seat.</p> <p>HPG Staff and Freddy Villafan have attempted to communicate, but minimal communication back. A formal letter was provided to Alfredo two years ago for the same situation.</p> <p>The committee members agreed to inform Mr. de Jesus that the committee would consider whether to recommend that he be removed from the HPG. He could continue as a member of the Community Engagement Group. Under the current bylaws, the HPG can recommend to the Board of Supervisors that Mr. de Jesus be removed from the HPG due to excessive absence from meetings. The committee instructed staff to add this Action item to next month's agenda</p>	HPG will add an action item to vote to remove Alfredo de Jesus from his HPG seat
<p>b. Committee Attendance</p> <p>i. Review the Medical Standards and Evaluation</p>	<p>Bob Lewis provided an update on the MSEC attendance policy, with only a few changes to the document. The draft has been developed by Dr. Tilghman and will</p>	

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Committee (MSEC) attendance policy (Bob Lewis)	present to the MSEC for approval. Once approved by the committee, it can be submitted to the Steering Committee.	
12. Routine Business		
<p>a. Getting to Zero (GTZ) 3-Year Action Plan</p> <p>i. Membership Committee plan/strategy for recruitment (Dr. Delores Jacobs)</p>	<p>The committee discussed how to increase membership. Dr. Jacobs recommended the following goals:</p> <ul style="list-style-type: none"> • Increase personal invitations by calls, emails, calls, text messages • Provide welcoming supported, nonjudgmental committee meetings. To provide public members with a safe space and be heard • Increase HPG leadership training and other learning opportunities for consumers <p>Dr. Jacobs also recommended working on informational materials and digital communication.</p> <p>She also recommended continuing to work with Steering Committee to educate the community about HPG and provide the Trifold brochure to consumers.</p> <p>The committee members discussed recruitment plans to include the following:</p> <ul style="list-style-type: none"> • A list of member seats and duties • Create an application process sheet • Review Onboarding process for new members <p>The committee members also discussed procedure for incomplete Member Applications and recommended the following:</p> <ul style="list-style-type: none"> • HPG staff to follow up with a phone interview to help applicant complete the application 	

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	<ul style="list-style-type: none"> Committee to review and simplify the application Staff can reach out to the person who recommended the application for some support 	
b. Mentor Appointments <ol style="list-style-type: none"> Evaluation for Mentors/Prospective Mentors Brief discussion: <ol style="list-style-type: none"> Whom to assign to new members, and How to bring current members into the program. 	<p>Dr. Grelotti requested to be removed from the mentoring program but volunteered to provide mentoring support.</p> <p>Dr. Spector requested to be removed from the mentoring program but agreed to</p> <p>Felipe Garcia-Bigley Mentee will be mentored by Bob Lewis.</p> <p>Jeffrey Weber to be mentored by Rhea Van Brocklin</p> <p>Continue mentoring program discussion. What are the assignments and support?</p>	<p>HPG Staff will update the Mentor and Mentee assignment list.</p> <p>HPG will check with James Rucker for further mentoring support.</p> <p>HPG staff will provide Rhea Van Brocklin with Jeffery Weber's contact information.</p>
13. Agenda items for future meetings <ol style="list-style-type: none"> Discuss HIV Housing Committee new members 	Cinnamen Kubricky is scheduled for an interview with the Joint Housing Committee on December 22, 2022.	
14. Announcement	<p>Monkey Pox (MPOX) Task Force and HPG meetings were canceled for the month of December 2022. The next HPG meeting will be in January</p> <p>Truax Award Winners: Congratulations to Rhea Van Brocklin, Lisa Asmus, Jerry Turner, and Kenneth Riley, MD, Christie's Place will be closed starting Friday, December 16th – January 2nd</p>	
15. Next Meeting Date	Wednesday, January 11, 2023, 11:00 a.m. via WebEx	
16. Adjournment	Meeting adjourned at 1:00 PM.	