

## COMMUNITY ENGAGEMENT GROUP (CEG)



*Wednesday, May 15, 2024, 3:00 PM – 5:00 PM*  
*Southeastern Live Well Center*  
*5101 Market Street, San Diego, CA 92114*  
*(Tubman Chavez Room C)*

**NOTE:** This meeting is audio and video recorded.

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](mailto:hpg.hhsa@sdcounty.ca.gov)

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# APPENDIX

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# Meeting Location & Directions:

## Community Engagement Group

Wednesday, May 15, 2024

3:00 PM - 5:00 PM

## **Southeastern Live Well Center**

5101 Market Street

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:**

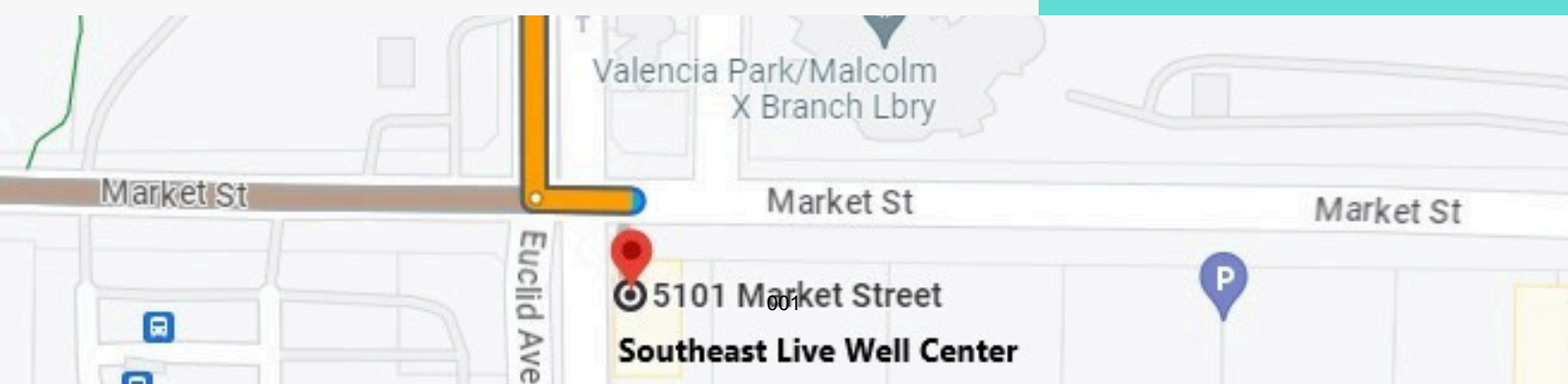
1. Head southeast on I-805 South.
2. Take exit 13A for CA-94-E/M L King Jr. Fwy.
3. Merge onto CA-94 E.
4. Take exit 4A for Euclid Ave.
5. Turn left onto Euclid Ave.
6. Use the left 2 lanes to turn left onto Market St.
7. The destination will be on your right.



## **PUBLIC TRANSPORTATION**

**MTS Trolley:**  
Orange Line

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



## COMMUNITY ENGAGEMENT GROUP (CEG)



Wednesday, May 15, 2024, 3:00 PM – 5:00 PM  
Southeastern Live Well Center  
5101 Market Street, San Diego, CA 92114  
(Tubman Chavez Room C)

### 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](mailto:hpg.hhsa@sdcounty.ca.gov).

### A quorum for this meeting is three (3)

**Committee Members:** Allan Acevedo | Michael Donovan | Michael Lochner (acting Chair) | Jen Lothridge (Co-Chair) | Veronica Nava

## MEETING AGENDA ORDER OF BUSINESS

1. Call to order, roll call, comments from the chair, and a moment of silence
2. Review Background, Mission Statement, Goals, and Agreement of Meeting Decorum
3. Introductions and Icebreaker
4. Public comment (for members of the public)
5. Sharing our concerns (for committee members)
6. **Action:** Approve the Community Engagement Group agenda for May 15, 2024
7. **Action:** Approve the Community Engagement Group minutes for April 17, 2024 (Review follow-up items from the minutes)
8. Committee Updates
  - a. CARE Partnership
  - b. Membership Committee
  - c. Strategies and Standards Committee
  - d. Medical Standards and Evaluation Committee
  - e. Priority Settings and Resource Allocation
  - f. Steering Committee
  - g. HIV Planning Group
  - h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)
9. Old Business
  - a. Committee Attendance
10. New Business
  - a. Discussion: Resources and materials for community event outreach efforts
  - b. Presentation: Robert's Rules of Order/Parliamentary Procedure – Delores Jacobs, PhD
11. Announcements

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## COMMUNITY ENGAGEMENT GROUP (CEG)

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12. **Next meeting date:** June 12, 2024, at 3:00 PM – 5:00 PM.

**Location:** Southeastern Live Well Center (Tubman Chavez Room A), 5101 Market Street, San Diego, CA 92114

13. Adjournment

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### **Community Engagement Group Charge:**

#### **1) Educate Community Members**

- Educate/train community members about the HIV Planning Group's local HIV services planning process and prepare them for and support them in increased involvement throughout the HIV Planning Group Process: committees, task forces, working groups, and other opportunities, as well as HIV Planning Group membership.

#### **2) Increase Community Members' Participation**

- Increase the level and diversity of community involvement, including from under-served and under-represented populations.
- Represent the needs of all community members, including those unable to participate in meetings.
- Provide linkages to regional and population-specific community groups and ensure communication between those groups and the Community Engagement Group.
- Identify and seek to overcome barriers to community participation.

#### **3) Represent Community Member Needs Throughout the HIV Planning Group Process**

- Provide community representation on HIV Planning Group committees, task forces, etc., and ensure the flow of information from those groups to the Community Engagement Group.
- Encourage maximum community involvement in the Priority Setting Committee and other established venues for the annual priority setting and budget allocations process; the Community Engagement Group will not develop separate budget recommendations.
- Serve as a venue for providing community feedback regarding HIV Planning Group issues (e.g., task forces).

## COMMUNITY ENGAGEMENT GROUP



Wednesday, April 17, 2024, 3:00 PM – 5:00 PM  
County Operations Center  
5570 Overland Ave, San Diego, CA 92123  
Medical Examiner Conference Room 1047

A quorum for this meeting is three (3).

**Committee Members Present:** Michael Donovan | Michael Lochner (Acting Chair) | Jen Lothridge (Co-Chair)

**Committee Members 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	The Co-Chair called the meeting to order at 3:00 PM and noted the presence of a quorum in person.	
2. Review Background, Mission Statement, Goals, and Agreement of Meeting Decorum	Committee members read the Mission Statement and the Community Engagement Group (CEG) Charge. The Co-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)	None	
5. Sharing our concerns (for committee members)	The HPG Chair made an announcement that he will be stepping down from the committee and will be appointing a new CEG chair in the coming weeks.	
6. <b>ACTION:</b> Approve the CEG agenda for April 17, 2024	<b>Motion:</b> Approve the CEG agenda for April 17, 2024 as presented. <b>Public comment:</b> none <b>Motion/Second/Count (M/S/C):</b> Lochner / Donovan / 2-0 <b>Abstention(s):</b> Lothridge <b>Motion carries</b>	
7. <b>ACTION:</b> Approve the CEG minutes for February 21, 2024	<b>Motion:</b> Approve the CEG minutes for February 21, 2024. <b>Public comment:</b> none <b>M/S/C:</b> Lochner / Donovan / 2-0 <b>Abstention(s):</b> Lothridge	

## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
	<b>Motion carries</b>	
Follow-Up Items:	HPG Support Staff (HPG SS) will update the training plan – <b>completed</b> HPG SS will place the training on the HPG website ( <a href="http://www.sdplanning.org">www.sdplanning.org</a> ) – <b>in progress</b>	
8. Old Business		
a. Review: 2024 CEG Training Plan	<p>The HPG Chair made a recommendation for the CEG members to consider event outreach and to co-host the annual Truax awards.</p> <p>A member of the public inquired whether:</p> <ul style="list-style-type: none"> <li>- The CEG reaches out to the homeless population.</li> <li>- If there are data by race/ethnicity, data on those living with HIV and those experiencing homelessness.</li> </ul> <p>The HPG Chair requested that the HPG SS begin advertising availability of food and mileage reimbursement for all CEG and HPG meetings in effort to engage the public. It was also suggested that the Happyville exercise be promoted in the community.</p> <p>The committee also discussed the opportunity to meet in various regions throughout the county. There are certain rules to follow when choosing a meeting space. Some options include: La Mesa Police Department; America Indian Health Center; LGBT Center; VAW; Family Health Centers; AHF; UC San Diego Owen Clinic; St. Vincent de Paul; Catholic Charities; Jewish Family Services.</p>	<p>HPG SS to provide requested data to the June CEG meeting.</p> <p>HPG SS to create a community event calendar.</p> <p>HPG SS to provide flyers and needs assessment surveys to Michael Donovan.</p>

## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
b. Committee Attendance	The committee reviewed the attendance summary. Allan Acevedo and Mikie Lochner will be removed. In May, there will be an additional three new members (including the newly appointed chair), for a total of six CEG members.	
9. New Business		
a. In-depth review of 4-5 service categories	<p>Tabled until June.</p> <p>The committee requested an in-depth review of the following service categories:</p> <ul style="list-style-type: none"> <li>- Case management (non-medical, medical, housing)</li> <li>- Peer navigation</li> </ul>	This item to be added to the June CEG agenda
b. <b>Discussion:</b> 2024 Membership Recruitment Planning	The vacant seats were reviewed. The HPG Chair addressed the need to recruit general members.	
10. Committee Updates		
a. CARE Partnership	The next meeting will be held in May at the South Live Well Center in National City.	
b. Membership Committee	Four members were appointed/reappointed at the April Board of Supervisors meeting. Two members, Lori Jones and Dr. Grelotti, are going through the routing process.	
c. Strategies and Standards Committee	The next meeting will be held on May 7, 2024.	
d. Medical Standards and Evaluation Committee	The next meeting will be held in June, and the committee will review the ambulatory outpatient service standards.	
e. Priority Settings and Resource Allocation Committee	Next meeting will be held on May 9, 2024. The members will begin reviewing the data. There will be two meetings in June and two meetings in July – all four will be held at the County Administrative Center on Pacific Hwy.	
f. Steering Committee	The committee had a lengthy discussion on recruitment as well as	



## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
	opportunities to make the HPG meetings more consumer focused.	
g. HIV Planning Group	The April 24 <sup>th</sup> meeting has been cancelled. The consent agenda item has been condensed. There will also be an open forum to discuss and recommend future topics. Moving forward, two service categories will be reviewed at each meeting. In lieu of the meeting, there will be an annual retreat on May 22 at 1:00 PM – 5:00 PM.	
h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	There is currently no member on CEG that is involved with HOPWA.	
11. Announcements	<ul style="list-style-type: none"> <li>- The HPG orientation will be held on Thursday, April 18.</li> <li>- UCSD/CFAR is hosting a townhall meeting. HPG SS will send out the email with the registration link.</li> <li>- The HIV Needs Assessment Survey is currently ongoing.</li> <li>- The Lotus Project is a multi-week series that is going to be hosted by Christie's Place for individuals who identify as females.</li> <li>- The Ryan White Conference is going to be held in Washington, DC in August. HPG SS will provide an update at the September meetings.</li> </ul>	
12. Next meeting date	<b>Next Meeting:</b> Wednesday, May 15, 2023, at 3:00 PM – 5:00 PM, in-person and via Zoom. <b>Location:</b> Southeastern Live Well Center; 5101 Market Street, San Diego, CA 92114; (Tubman Chavez Room C)	
13. Adjournment	Meeting was adjourned at 4:41 PM.	

**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
**May 2023 -Apr 2024**

<b>Community Engagement Group</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>#</b>
<b>Total Meetings</b>	1	1	1	1	1	1	1	1	1	1	0	1	11
<b>Member</b>													
Acevedo, Allan	*	*	*	*	*	1	1	1	1	1	NM	1	6
Donovan, Michael	*	*	*	*	*	*	*	*	*	*	NM	*	0
Fleming, Tyra	JC	*	*	*	JC	*	*	*	*				
Lochner, Mikie	1	*	*	*	*	*	*	*	*	*	NM	*	1
Lothridge, Jen	*	*	*	*	*	*	*	*	*	*	NM	*	0

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

\* = Present

1 = Absent for the month

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

JC = Just Cause

EC = Emergency Circumstance

NM = No Meeting

NQ = No Quorum

# COMMUNITY ENGAGEMENT GROUP (CEG)

## CY 2024 TRAINING PLAN

MEETING DATE	OBJECTIVES
January 11, 2024	<ul style="list-style-type: none"><li>Federal/State Medical Insurance Programs</li></ul>
February 21, 2024	<ul style="list-style-type: none"><li>County of San Diego Housing Programs</li></ul>
March 20, 2024	<ul style="list-style-type: none"><li>No meeting</li></ul>
April 17, 2024	<ul style="list-style-type: none"><li>In-depth review of the 4-5 service categories</li></ul>
May 15, 2024	<ul style="list-style-type: none"><li>Robert's Rules of Order/Parliamentary Procedure</li></ul>
June 12, 2024	<ul style="list-style-type: none"><li>HIV/AIDS Epidemiology data</li><li>Data on people experiencing homelessness and living with HIV</li><li>Expenditure Sheet and budget sheets (Dr. Ken Riley)</li><li>In-depth review of 4 – 5 service categories</li><li>Review Happyville exercise "Another Day in Happyville"</li></ul>
July 17, 2024	<ul style="list-style-type: none"><li>HPG Bylaws Training/Ryan White Program</li><li>In-depth review of the 4-5 services categories</li></ul>
August 21, 2024	<ul style="list-style-type: none"><li>No meeting due to weekly HPG meetings</li></ul>
September 18, 2024	<ul style="list-style-type: none"><li>Conflict of interest</li><li>In-depth review of the 4-5 service categories</li></ul>
October 16, 2024	<ul style="list-style-type: none"><li>Dental services</li><li>In-depth review of the 4-5 service categories</li></ul>
November 20, 2024	<ul style="list-style-type: none"><li>Transportation Services</li></ul>
December 11, 2024	<ul style="list-style-type: none"><li>Holiday celebration/ Membership Recognition</li></ul>

Photo from the 2023 HPG Retreat



# Annual HIV Planning Group Retreat 2024



## WHEN

Wednesday, May 22, 2024  
at 12:15 PM - 5:00 PM



## WHERE

County Operations Center  
5570 Overland Ave,  
San Diego, CA 92123  
Medical Examiner Conference  
Room 1047



## LUNCH FIRST

Lunch will be provided at 12:15 PM  
to kick off the session



For questions, please email  
the HPG Support Staff at  
HPG.HHSA@sdcounty.ca.gov.

## LET'S TALK ABOUT

### RECRUITMENT

How to prioritize getting  
new members



### RETENTION

How can we make HPG  
meetings more engaging,  
strengthen the mentorship  
program, and make sure every  
voice is heard and matters

### MEMBERS OF THE PUBLIC ARE WELCOME TO OBSERVE!

If you can't join in person, join us online by  
clicking this Zoom link:  
[https://us06web.zoom.us/j/85368987291?  
pwd=KnO1bBlgoyR53sVY04E8ymyNo6OUq4.1](https://us06web.zoom.us/j/85368987291?pwd=KnO1bBlgoyR53sVY04E8ymyNo6OUq4.1)

**Join the meeting via phone:** (669) 444-9171

**Meeting Number:** 853 6898 7291

**Password:** SDHPG

## **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
<b>Just Cause</b>	<ul style="list-style-type: none"><li>• 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</li><li>• A contagious illness prevents the member from attending the meeting in</li><li>• There is a need related to a defined physical or mental disability that is not otherwise accommodated for</li><li>• Traveling while on official business of the legislative body or another state or local agency</li></ul>	A member is limited to <b>two (2)</b> virtual attendances based on "just cause" per calendar year
<b>Emergency Circumstances</b>	<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 Circumstances (AB 2449)
In person participation of quorum	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 to 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 recommendation 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