

## STEERING COMMITTEE



Tuesday, January 16, 2024, 11:00 AM – 1:00 PM  
Southeastern Live Well Center  
5101 Market Street, San Diego, CA 92114  
(Tubman Chavez Room A)

A quorum for this meeting is four (4).

**Members Present:** Bob Lewis | Mikie Lochner | Shannon Ransom | Dr. Winston Tilghman

**Members Joining Virtually:** Rhea Van Brocklin (emergency circumstance)

**Members Absent:** Allan Acevedo | Dr. Delores Jacobs

### ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	<p>Mikie Lochner called the meeting to order at 11:03 AM.</p> <p>He reminded the chairs to assist in finding replacement for members whose seats are terming out this year.</p> <p>Rhea Van Brocklin has been appointed as Chair of the Priority Setting and Resource Allocation Committee (PSRAC).</p> <p>Several forms will be sent out to all HIV Planning Group (HPG) members per the Clerk of the Board requirement and HPG policies and procedures. The forms will be sent electronically and will be available for acknowledgement and signature.</p> <p><b>Motion:</b> Approve emergency circumstance for Rhea Van Brocklin to allow her to participate via Zoom.</p> <p><b>Motion/Second/Count (M/S/C):</b> Lewis/Tilghman/ 3-0</p> <p><b>Abstentions:</b> Locher, Van Brocklin</p> <p><b>Motion carries</b></p>	
2. Public comment (for members of the public)	<p>A member of the public requested clarification on how many Emergency Circumstance absences can a member have and what happens if that number is exceeded. They also expressed concern about attendance and the number of absences for some members.</p>	
3. Sharing our concerns (for committee members)	<p>A member of the committee expressed concern about non-Ryan White housing. They noted they received unannounced contractors at 6:30 a.m. that they have a 6-month lease, and there is no communication with consumers regarding</p>	

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	changes. He noted that another HPG member and a consumer brought the same issue forward at the Priority Setting and Resource Allocation Committee PSRAC meeting, and these issues are very stressful.	
4. <b>ACTION:</b> Approve the Steering Committee agenda for January 16, 2024	<b>Motion:</b> Approve the Steering Committee agenda for January 16, 2024 as presented with the noted change: Agenda item 8b (HIV and Aging ad hoc Committee) will be removed. <b>M/S/C:</b> Lewis/Ransom/3-0 <b>Abstentions:</b> Lochner, Van Brocklin <b>Motion carries</b>	
5. <b>ACTION:</b> Approve Steering Committee meeting minutes from November 21, 2023	<b>Motion:</b> Approve Steering Committee meeting minutes from November 21, 2023 as presented. <b>M/S/C:</b> Lewis/Tilghman/4-0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	HPG Support Staff (HPG SS) will include the Open Seats document in Steering packet
6. <b>ACTION:</b> Approve the HIV Planning Group (HPG) agenda for January 24, 2024	<b>Motion:</b> Approve HPG meeting agenda for January 24, 2024 as presented with the noted change: Change the Action Item to approve the 2024 HPG/Committee calendar to a "Review". <b>M/S/C:</b> Lewis/Tilghman/4-0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
7. Committee reports and recommendations	Mikie Lochner reminded the committee chairs to get reports to HPG SS by Friday, January 19, 2024.	
8. Old Business		
a. Needs Assessment Working Group – updates	Shannon Ransom provided an update on the working group that met three times, reviewed, and updated the Survey of HIV Impact questions. While the survey is long, it covers relevant areas. The working group feels strongly about the need to compensate but understands that there is no current ability to do so. The survey will be brought to the Community Engagement Group (CEG) and HPG and will be piloted. Mikie Lochner announced that the second working group will convene to develop a strategy to distribute the survey. It will also be	Shannon will work with HPG SS to reconvene after HPG to address feedback from multiple committees.

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	<p>translated and distributed in English and Spanish as a printed copy document and will be available to complete online.</p> <p>There were several comments and recommendations regarding the survey:</p> <ul style="list-style-type: none"> <li>• There are several open-ended questions; recommended that options be considered for those questions as they could be burdensome.</li> <li>• The survey is touching on a lot of areas and the working group can consider pulling out some questions to be asked in a separate survey.</li> <li>• There was a recommendation for the working group to reconvene one more time after all feedback is received.</li> <li>• Is there a budget for the survey and is there a possibility of offering an opportunity drawing for those who complete the survey.</li> <li>• The survey is very long.</li> <li>• Leverage savings of the FY23 budget to translate, print, and distribute the survey.</li> </ul> <p>The working group took comparable data into account and feedback from consumers in the working group on having more space for the “other, please explain” option.</p> <p>While the survey is lengthy, people will only fill out parts of the survey based on their status.</p>	
9. New Business		
a. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	The committee reviewed public comments from the November 29, 2023 meeting.	
b. Review process for public comment review/follow-up from committee meetings	The process for review of public comment at committees is to review them at subsequent meetings. If there is a specific concern or more urgent need, HPS SS will get the contact information of the person, write down the	

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	concern, follow up in a timely manner, and inform the chair of the outcome.	
c. Review HPG 2024 Workplan and training schedule	The committee reviewed the 2024 Workplan and training schedule and made a recommendation to remove items such as “preparation for site visit” as they are no applicable in 2024.	HPG SS to remove last year’s items that are no longer relevant in 2024.
d. Discuss and plan the March 2024 HPG Retreat	<p>Public comment: A member of the public suggested having an HPG Orientation. HPG SS clarified that the orientation is being planned for April 2024.</p> <p>The committee discussed having a retreat and made the following recommendations/comments:</p> <ul style="list-style-type: none"> <li>• Have the retreat in March 2024 unless there are budget recommendations or reallocations.</li> <li>• The FY 24 budget will likely be received in May 2024 and will need to be addressed at that time.</li> <li>• There was a recommendation to consider having it in the fall as there may be several new HPG members due to so many members terming out.</li> <li>• Continue to emphasize the importance of last year’s anti-racism work and recommendations.</li> <li>• Consider having a virtual option, an outdoor option, or waiting until later this year.</li> <li>• There was a recommendation to have a leadership retreat.</li> <li>• There was recommendation to have a retreat in April 2024, potentially coinciding with HPG Orientation.</li> </ul> <p>The committee decided to discuss/plan for the retreat at the February 2024 Steering Committee meeting.</p> <p>Additional training recommended:</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>HPG SS will keep the HPG Retreat on the February 2024 Steering Committee agenda.</p> <p>HPG SS to reach out to consultant for a training at the March HPG meeting.</p>

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	<ul style="list-style-type: none"> <li>Patrick Loose recommended training on HIV needs, especially for women with HIV for whom services are not designed.</li> </ul>	
e. Discuss next steps for the Needs Assessment	<p>The committee discussed the importance of planning for the other two parts of the Needs Assessment Process, which are:</p> <ul style="list-style-type: none"> <li>The Provider Survey</li> <li>Regional Community Meetings</li> </ul> <p>PSRAC recommended that the provider survey and the regional community meetings occur in 2025 as the HPG support staff is currently short-staffed and occupied with other priorities. The committee recommended Shannon Ransom attend the Consumer Engagement Group (CEG) meeting on Wednesday, January 17, 2024 to discuss the draft Survey of HIV Impact and receive feedback.</p> <p>Clarification on the Provider Survey:</p> <ul style="list-style-type: none"> <li>It uses a similar process to design, but It develops a roadmap to understanding what services are available that County can help fund as it informs on gaps in provider capacity and capability.</li> <li>The planning for the Provider Survey will begin in November 2024</li> </ul>	HPG SS will update the HPG Work Plan with the Provider Survey planning.
f. <b>CTION</b> ( <i>Priority Setting and Resource Allocation Committee</i> ): Approve the 2024 Needs Assessment Survey of HIV Impact.	<p>Public comment: A member of the public expressed concern about the survey being reviewed at the CEG meeting and recommended it be reviewed at the CARE Partnership instead.</p> <p>The committee recommended:</p> <ul style="list-style-type: none"> <li>The HPG agenda be changed to not approve the Survey of HIV Impact, but to make HPG members aware of survey.</li> <li>Review the draft survey at CEG and HPG; pilot it at the same time, then reconvene the working group to consider all feedback.</li> </ul>	Shannon Ransom will follow up with HPG Chair Mikie Lochner regarding the work group reconvening.
g. <b>ACTION:</b> Review and approve 2024 meeting calendar	<p>The committee reviewed the 2024 HPG and Committee meeting calendar and made the following recommendations:</p> <ul style="list-style-type: none"> <li>CEG is scheduled on December 18, 2024 – change to a week before as the</li> </ul>	HPG SS will follow up with Dr. Tilghman regarding

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	<p>HPG meeting will occur on December 18, 2024.</p> <ul style="list-style-type: none"> <li>The February 2024 meeting of Medical Standards and Evaluation Committee (MSEC) will need to be rescheduled. Dr. Tilghman will follow up with HPG SS.</li> </ul> <p><b>Motion:</b> Approve the 2024 HPG and Committee Calendar with the above noted changes.  <b>M/S/C:</b> Lewis/Ransom/4-0  <b>Abstentions:</b> Lochner  <b>Motion carries</b></p>	rescheduling the February 2024 MSEC meeting.
10. Routine Business		
a. <b>ACTION:</b> (Priority Setting and Resource Allocation Committee): Re-allocations for FY 23 or budget changes for FY 24	None	
b. Follow-up: Strategies and Standards Committee to create an anti-racism statement for the HPG and committees	Tabled	
c. Discussion: Getting to Zero (GTZ) Community Engagement Project and next steps	Prioritize for the February Steering Committee meeting. Committee chairs are asked to review the GTZ goals and objectives pertinent to their committee/group.	
d. Discussion: HPG Leadership transition process and mentorship training	Committee chairs are asked to continue working to identify a replacement. The committee discussed and clarified that even if the committee only meets four times per year, the chair of that committee is still required to attend all Steering Committee meetings.	
e. Review committee attendance		
11. HIV, STD, and Hepatitis Branch (HSHB) Report	<p>Patrick Loose provided the following updates:</p> <ul style="list-style-type: none"> <li>As of September 30, 2023 there is an anticipation of a need for \$425,000 in HIV Primary Care as the number of clients are increasing as people return to care.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• As of November 30, 2023 71% of the Part A budget is expended with 75% of the year expended.</li> <li>• Regarding the Part A award for FY 24, San Diego County will receive a partial award until the federal budget has been established.</li> </ul> <p>A member of the public stated RW providers were using 2019 fair housing market data and federal poverty level figures for PARS.</p>	
12. HPG Support Staff Report	Tabled	
13. Future agenda items for consideration	None	
14. Announcements	None	
15. Next meeting date	<p><b>Date:</b> Tuesday, February 20, 2024  <b>Time:</b> 11:00 AM – 1:00 PM  <b>Location:</b> In-person and via Zoom  Southeastern Live Well Center  5101 Market Street, San Diego, CA 92114  (Tubman Chavez Room C)</p>	
16. Adjournment	Adjourned 1:04 PM.	