

COMMUNITY ENGAGEMENT GROUP (CEG)



Wednesday, January 29, 2025, 3:00 PM – 5:00 PM
Seville Plaza – Live Well Support Center 5469 Kearny Villa Rd,
San Diego, CA 92123
(1st Floor, Training Room B)

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

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Meeting Location & Directions:

Community Engagement Group

Wednesday, January 29, 2025

3:00 PM - 5:00 PM

Seville Plaza - Live Well Support Center

5469 Kearny Villa Rd.

San Diego, CA 92123

(1st Floor, Training Room B)



Parking is **free**. 2-hour parking and whole day parking is available in the parking lot. All visitors must check in with security at the main entrance of the building to be escorted to the elevator. Visitors include County employees who do not work in the building.

FROM I-63 S:

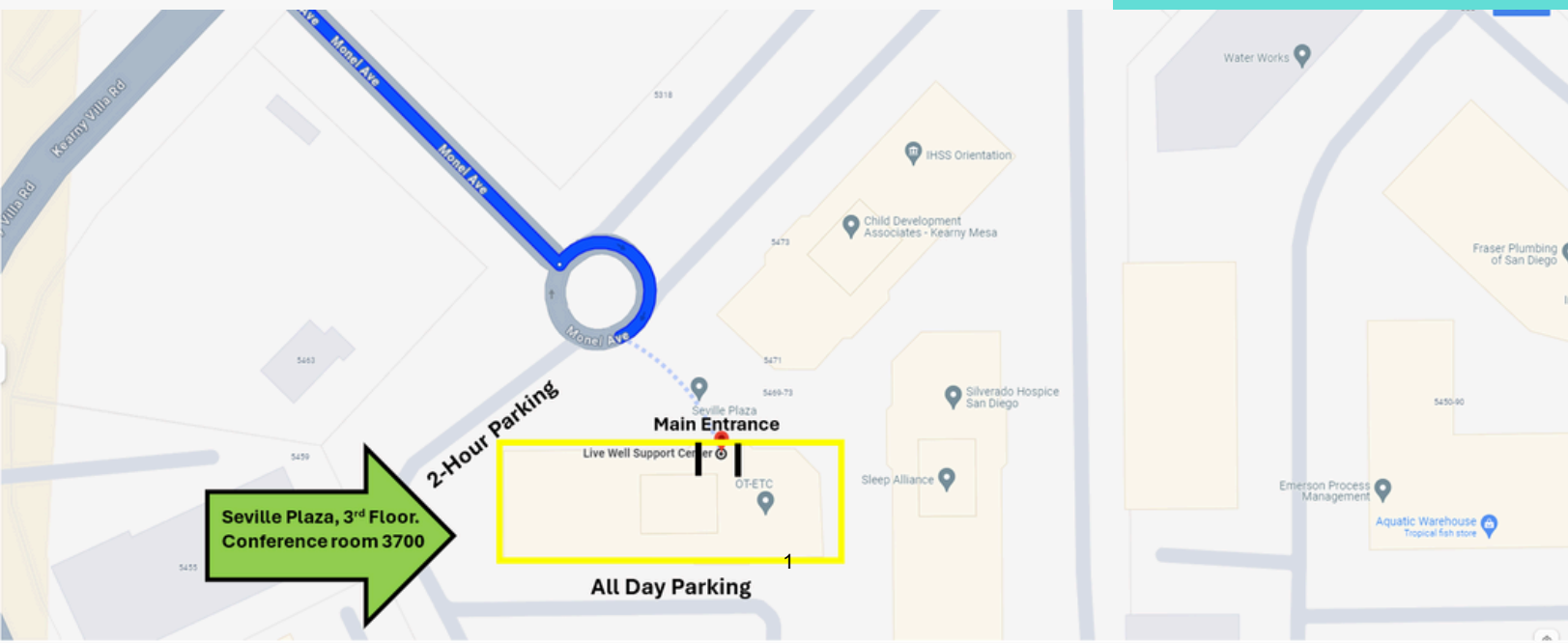
1. Use the right 2 lanes to turn left onto CA-163 N toward Escondido.
2. Merge onto CA-163 N
3. Take Exit 8 for Clairemont Mesa Blvd
4. Keep left, follow signs for Kearny Villa Rd
5. Sharp right onto Kearny Villa Rd
6. Turn Left onto Monel Ave



PUBLIC TRANSPORTATION

MTS Bus Routes:

27, 20, 120, 235





FROM TROLLEY & BUS:

1. Take the Blue Trolley Line to the Balboa Avenue Transit Center
2. Walk to Balboa Ave & Moraga Ave bus stop (about 7-minute walk, 0.3 miles)
3. Take Route 27 bus from Balboa Ave & Moraga Ave to Complex Dr & Clairemont Mesa Blvd
4. Head north on Complex Dr
5. Cross the street and turn left on Clairemont Mesa Blvd
6. Turn right onto Kearny Villa Rd
7. Turn right onto Monel Ave
8. Building 5469/Seville Plaza - Live Well Support Center will be on the **right** side at the end of the cul-de-sac

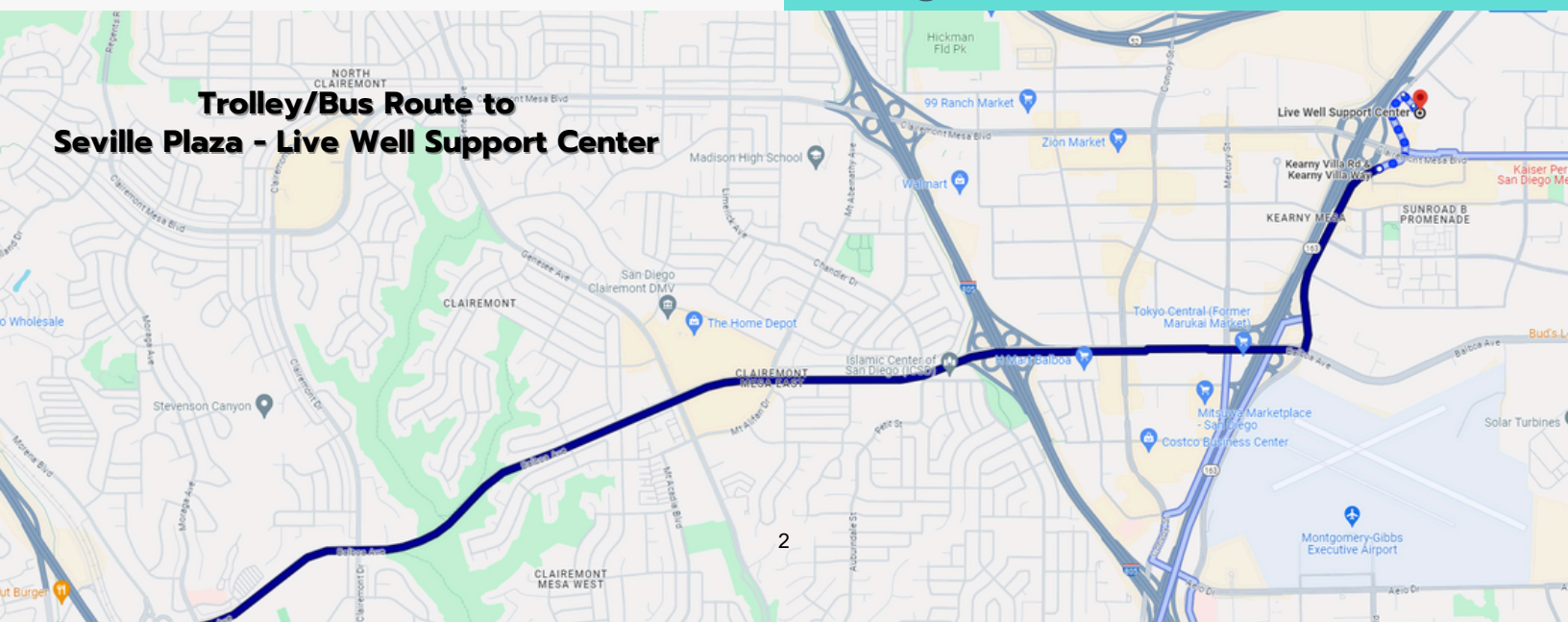
FROM BUS:

From Kearny Villa Rd & Kearny Villa Way:

1. Walk northeast on Kearny Villa Rd
2. Turn right onto Monel Ave
3. Enter the traffic circle
4. Building 5469/Seville Plaza - Live Well Support Center will be on the **right** side

From Clairemont Mesa Blvd:

1. Walk north on Complex Dr toward Clairemont Mesa Blvd
2. Turn left onto Clairemont Mesa Blvd
3. Turn right onto Kearny Villa Rd
4. Turn right onto Monel Ave
5. Enter the traffic circle
6. Building 5469/Seville Plaza - Live Well Support Center will be on the **right** side



Trolley/Bus Route to Seville Plaza - Live Well Support Center

COMMUNITY ENGAGEMENT GROUP (CEG)



Wednesday, January 29, 2025, 3:00 PM – 5:00 PM
Seville Plaza – Live Well Support Center 5469 Kearny Villa Rd, San
Diego, CA 92123 (1st Floor, Training Room B)

To participate remotely via Zoom:

<https://us06web.zoom.us/j/89778142157?pwd=5G57jMW0b1b1V8l8KVbljbAgedPsWV.1>

Call in: US Toll +1 669 444 9171

Meeting ID: 897 7814 2157

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 three (3)

Committee Members: Michael Donovan (Chair) | Hector Garcia | Jen Lothridge (Co-Chair) | Skyler Miles |
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 consent CEG agenda for January 29, 2025 (which includes the January 29, 2025 agenda and the December 11, 2024 minutes)
7. Updates
 - a. Committee Updates:
 - i. Membership Committee
 - ii. Strategies and Standards Committee
 - iii. Medical Standards and Evaluation Committee
 - iv. Priority Setting and Resource Allocation Committee
 - v. Steering Committee
 - vi. HIV Planning Group
 - b. Community Updates:
 - i. CARE Partnership
 - ii. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)
8. Old Business
 - a. Committee Attendance
 - b. **Discussion:** Review the 2025 Community Engagement Group Work/Training Plan
9. New Business
 - a. **Presentation:** Conflict of Interest – Dr. Ken Riley

COMMUNITY ENGAGEMENT GROUP (CEG)

- b. **Discussion:** Review the HIV Planning Group Membership Participation Expectation document

10. Announcements

11. **Next meeting date:** Wednesday, February 19, 2025, from 3:00 PM – 5:00 PM
Location: Southeastern Live Well Center; 5101 Market St, San Diego, CA 92114 (Tubman Chavez Room A)

12. Adjournment

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, December 11, 2024, 3:00 PM – 5:00 PM
Southeastern Live Well Center
1501 Market St, San Diego, Ca (2114 (Tubman Chavez Room
A)

A quorum for this meeting is three (3).

Committee Members Present: Michael Donovan (Chair) | Jen Lothridge (Co-Chair) | Skyler Miles | Veronica Nava

MEETING MINUTES

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	<p>The chair called the meeting to order at 3:10PM and noted the presence of an in-person quorum.</p> <p>CEG Chair comments:</p> <ul style="list-style-type: none"> - Recognize Jim Dunn, a former HPG member, who is currently not in good health. We wish him a happy birthday. 	
2. Review Background, Mission Statement, Goals, and Agreement of Meeting Decorum	Committee members read the Mission Statement and the Community Engagement Group (CEG) Charge. Several committee members and HPG Support Staff (HPG SS) 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)	<p>A member from the public commented:</p> <ul style="list-style-type: none"> - The history of the HIV planning body has changed. They used to include the prevention side of things. To get folks involved, you must include this. - Those working in supportive services need to be mindful of language. There is a difference between newly diagnosed and long-term survival language. We need to address people where they are and treat them accordingly. 	
5. Sharing our concerns (for committee members)	None	
6. ACTION: Approve the consent CEG agenda for December 11, 2024 (which includes the	Motion: Approve the consent agenda for December 11, 2024 as presented.	

COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
December 11, 2024 agenda and the October 16, 2024 minutes)	<p>Motion/Second/Count (M/S/C): Miles/Nava/2-0</p> <p>Public comment:</p> <p>Abstention(s): Donovan</p> <p>Motion carries</p>	
Follow-Up Items from minutes:	<p>From October 16, 2024</p> <ul style="list-style-type: none"> - HPG SS will forward the (Role of CEG in the onboarding process of new or returning HPG members) to Membership and Steering; STATUS: In progress - HPG SS will add an action item to approve the HPG Anti-racism statement; STATUS: Completed - HPG SS request data to filter out experiencing homelessness and housing to determine overall viral suppression for comparison.; STATUS: Completed - HPG SS request the Recipient Office present the Service Categories for subsequent trainings.; STATUS: Completed - HPG SS will update in the 2025 CEG meeting schedule.; STATUS: Completed - HPG SS next meeting will construct a 2025 Workplan.; STATUS: In progress - HPG SS include Veronica, Jen, and Michael for the Truax script and reading.; STATUS: Completed - HPG SS send Calendar invites to HPG Orientation attendees.; STATUS: Completed 	
7a. Committee Updates		
I. Membership Committee	The committee reviewed the year's accomplishments and membership guidelines document. They received 15 applications, interviewed 9, and currently have 7 appointments and 19 vacancies.	
II. Strategies and Standards Committee	The committee reviewed the Universal Standards, Mental Health Services	

COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
	Standards, and Trauma-Informed Care Standards. The Mental Health Standards was approved and will go to HPG for approval in February 2025.	
III. Medical Standards and Evaluation Committee (MSEC)	The committee is reviewing the Oral Health Care Service Standards and Dental Practice Guidelines. They are requesting dental providers to provide feedback for the discussion.	
IV. Priority Settings and Resource Allocation Committee (PSRAC)	PSRAC discussed the reallocations of non-medical case management, housing services, psychosocial support services to increase outpatient ambulatory health services.	
V. Steering Committee	The committee discussed the HPG 2025 retreat and a time change to accommodate the new chair of MSEC, who cannot attend the current schedule.	
VI. HIV Planning Group	The HPG Meeting in December has been canceled.	
7b. Community Updates		
I. CARE Partnership	Care Partnership holiday party was Monday. They had a presentation from a community medical liaison and discussed the Women's Conference.	
II. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	Skyler Miles will be voted in at the next meeting (January, 2025) and will provide an update.	
III. Additional community groups	<ul style="list-style-type: none"> - Christie's Place will host a Christmas party for the kids from 3 to 6 p.m. at Queen Bee Banquet Hall North Park. - Christie's Place will be closed December 23, 2024 - January 3, 2025. - POZabilities will host an annual Christmas potluck, and all are welcome. They also launched www.hivheros.org to recognize HIV heroes in the community and publish more stories. 	
8. Old Business		
a. Committee Attendance	None.	

COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
<p>b. Action: Approve HPG Anti-racism statement in preparation for the HPG discussion. (recommendation from the Strategies and Standards Committee)</p>	<p>Motion: HPG Anti-racism statement as presented. Approve this with adding “-s” on the word “backgrounds”.</p> <p>M/S/C: Miles/Nava/3-0 Public comment: Abstention(s): Donovan</p> <p>Motion carries</p>	
<p>c. Review the 2025 Community Engagement Group Working/Training Plan</p>	<p>The Committee Member and the public members had a discussion, and the following trainings were suggested:</p> <ul style="list-style-type: none"> - a presentation on tailored language from providers (i.e. age gap, length of status, and history) - Ryan White presentation that is generic and focused on navigation/case management (i.e. transportation, PARS, utility assistant, etc.) - Aging with HIV presentation with a specific emphasis on transwomen and transmen. - Community specific topics - Presentations on barriers to accessing care for undocumented folks and translation barriers - Ongoing cycle of service standards document to be able to provide feedback to the other committees that review 	<p>HPG SS will add the review of the 2025 Community Engagement Group Work/Training Plan to the next agenda</p>
<p>9. New Business</p>		
<p>a. None</p>		
<p>10. Announcements</p>		
<p>a. Holiday Party</p>		
<p>11. Next meeting date</p>	<p>Next Meeting: Wednesday, January 15, 2025, at 3:00 PM – 5:00 PM. Location: <i>Southeastern Live Well Center 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A) and via Zoom</i></p>	
<p>12. Adjournment</p>	<p>Meeting was adjourned at 4:17PM.</p>	

**HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
January 2023 - December 2024**

Community Engagement Group	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	#
Total Meetings	1	1	0	1	1	1	1	0	1	1	0	1	9
(4) Members													
Donovan, Michael c							*	NM	*	*	NM	*	0
Lothridge, Jen ^{cc}	*	*	NM	*	*	*	*	NM	*	*	NM	*	0
Miles, Skyler						*	*	NM	*	*	NM	*	0
Nava, Veronica					*	*	*	NM	*	*	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

2025 HIV Planning Group Outreach and Recruitment Plan

Getting to Zero Community Engagement Project

Recommendation 9: Design, create and execute improved community engagement and outreach strategies that utilize community organizing principles and personal relationship building. Strategies should include transportation and meal reimbursements, as well as appropriate and respectful incentives, engaging, interesting meeting opportunities for planning participation and routine report-outs regarding what has been done with HIV community feedback.

Action	Activity Notes	Status
Recruitment/Outreach Materials	<ul style="list-style-type: none"> • Opportunities for involvement • HPG brochure/trifold • HPG, CEG, and CARE flyers • HPG business cards 	✓
	<ul style="list-style-type: none"> • HPG presentation 	In Progress
Recruitment/Outreach Incentives and Activities	<u>Incentives</u> <ul style="list-style-type: none"> • HPG bottle openers, pens, stickers, and mints • Goodie bags (chocolates, candies, and condoms) 	✓
	<u>Activities</u> <ul style="list-style-type: none"> • “My voice matters because” poster • A spin wheel with HIV facts to present giveaways 	✓
Social Media for Outreach	<ul style="list-style-type: none"> • Update HPG Instagram and website • Create National HIV/AIDS Awareness Day posts and highlight HPG • HPG weekly newsletter • Contact community partners to post outreach materials (The Center, UCSD, HHSA, etc.) 	In Progress
In-person Outreach	<ul style="list-style-type: none"> • Bring HPG flyers and announcements to all meetings • Tabling and community events • HPG print materials at local provider and community partners’ spaces 	In Progress
	<ul style="list-style-type: none"> • Introduce HPG/CEG at HIV support groups and/or supportive spaces 	Discuss
Utilize Community Engagement Group Meetings	<ul style="list-style-type: none"> • CEG provide engaging trainings and presentations that are consumer/community focused • Create flyers to encourage consumer/community participation and attendance • Provide food and transportation reimbursement 	Discuss
Host Consumer Mixer/ Focused Event	<ul style="list-style-type: none"> • HPG Retreat, Happyville, Additional ideas?? 	Discuss
Routine report-outs	<ul style="list-style-type: none"> • Outreach schedule • Measurable outcomes • “In case You Missed It” Newsletter 	In Progress

CEG Meeting & Event Schedule

Month	Date	Event	Location	Organization	Region	Population	Attendees	Applications Distributed	Flyers Distributed
January	25-Jan	HIV and Cognition Workshop	3909 Centre St., San Diego CA 92103	POZabilities	Central	Aging	Michael Donovan		
	29-Jan	CEG Meeting	5469 Kearny Villa Rd, San Diego, CA 92123	County	North Central	General			
February	7-Feb	<i>National Black HIV/AIDS Awareness Day</i>	<i>Remote</i>	County	All	Black/African American			
	19-Feb	CEG Meeting	5101 Market St, San Diego, CA 92114	County	Central	General			
	28-Feb	Black History Month Community Event	2440 Third Ave, San Diego, CA 92101	Christies Place	Central	Black/African American			
March	10-Mar	<i>National Women and Girls HIV/AIDS Awareness Day</i>	<i>Remote</i>	County	All	Women; Youth			
	15-Mar	A Woman's Voice Conference	1100 Market St, San Diego, CA 92101	Christies Place	Central	Women; Youth			
	19-Mar	CEG Meeting	5101 Market St, San Diego, CA 92114	County	Central	General			
April	10-Apr	<i>National Youth HIV & AIDS Awareness Day</i>	<i>Remote</i>	County	All	Youth			
	16-Apr	CEG Meeting	5101 Market St, San Diego, CA 92114	County	Central				
	18-Apr	<i>National Transgender HIV Testing Day</i>	<i>Remote</i>	County	All	LGBTQ+			
May	21-May	CEG Meeting	5101 Market St, San Diego, CA 92114	County	Central	General			
June	5-Jun	<i>HIV Long-Term Survivors Day</i>	<i>Remote</i>			Aging			
	11-Jun	CEG Meeting				Youth			
	23-27-Jun	Public Health Advocate Camp				Youth			
	27-Jun	<i>National HIV Testing Day</i>	<i>Remote</i>			General			
July	16-Jul	CEG Meeting							
	19-Jul	San Diego Pride Parade				LGBTQ+			
	19-20 Jul	San Diego Pride Festival				LGBTQ+			
August	20-Aug	CEG Meeting							
September	17-Sep	CEG Meeting							
October	15-Oct	<i>National Latinx AIDS Awareness Day</i>	<i>Remote</i>						
	15-Oct	CEG Meeting							
November	12-Nov	CEG Meeting							
December	1-Dec	<i>World AIDS Day</i>	<i>Remote</i>						
	12-Dec	Dr. A Brad Truax Awards							

COMMUNITY ENGAGEMENT GROUP (CEG)

2025 Training Plan

Month	Presentation / Training
January	▪ Conflict of Interest (Dr. Ken Riley)
February	▪ Ryan White Program (Maritza Herrera)
March	▪
April	▪ Review of the Needs Assessment Data
May	▪
June	▪
July	▪ Happyville exercise / “Another Day in Happyville”
August	▪
September	▪
October	▪
November	▪
December	▪

Topics without a set date
<ul style="list-style-type: none"> ▪ Dental Services ▪ Tailored language from providers considering age, length of status, and history ▪ Generic Ryan White presentation focused on navigation and case management (e.g., transportation, PARS, utility assistance). ▪ Aging with HIV presentation emphasizing transwomen and transmen. ▪ Presentations on barriers to accessing care for undocumented folks and translation barriers ▪ Service standards document to be able to provide feedback for other committees to review

HPG Membership Participation Expectations

In-person Attendance and Participation

- All HPG members and committee members attend the monthly HIV Planning Group and one HPG committee meeting in person. In-person participation is required to achieve a quorum and ensure the HPG and/or committee can effectively conduct its business.

Timely Responses

- A quorum is required to conduct an HPG or a committee meeting. All HPG members respond promptly to HPG support staff emails and other communications, especially when confirming meeting attendance, **within 48 hours**.

Participation in Additional Activities

- All HPG members are expected to participate in additional HPG activities such as task forces, working groups, and/or outreach activities. This may include representing the HPG at community events, supporting public engagement initiatives, and/or collaborating with other members to raise awareness of our HIV prevention and support work. All members are encouraged to participate in these efforts to ensure our initiatives are inclusive and impactful.
 - All HPG members participate in at least one or more of the following HPG activities annually: task forces, working groups, and/or outreach activities
 - All HPG members, new and existing, are encouraged to attend at least one Community Engagement Group meeting per year.
 - The Community Engagement Group members can provide onboarding and mentorship support to the new HPG members.
 - The Community Engagement Group members can participate in outreach requirement events.

Respectful Behavior and Professionalism

HPG members are expected to engage respectfully. Respectful behavior towards HPG and committee members during meetings and all HPG-related communications is not just an expectation but a reflection of our value and respect for each other. Disrespectful or disruptive behavior is not tolerated because we believe in fostering a culture of mutual respect and understanding.

- All HPG members uphold a high standard of professional behavior. This includes being punctual, prepared, and actively contributing to discussions.
- All HPG members are solution-oriented and communicate clearly and respectfully. Differences of opinion may be expressed, fostering collaboration rather than conflict. Constructive engagement discussions are focused on the committee's objectives, with all members contributing positively and constructively.

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
<p>Just Cause</p>	<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 	<p>A member is limited to two (2) virtual attendances based on “just cause” per calendar year</p>
<p>Emergency Circumstances</p>	<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