



SAN DIEGO HIV PLANNING GROUP (HPG)
MEMBERSHIP COMMITTEE
MEETING MINUTES
WEDNESDAY, FEBRUARY 14, 2024, 11:00 AM – 1:00 PM
SOUTHEASTERN LIVE WELL CENTER
5101 MARKET ST. SAN DIEGO, CA 92114 (TUBMAN CHAVEZ ROOM A)

To participate remotely via Zoom:

<https://us06web.zoom.us/j/83939793722?pwd=dJARoW31vGchmUT4t6RCnEBdo7m1Ku.1>

Join the meeting via phone: 1-669-444-9171 Meeting ID: 83939793722#

Meeting ID: 839 3979 3722

Password: MEMBER

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: Bob Lewis | Regina Underwood | Rhea Van Brocklin

Committee Members Absent: Mikie Lochner

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:00 AM and noted that an in-person quorum was established.	
2. Public Comment on non-agenda items (for Members of the public)	A member of the public expressed concern that most members of the committee are on the Steering Committee.	
3. Sharing our concerns (for committee members)	None	
4. Action: Review and approve the December 13, 2023 agenda	Action: Approve the February 14, 2024 meeting agenda as presented. Public comment: A Member of the public recommended moving the action items down on the agenda after old business. Motion/Second/Count (M/S/C): Van Brocklin/Underwood 2/0 Abstentions: Lewis Motion carries	
5. Action: Interview and approve Lori Jones for new HPG membership	Action: Interview and approve Lori Jones for New HPG Membership (in person) M/S/C: Van Brocklin/Underwood 2/0 Abstentions: Lewis Motion: carries	Forward the recommendation to the HPG for approval at the

Agenda Item	Action	Follow-up
		<p>meeting on February 28, 2024.</p> <p>HPG SS will follow up with the recipients' office on Lori Jones's involvement with Christie's Place, which could be a potential conflict of interest regarding voting.</p>
<p>6. Action: Interview and approve David Grelotti for HPG membership reappointment</p>	<p>Action: Interview and approve David Grelotti for HPG membership reappointment M/S/C: Van Brocklin/Underwood 2/0 Abstentions: Lewis Motion carries</p>	<p>Forward the recommendation to the HPG for approval at the meeting on February 28, 2024.</p>
<p>7. Action: Review and approve the December 13, 2023 meeting minutes</p>	<p>Action: Approve the December 13, 2023 meeting minutes as presented. M/S/C: Underwood/Van Brocklin 2/0 Abstentions: Lewis Motion carries</p>	
<p>8. Action: Review follow-up items</p>	<p>Mikie Lochner will continue to follow up with Districts 1 and 2 for new membership updates.</p>	
<p>9. Old Business</p>		
<p>a. ACTION ITEM: Finalize and approve Membership Committee Operating Guidelines</p>	<p>Action: Finalize and approve Membership Committee Operating Guidelines with the recommended changes M/S/C: Van Brocklin/Underwood 2/0 Abstentions: Lewis Motion carries</p> <p>A member of the public requested clarification on the interview process and the next steps if there is a decision not to recommend an applicant.</p> <p>The committee recommended the following changes:</p> <ul style="list-style-type: none"> - Add to the interview section that there is an opportunity to appeal the decision. - Changes to the Medical Standards and Evaluation Committee (MSEC) attendance policy will be updated after it is finalized at the February MSEC meeting. 	

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b. ACTION: Finalize and approve the Second Term HPG Membership Application	<p>Action: Finalize and approve the Second Term HPG Membership Application with the recommended changes.</p> <ul style="list-style-type: none"> • Add Trans-female and trans-male as gender options <p>M/S/C: Van Brocklin/Underwood 2/0 Abstentions: Lewis Motion carries</p>	HPG Support Staff to make changes
c. Discussion and review of Mentor and Mentee Guidelines	<p>The committee discussed and recommended the following changes:</p> <ul style="list-style-type: none"> - Allow mentees to choose from the available mentors and their backgrounds/areas of expertise. - Add timelines, possibly 6 months, for the mentorship with a possibility to extend. - Consider creating group mentorship opportunities as well as one-on-one. - A possibility of having termed members be mentors. - Consider having each member undergo a six-week Project PEARL at Christie's Place to learn about the Ryan White planning process. The series can also be self-led; thus, individual mentorship might not be necessary. - How to make it appealing for members to become involved as mentors. - This may not be a priority due to so many seats terming out. 	The committee decided to hold off on making changes until later in the year.
d. Focused Recruitment		
i. Open Seats		HPG SS will confirm with the Clerk of the Board if interviews can be conducted and if the approval process can begin for seats that still need to be selected to avoid a gap in seat appointment.
ii. Term Expired dates	It has been challenging to reach District representatives.	
iii. New Committee members	Reviewed	

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iv. Underrepresented Groups (demographics)	Reviewed	
10. New Business		
a. None		
11. Routine Business		
a. Attendance		
i. HPG Attendance	HPG SS reviewed attendance. The committee recommended clarifying the Strategies and Standards Committee spreadsheet to black out the months the committee is not scheduled to meet.	
ii. Committee Attendance		
12. Suggested item for the future committee agenda	None	
13. Announcement	<ul style="list-style-type: none"> - The HPG Orientation will occur on Thursday, April 18, 2024, from 2:00 – 4:00 p.m. via Zoom. - HPG SS currently has limited HPG website management and social media engagement. - HPG SS is working on identifying members interested in having an HPG table at the Women’s Conference on March 9, 2024. - Two HPG members have completed and submitted all required forms. HPG SS has been sending weekly reminders to all; the deadline is March 25. - The ethics training is a requirement, and members are asked to log in to complete the modules even though the website states that the training is not being provided. 	HPG SS to print and provide HPG materials to Rhea for the March 9 conference.
14. Next Meeting Date	<p>When: March 13, 2024, from 11:00 AM - 1:00 PM.</p> <p>Location: County Operations Center, 5530 Overland Ave, San Diego, CA 92123, Training Room 124</p>	
15. Adjourn	The meeting adjourned at 12:55 PM.	