

STEERING COMMITTEE



Tuesday, February 20, 2024, 11:00 AM – 1:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114
(Tubman Chavez Room C)

A quorum for this meeting is three (3).

Members Present: Bob Lewis | Mikie Lochner | Shannon Ransom | Dr. Winston Tilghman | Rhea Van Brocklin

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Chair called the meeting to order at 11:00 AM. A moment of silence was observed.	
2. Public comment (for members of the public)	A member of the public expressed concern about the number of meetings in a year and attendance guidelines per AB 2449. He noted that the HIV Planning Group (HPG) bylaws need to be updated.	
3. Sharing our concerns (for committee members)	A committee member noted that the packet was not accessible online.	
4. ACTION: Approve the Steering Committee agenda for February 20, 2024	Motion: Approve the Steering Committee agenda for February 20, 2024 as presented with the noted change: Change agenda item #6 to "Discuss cancelling the February 2024 HPG meeting". Motion/Second/Count (M/S/C): Lewis/Ransom/4-0 Abstentions: Lochner Motion carries	
5. ACTION: Approve meeting minutes from January 16, 2024	Motion: Approve meeting minutes for January 16, 2024 as presented. M/S/C: Lewis/Tilghman/4-0 Abstentions: Lochner Motion carries	
6. ACTION: Approve the HIV Planning Group (HPG) agenda for February 28, 2024	The committee discussed the reasons to consider cancelling the February 28, 2024 HPG meeting. Motion: Cancel the February 28, 2024 HPG meeting. M/S/C: Lewis/Ransom/4-0	

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	<p>Abstentions: Lochner</p> <p>Motion carries</p>	
7. Committee reports and recommendations	<p><u>Membership Committee:</u> Bob Lewis expressed concern regarding the future of HPG with 10 total seats terming in 2024: 1 seat in July, 8 seats in September, and 1 seat in October. It is important to aggressively recruit new HPG members and get some clarity from the Clerk of the Board regarding a strategy to ensure no gaps in appointment. All the District seats will be vacant at that time. Any interested individuals are encouraged to attend one committee and one HPG meeting to be considered for appointment.</p> <p><u>Strategies and Standards Committee:</u> Shannon Ransom expressed concern regarding not having a co-chair for the Strategies Committee; the tasks of finding her replacement and the co-chair replacement are stressful.</p> <p><u>Medical Standards and Evaluation Committee:</u> Succession planning will be discussed, and some medical service standards need to be reviewed and revised.</p>	
8. Old Business		
a. Needs Assessment Working Group – updates	<p>Five people have been appointed to the second Needs Assessment working group, whose primary function will be distribution of the survey. The first meeting will be on Thursday, February 22, 2024 at 1:00 PM – 3:00 PM via Zoom.</p> <p>It was noted that HPG members are not allowed to go to service provider locations and request to speak to consumers about the survey. Mileage reimbursement will be provided to those consumers who drive the surveys to the locations for drop-off.</p>	
b. Discussion: CARE Partnership – updates, support needs, 2024	<p><u>Public comment:</u> A member of the public clarified that CARE Partnership was asked to become an independent</p>	

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meeting schedule	group based on the Health Resources and Services Administration (HRSA) recommendation due to not meeting a requirement for an HPG committee. CARE Partnership leaders met to discuss the future of the group. At this time, they will continue to function independently and not as a committee of the HPG. There is a lot of participation and interest in the group. A Memorandum of Agreement (MOA) will need to be created, which the Recipient's Office will support.	
c. 2024 Workplan/training schedule and meeting calendar – available in packet	The plan was reviewed and was included in the meeting materials packet.	
9. New Business		
a. Review of Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	The committee reviewed public comments and HPG member comments from the January 24, 2024 HPG meeting.	
b. Discussion: April 2024 HPG Retreat	<p>The committee discussed the following topics related to the HPG Retreat:</p> <ul style="list-style-type: none"> • A trainer will need to be identified. • Potential topics could include “change management”, “strategic planning”, and “creating more engaging HPG meetings”. • Recommended having the retreat in lieu of the May 22, 2024 HPG meeting, which will be held from 1:00 PM until 5:00 PM with time to settle in, food, and a short break. 	The Recipients' Office will research a potential facilitator.
c. Discussion: In-person interpreter expenses and equipment costs	<p>HPG Support Staff and the committee discussed the following:</p> <ul style="list-style-type: none"> • In-person interpretation may be needed at all the HPG and committee meetings. 	

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	<ul style="list-style-type: none"> • Having bilingual documents available is very important as this removes a barrier. • The Southeastern Live Well Center is not a permanent meeting space, but meetings will continue there regularly, as available. • The HPG SS will need to find two more quotes for fiscal approval. • The committee recommended using any available unspent FY 23 funds to purchase the equipment presented by staff. 	
10. Routine Business		
a. ACTION: (Priority Setting and Resource Allocation Committee): Re-allocations for FY 23 or budget changes for FY 24	None	
b. Discussion: Getting to Zero Community Engagement Project and next steps	Tabled	
c. Discussion: HPG Leadership transition process and mentorship training	Tabled	
d. Review committee attendance	Tabled	
11. HIV, STD, and Hepatitis Branch (HSHB) Report	Patrick Loose reported: <ul style="list-style-type: none"> • There is a possible government shutdown in a week. HRSA is unable to provide a final FY 24 Part A award because Congress has not yet decided on the amount. • Seventy five percent (75%) of the FY 23 award has been expended at 75% of the fiscal year. • HIV Prevention funding comes from the Centers for Disease Control and Prevention (CDC). 	

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	<ul style="list-style-type: none"> • Viral suppression among Ryan White patients is 95%, consistent with the national goal. • The Part A application will be issued in July and will be due in October 2024. 	
12. HPG Support Staff Report		
a. Administrative budget review	Tabled	
13. Future agenda items for consideration	None	
14. Announcements	<ul style="list-style-type: none"> • The HPG Orientation will be Thursday, April 18, 2024 2:00 PM – 4:00 PM via Zoom. Please contact HPG Support Staff to register or for more information. • The Women’s Conference is March 9, 2024 at the Handlery Hotel. For more information, please go to awomansvoice.org. 	
15. Next meeting date	<p>Date: Tuesday, March 19, 2024 Time: 11:00 AM – 1:00 PM Location: In-person and via Zoom County Operations Center, 5530 Overland Ave, San Diego, CA 92123 (Training Room 124)</p>	
16. Adjournment	The meeting adjourned at 1:06 PM.	