

## STEERING COMMITTEE



Tuesday, March 19, 2024, 11:00 AM – 1:00 PM  
County Operations Center  
5530 Overland Ave, San Diego, CA 92123  
(Training Room 124)

A quorum for this meeting is three (3).

**Members Present:** Bob Lewis | Mikie Lochner | Shannon Ransom | Rhea Van Brocklin

**Members Absent:** Dr. Winston Tilghman

### ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 11:03 AM. It was announced that Alberto Cortes has resigned as of March 18, 2024. A moment of silence was observed.	
2. Public comment (for members of the public)	None	
3. Sharing our concerns (for committee members)	A member of the committee shared their feelings about Alberto's resignation and the general member turnover, noting the number of seats that will be terming out in 2024.	
4. <b>ACTION:</b> Approve the Steering Committee agenda for March 19, 2024	<b>Motion:</b> Approve the Steering Committee agenda for March 19, 2024 <b>Motion/Second/Count (M/S/C):</b> Van Brocklin / Lewis / 2-0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
5. <b>ACTION:</b> Approve meeting minutes from February 20, 2024	<b>Motion:</b> Approve meeting minutes for February 20, 2024 <b>M/S/C:</b> Lewis / Van Brocklin / 2-0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
6. <b>ACTION:</b> Approve the HIV Planning Group agenda for March 27, 2024	<b>Motion:</b> Approve HPG agenda for March 27, 2024 <b>M/S/C:</b> Lewis / Van Brocklin / 2-0 <b>Abstentions:</b> Lochner <b>Motion carries</b> <b>Discussion:</b> A member of the committee inquired about a request for Christie's Place to present on the needs of women living with HIV.	HPG Support Staff (HPG SS) to work with Rhea Van Brocklin to prepare a presentation for the April 2024 HPG meeting.

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<p>7. Committee reports and recommendations</p>	<p>Mikie Lochner will be bringing a discussion to the Steering Committee meeting in April to have the Committee meet every other month.</p> <p><u>Membership Committee</u>: District 1 Representative seat appointment is scheduled to be on the April Board of Supervisors agenda. Emails have gone out to those whose seats are terming out in 2024.</p> <p><u>Priority Setting and Resource Allocation Committee (PSRAC)</u>: The March meeting was cancelled due to quorum. Mikie Lochner has requested that the Chair work with HPG SS to confirm quorum and reach out to committee members to confirm attendance.</p> <p><u>Strategies and Standards Committee</u>: there continues to be a conflict of interest for the Chair due to the active procurement. The Committee does not have an active Co-chair. Several suggestions were brought up:</p> <ul style="list-style-type: none"> <li>- Postpone discussion on some topics and only discuss what is not covered by the procurement or is general enough.</li> <li>- Move the April meeting to May.</li> <li>- Committee chair to reach out to experts on the needs of the aging population.</li> <li>- Continue to encourage the completion of the 2024 Survey on HIV Impact as it has a section on the needs of the aging population. The results will help inform HPG.</li> </ul> <p><u>CARE Partnership</u>: The meeting was successfully held in person. This committee will continue to meet in person every other month. The group is anticipating concerns on the topic of immigration due to the upcoming election. Immigration concerns can make people feel vulnerable and fearful</p>	<p>HPG SS to find a location for the May Strategies and Standards Committee meeting.</p> <p>HPG SS to invite CARE Partnership Chair and Co-chair to the April CEG meeting.</p>

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	<p>to seek out proper resources such as legal advice.</p> <p><u>Community Engagement Group (CEG):</u> Mikie Lochner recommended that the leaders of CARE Partnership attend CEG in April. Chair candidates will be discussed at the April meeting. Potential candidates have expressed concerns over not being able to attend Steering Committee meetings due to time conflicts, which may be resolved if the Steering Committee members vote to begin meeting every other month.</p> <p><u>Medical Standards and Evaluation Committee (MSEC):</u> The committee is reviewing the Service Standards. The next date for the meeting hasn't been decided yet; it will take place either on May 7 or June 11.</p>	
8. Old Business		
a. HPG Retreat (May 22, 2024) – updates	<p>The 2024 HPG Retreat is scheduled for May 22, 2024, in lieu of the May HPG meeting. HPG SS provided three potential options for a facilitator. Members agreed to move forward with an internal resource – The Knowledge Center. It is part of the County of San Diego.</p>	
9. New Business		
a. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	None	
b. Annual forms – update	<p>HPG SS updated the committee on the current status of the annual form submission requirement. Annual 700 forms are to be submitted to HPG SS by an internal deadline of March 25, 2024. A discussion was held regarding different options for assisting those who have language barriers or need help interpreting the questions.</p>	

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10. Routine Business		
a. <b>ACTION:</b> (Priority Setting and Resource Allocation Committee): Allocations for FY 24	None	
b. <b>Discussion:</b> Getting to Zero Community Engagement Project and next steps	The Chair requested that all committees review the Getting to Zero (GTZ) engagement project plan. Recommendations on next steps will be discussed at next month's meeting.	
c. <b>Discussion:</b> HPG new member recruitment	<p>HPG Members and HPG SS have been engaging in recruitment events and activities. The Chair also thanked HPG SS for attending the Women's Conference on March 9, 2024.</p> <p>There have been issues filling General Member seats because some consumers who have expressed interest are employed by Ryan White Part A funded agencies.</p> <p>Some individuals have reported that they do not view joining the HPG as a good use of their time. It was suggested to promote HPG in a more appealing way to engage interest from potential members.</p>	HPG SS to add the following item on the April HPG agenda to better engage the public: "Open discussion requesting recommendations on future items".
d. <b>Review:</b> committee attendance	The committee attendance through February 2024 was reviewed.	
11. HIV, STD, and Hepatitis Branch (HSHB) Report	<p>The Recipients' Office provided the following updates:</p> <ul style="list-style-type: none"> <li>- The FY 24 budget has not yet been agreed on or received.</li> <li>- HIV Prevention funding is anticipated to extend for an additional 18 months, expiring on December 31, 2025. This additional time will allow contractors to continue Prevention work without a gap in services. Authorization to extend these services will be presented to the Board of Supervisors on May 21, 2024.</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Monthly Capacity Assessments will be switched from monthly to quarterly.</li> <li>- A new online dashboard reflecting Ryan White service utilization data was developed and presented earlier this year at the HPG meeting. It will be accessible online with the latest monthly data and at future meetings.</li> <li>- An increase in utilization of primary care services may be due to people returning to care who otherwise wouldn't have received it.</li> <li>- The current PARS waitlist: 64 people.</li> </ul>	
12. HPG Support Staff Report		
a. Administrative budget review	<p>The detailed administrative budget was reviewed. Other updates included:</p> <ul style="list-style-type: none"> <li>- Staffing update: one temporary Office Assistant will start mid-April, and one permanent Health Information Specialist I will start in early May.</li> <li>- The team has been granted approval to hire a Community Health Promotion Specialist as an HPG Support Staff Outreach Worker. The Recipients' Office went over the County hiring process and the timelines for onboarding new staff.</li> </ul>	
13. Future agenda items for consideration	A member of the committee made a comment about the general increase in positive HIV cases.	The Recipients' Office to ask Dr. Jean-Aine Pretanvil to attend the next MSEC meeting.
14. Announcements	The annual HPG Orientation will take place on April 18, 2024 at 2:00 PM. Registration is required to receive a Zoom link.	

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	The 23 <sup>rd</sup> Annual Easter Egg Hunt will take place on March 31, 2024 for children 12 years of age and under. There will be food and opportunity drawings for bicycles.	
15. Next meeting date	<b>Date:</b> Tuesday, April 16, 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 A)	
16. Adjournment	Meeting adjourned at 12:55 PM.	