

MEMBERSHIP COMMITTEE



Wednesday, April 10, 2024, 11:00 AM – 1:00 PM
County Operations Center
5570 Overland Ave, San Diego, CA 92123
(Medical Examiner Conference Room 1047)

A quorum for this meeting is Three (3).

Committee Members Present: Bob Lewis (Chair) | Mikie Lochner | Regina Underwood | Rhea Van Brocklin

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:02 AM and noted that a quorum was established.	
2. Public Comment on non-agenda items (for Members of the public)	None	
3. Sharing our concerns (for committee members)	None	
4. Action: Review and approve the April 10, 2024 agenda	Motion: Approve the April 10, 2024 meeting agenda as presented. Motion/Second/Count (M/S/C): Van Brocklin / Underwood / 3-0 Abstentions: Lewis Motion carries	
5. Action: Review and approve the February 14, 2024 meeting minutes	Motion: Approve the February 14, 2024 meeting minutes as presented. M/S/C: Van Brocklin / Underwood / 2-0 Abstentions: Lewis / Lochner Motion carries	
6. New Business		
a. Discussion: 2024 Membership Succession Planning	HPG Support Staff (HPG SS) updated the current recruitment status, including pending applications, interviews, and appointments. The HPG Chair clarified that new members can be appointed anytime for seats that have yet to be vacated. In that case, the HPG SS will note in the memo for the Clerk of the Board that the start date of the new appointment will have to be the day after the end of the current term for that seat. A member of the public expressed concern about the term length following the seat, not the person. The HPG has no control over this.	

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	<p>The discussion included the following points:</p> <ul style="list-style-type: none"> • Some members can move to hard-to-fill seats. • District seats have historically been more challenging to fill. • The entire Board of Supervisors votes for District seats. • Current lived experience percentage is about 24 percent. • General Member seats should be prioritized. 	
7. Old Business		
a. Open Seats	HPG SS provided an update regarding four appointments/reappointments that were approved at the April 9 th Board of Supervisors meeting.	
b. Seats with expiring terms	<p>Following HPG appointments are pending approval from the HPG:</p> <ul style="list-style-type: none"> • Dr. Grelotti's 2nd reappointment • Lori Jones's new appointment to the Seat 26 Prevention Services Consumer/Advocate 	HPG SS will continue to work on membership recruitment.
c. New Committee members	<p>Possible new members:</p> <p>Chris Nolan – District 2 Eva Matthews – District 2 Ben Ignalino – pending a Virtual Interview Skyler Miles – pending a virtual interview Myshell Thomas – pending application</p>	
d. Underrepresented Groups (Demographics)		
8. Routine Business		
a. HIV Planning Group Attendance	<p>As of March 2024, Allan Acevedo has missed four meetings. The committee discussed the next steps for his active membership status. The Committee Chair recommended removing Allan Acevedo from HPG Membership.</p> <p>The HPG Chair recommended continuing to send the attendance reminder to all members who have missed three meetings, copying the committee chairs.</p>	HPG SS will draft and send Allan Acevedo a formal notice of removal.
b. Committee Attendance	Tabled	
i. ACTION: Review and approve Strategies and PSRAC attendance policy	<p>The committee members discussed and suggested the following:</p> <ul style="list-style-type: none"> • The Priority Setting & Resource Allocation Committee (PSRAC) attendance should be changed to “To 	HPG SS will confirm the attendance policy for committees that meet less

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	<p>remain in good standing and eligible to vote, the committee member may not miss more than two (2) consecutive absences and four (4) total within eight (8) months.”</p> <ul style="list-style-type: none"> • Strategies & Standards Committee attendance should be changed to “To remain in good standing and eligible to vote, the committee member may not miss more than two (2) consecutive absences and four (4) total within 12 months. • The Medical Standards & Evaluation Committee (MSEC) meets only four (4) times a year. To remain in good standing, members must not have two (2) consecutive absences; a member will not be in good standing until they have attended two (2) additional consecutive meetings. <p>The Committee members recommended that PSRAC and the Strategies & Standards Committee discuss the attendance policy with their members before voting.</p>	<p>frequently than every other month with the Clerk of the Board.</p> <p>HPG SS will add the attendance/absence policy discussion to monthly committee meetings, which will be revisited at the May Membership Committee meeting.</p>
<p>9. Suggested item for the future committee agenda</p>	<p>The Committee Chair has recommended that the committee begin thinking about the onboarding plans to help retain new members.</p> <p>The HPG Chair reminded the committee members that the Clerk of the Board is holding an orientation on April 24th, a requirement for members appointed after May 2022.</p> <p>A committee member expressed concern about the number of required items that members must complete, which can be too much and overwhelming.</p>	<p>HPG SS will remind those HPG members who still need to complete the mandatory Clerk of the Board Orientation.</p>
<p>10. Announcements</p>	<p>The completed HIV Needs Assessment Surveys will be collected by the end of April. A member of the public recommended promoting the completion of the HIV Needs Assessment survey online.</p>	
<p>11. Next meeting date</p>	<p>When: May 8, 2024, at 11:00 AM – 1:00 PM. Location: County Operations Center, 5570 Overland Ave, San Diego, CA 92123 (Medical Examiner Conference Room 1047)</p>	
<p>12. Adjournment</p>	<p>The meeting was adjourned at 12:36 PM.</p>	