

STEERING COMMITTEE



Tuesday, April 16, 2024, 11:00 AM – 1:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114
Tubman Chavez Room A

A quorum for this meeting is four (4).

Members Present: Cinnamen Kubricky (Vice-Chair) | Bob Lewis | Mikie Lochner (Chair) | 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 11:00 AM. A moment of silence was observed.	
2. Public comment (for members of the public)	A member of the public requested clarification on the Community Engagement Group (CEG) Chair. The Steering Committee Chair clarified that he is currently an acting Chair of that committee and will be making an appointment over the next several weeks.	
3. Sharing our concerns (for committee members)	A committee member expressed concern about the need to have a location navigator for those on PARS. It is important to ensure that consumers are self-sufficient, but it's hard to accomplish without proper referral resources. The Recipients' Office clarified that the HPG does not fund entities, but rather allocates funds towards categories.	
4. ACTION: Approve the Steering Committee agenda for April 16, 2024	The Chair requested that the motion include a new agenda item to discuss the meeting attendance policy for the Strategies and Standards Committee as well as the Priority Setting and Resource Allocation Committee (PSRAC). Motion: Approve the Steering Committee agenda with an additional discussion item for April 16, 2024.	

STEERING COMMITTEE

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	<p>Motion/Second/Count (M/S/C): Lewis / Van Brocklin / 3-0 Abstentions: Lochner Motion carries</p>	
<p>5. ACTION: Approve meeting minutes from March 19, 2024</p>	<p>Motion: Approve meeting minutes for March 19, 2024. M/S/C: Van Brocklin / Lewis / 2-0 Abstentions: Kubricky, Lochner Motion carries</p>	
<p>6. ACTION: Approve the HIV Planning Group agenda for April 24, 2024</p>	<p>Discussion: A member of the committee inquired about the need to meet if there are no allocation items. The following discussion was held:</p> <ul style="list-style-type: none"> - If Dr. Tweeten is available to attend the HPG meeting in April, it will make it more engaging. - It doesn't make sense to require consumers to commute to a meeting that doesn't have any action items. - If the HPG gets cancelled, can training/presentations be available to the public during the time that an HPG meeting would have taken place. - Plan to have an in-depth review of the service categories and their deployment across the county. This would be beneficial and engaging for new and prospective members. - Request for hard copies of training materials. - How can we include youth in future meetings. <p>Motion: Cancel the April 24, 2024 HPG meeting. M/S/C: Lewis / Ransom / 2-0 Abstentions: Kubricky / Lochner Motion carries</p>	<p>HPG Support Staff (HPG SS) will add a Board Letter to the agenda for the June HIV Planning Group (HPG) meeting.</p> <p>HPG SS to work with the HPG Chair to add more items to the June HPG agenda, including the following new items:</p> <ol style="list-style-type: none"> 1) How to review data. 2) In-depth review of 1-2 service categories. <p>Work with Mikie to revise the training plan.</p>
<p>7. Committee reports and recommendations</p>	<p><u>Strategies and Standards Committee:</u> the next meeting is on Tuesday, May 7. There is a need for a new Chair.</p> <p><u>Membership Committee:</u> four members were appointed/reappointed at the April</p>	

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	<p>Board of Supervisors meeting. Active membership is currently at 27.</p> <p><u>PSRAC</u>: there will be four meetings on budgeting: June 6, June 13, July 11, and July 18. All meetings will take place at the County Administration Center on Pacific Hwy. In May, Dr. Tweeten will present epidemiology data.</p> <p><u>Medical Standards and Evaluation Committee (MSEC)</u>: The next meeting will be held on June 11, 2024.</p> <p><u>Community Engagement Group (CEG)</u>: The HPG Chair will be appointing Veronica Nava, a newly appointed member, and a prospective member Skyler Miles to the committee. The HPG Chair will also be stepping down. It was recommended that the community be reminded of the mileage reimbursement and snacks/food at CEG and HPG meetings.</p>	
8. Old Business		
a. Annual Forms – update	HPG SS provided an update on the status of the annual form requirement as well as the ethics training. If there is consistent noncompliance, the members are subject to a fine from the Clerk of the Board.	
9. New Business		
a. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	<p><u>Public Comment</u>: A member of the public expressed concern about the changes in the monthly schedule and the number of meetings being cancelled and rescheduled.</p> <p><u>Sharing Concerns</u>:</p> <ol style="list-style-type: none"> 1. An HPG member expressed concern about the availability of support services for the increasing population of aging women living with and impacted by HIV. 	

STEERING COMMITTEE

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	<p>2. An HPG member emphasized the need to prioritize housing when allocating funds.</p> <p><u>Suggestions:</u> None</p>	
b. Future Steering Committee meeting cadence	<p>The following recommendations were made for the PSRAC and Strategies and Standards Committee attendance policies:</p> <ul style="list-style-type: none"> - Members cannot miss more than two (2) consecutive meetings to be in good standing. - Members must attend two (2) consecutive meetings to return to good standing. - If a member misses four (4) meetings in a 12-month period, they will be subject to removal. <p>MSEC has another policy due to their meeting frequency.</p> <p>The following discussion was held:</p> <ul style="list-style-type: none"> - The policy to return to good standing seems to be complicated and punitive in nature. - Increasing complexity of what is required to participate in the HPG will make it harder to recruit and retain members. - All meetings happen during business hours, making it difficult for consumers to commit. - It may be easier to follow the Board of Supervisors policy instead of recreating a new one. <p>A member of the public expressed concern about the attendance policy and the personal responsibility of those who are on the committees.</p>	<p>HPG SS and the Chair will work on the attendance policy language to update the Membership Guidelines.</p>
10. Routine Business		
a. ACTION: (Priority Setting and Resource Allocation Committee): Allocations for FY 24	None	

STEERING COMMITTEE

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b. Discussion: Getting to Zero Community Engagement Project and next steps	Tabled There are conflicting priorities, but the work can be done internally. The recommendations are operational in nature. A member of the public expressed concern about the CEG's role in consumer engagement efforts.	
c. Discussion: HPG new member recruitment	The Chair reviewed the timeline for all appointments/reappointments.	
d. Review: committee attendance	Tabled	
11. HIV, STD, and Hepatitis Branch (HSHB) Report	There are currently five (5) outstanding invoices from last year. There is no report available at this time. There are savings due to staff turnover, and the Recipients' Office will be bringing the recommendations for distributing the savings to the HPG for discussion and vote. Congress has adopted the budget, and the County of San Diego will be receiving the award soon.	
12. HPG Support Staff Report		
a. Administrative budget review	Tabled Mikie noted the hard work of HPG SS while they are short staffed.	
13. Future agenda items for consideration	None	
14. Announcements	The Clerk of the Board orientation is going to take place on April 24 at the County Administrative Center on Pacific Hwy. The HPG orientation is going to take place virtually on April 18 at 2:00 PM.	
15. Next meeting date	Date: Tuesday, May 21, 2024 Time: 11:00 AM – 1:00 PM Location: In-person and via Zoom Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room C)	
16. Adjournment	Meeting adjourned at 1:00 PM.	