



# County of San Diego

## HEALTH AND HUMAN SERVICES AGENCY

PUBLIC HEALTH SERVICES

3851 ROSECRANS STREET, MAIL STOP P-578

SAN DIEGO, CA 92110-3134

(619) 531-5800 • FAX (619) 542-4186

**NICK MACCHIONE, FACHE**  
AGENCY DIRECTOR

**WILMA J. WOOTEN, M.D., M.P.H.**  
PUBLIC HEALTH OFFICER

**ELIZABETH A. HERNANDEZ, Ph.D.**  
PUBLIC HEALTH SERVICES DIRECTOR

### HIV PLANNING GROUP (HPG) MEMBERSHIP COMMITTEE MEETING PACKET

Wednesday, May 10, 2023, 11:00 AM

#### **In-Person Meeting:**

County Operations Center (COC)

5560 Overland Ave. (Training Room 171) San Diego, CA 92123

To participate remotely via WebEx (click the following link):

<https://sdcountryca.webex.com/sdcountryca/j.php?MTID=m714a98378ac4418280e72b853b93bdd4>

**Meeting Number/Access Code:** 133 686 8789

**Password:** Member.20

**Join the meeting via phone:** 1-470-238-5742 US Toll / 525567225298 Mexico Toll.

**NOTE:** This meeting is audio and video recorded

**The Charge of the Membership Committee:** To recruit, interview, select and coordinate training for

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# **Membership Committee**

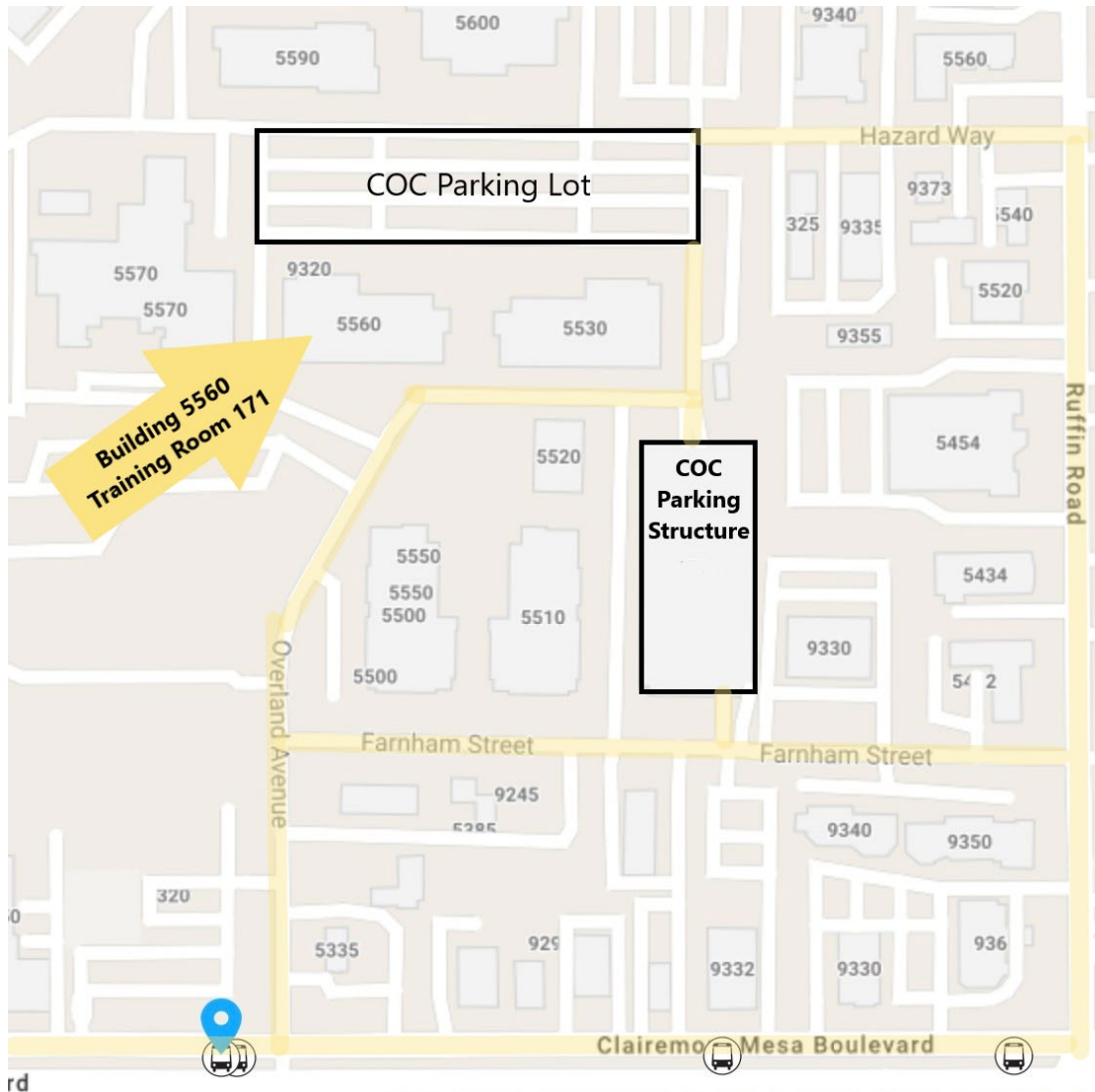
**When:** Wednesday, May 10, 2023 from 11:00 AM – 1:00 PM

**Where:** Training Room 171 (5560 Building)



## **Address:**

San Diego County Operations Center (COC)  
5560 Overland Avenue San Diego, CA 92123



**Parking is free – All visitors parking is longer than the permitted time that is posted; you must park in an unmarked space.  
There is very limited street parking along Farnham St.**

**From 163:**

1. From 163, exit onto Clairemont Mesa Blvd – *Eastbound*
2. Turn left onto Overland Ave.

**From I-15:**

1. From 15, exit onto Clairemont Mesa Blvd – *Westbound*
2. Turn right onto Ruffin Rd
3. Turn left onto Hazard Way

***Or***

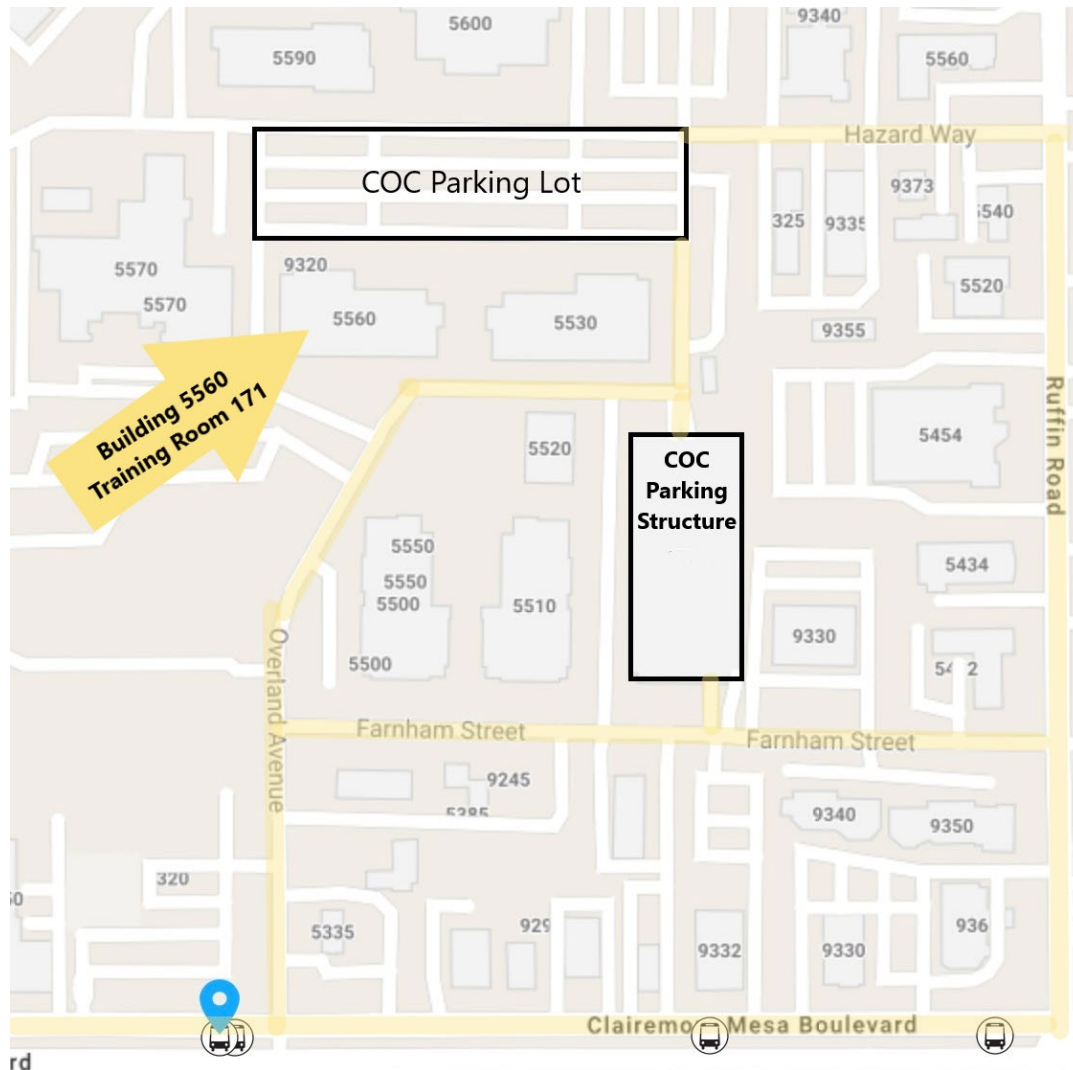
1. From 15, exit onto Clairemont Mesa Blvd – *Westbound*
2. Turn right onto Overland Ave

**\*\*ATTN:**

Please note that directions depicted on given directions to location may not reflect info on the MTS phone application.

Refer to HPG directions and County Operations Center map provided for detailed instructions on how to get to meeting location. Additional resource map available from County Operations Center on **PAGE 4.**

## **Via MTS/Public Transportation:**



### **From Ruffin Road:**

1. Head north towards Ruffin Road.
2. Turn left on Farnham Street.  
Access to County Operations Center buildings will be on your right.

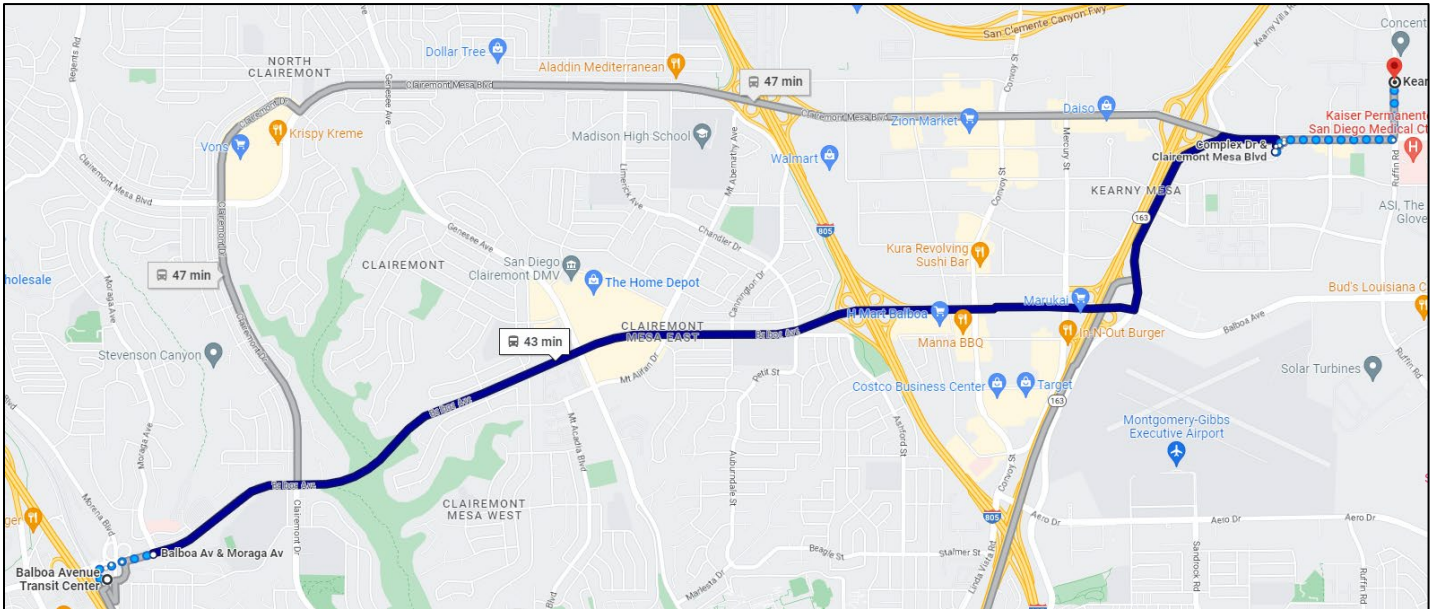
**OR**

2. Turn left on Hazard Way.
3. Enter through County Operations Center entrance/black gate and head further west.  
Access to County Operations Center buildings will be on your left.

**From Overland Avenue:**

1. Head north on Overland Ave.
2. Enter east through County Operations Center entrance/black gate.
3. Turn left on pedestrian walkway. Building 5530 will be on your right.

## Full Route from Balboa Ave Transit Center to Overland Ave (if coming off Blue Line trolley):



### If Using Trolley & Bus:

1. Take the **Blue Trolley Line** to the **Balboa Avenue Transit Center**.
2. Walk to **Balboa Ave & Moraga Ave** bus stop (about 7-minute walk, 0.3 miles).
3. Take **Route 27** bus from **Balboa Ave & Moraga Ave** to **Complex Dr & Clairemont Mesa Blvd**.
4. Head north on Complex Dr.
5. Cross the street and turn right on Clairemont Mesa Blvd (after U.S. Bank Branch on the right).
6. Cross the street and turn left onto Overland Ave. and head north.
7. Enter east through County Operations Center entrance/black gate.
8. Turn left on pedestrian walkway. Building 5530 will be on your right.

# ADDITIONAL RESOURCES:

## County Operations Center (COC) CAMPUS MAP

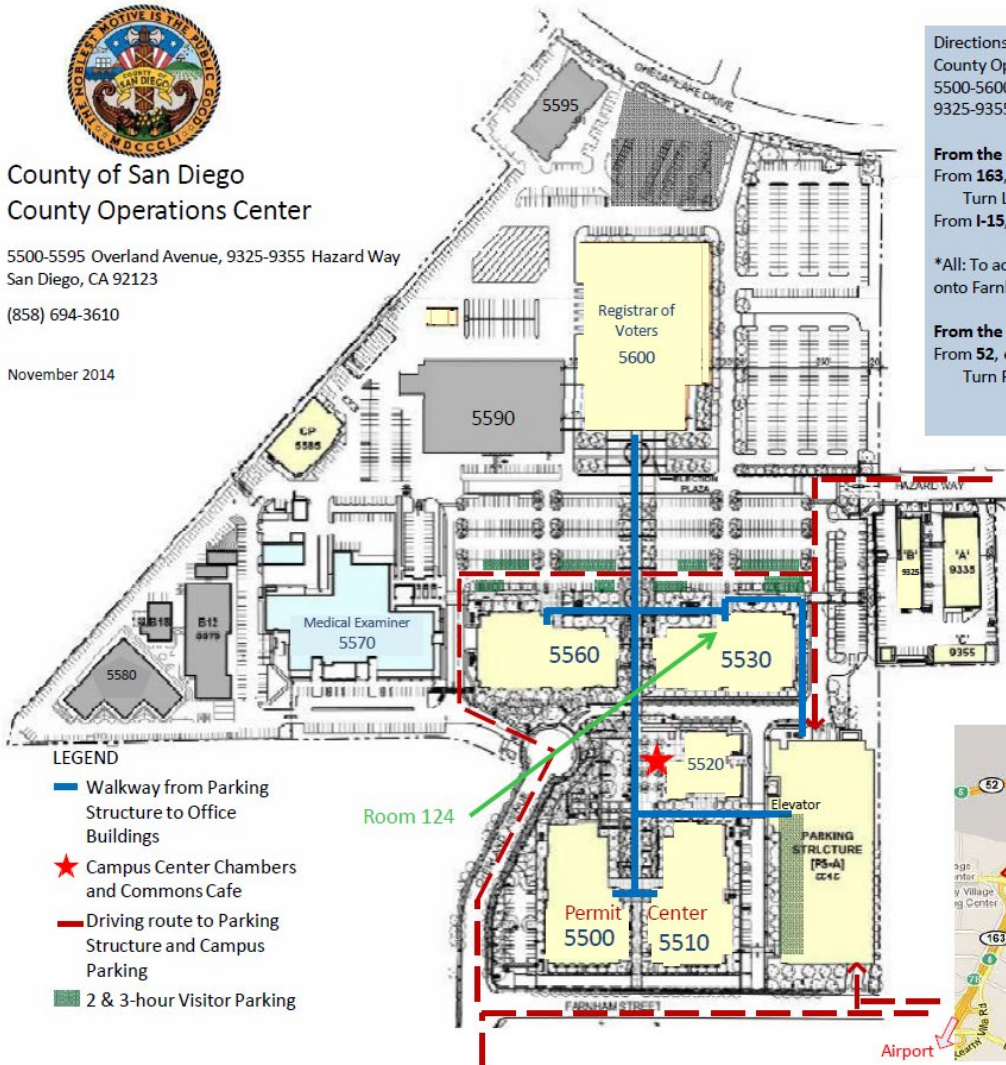


County of San Diego  
County Operations Center

5500-5595 Overland Avenue, 9325-9355 Hazard Way  
San Diego, CA 92123

(858) 694-3610

November 2014



**LEGEND**

- Walkway from Parking Structure to Office Buildings
- ★ Campus Center Chambers and Commons Cafe
- - - Driving route to Parking Structure and Campus Parking
- - - 2 & 3-hour Visitor Parking

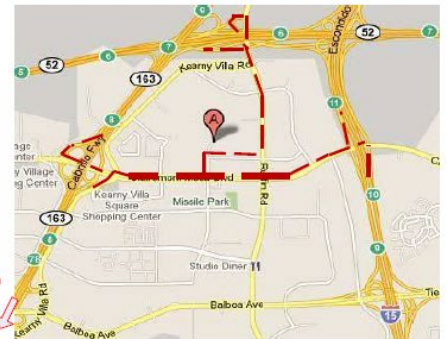
Directions to the  
County Operations Center  
5500-5600 Overland Avenue  
9325-9355 Hazard Way San Diego, 92123

**From the North or South (Airport)**  
From **163**, exit onto Clairemont Mesa Blvd. Eastbound  
Turn Left (North) onto Overland Avenue  
From **I-15**, exit onto Clairemont Mesa Blvd. Westbound

\*All: To access Parking Structure from Overland turn right onto Farnham Street. Parking Structure is on the left.

**From the East or West**  
From **52**, exit onto Ruffin Road Southbound  
Turn Right (West) onto Farnham Street

*All visitors parking more than the permitted time posted must park in an unmarked space.*



## County Operations Center (COC) CAMPUS DIRECTORY



### 5500 Permit Center

Environmental Health and Quality  
San Diego County Credit Union  
Public Works Engineering  
Parks & Recreation  
Aging & Independence Services  
24/7 Library To Go

### 5510 Permit Center

Planning and Development Services  
Public Works  
SanGIS

### 5520 Campus Center

Campus Center - Chambers  
Campus Center - Commons

### 5530

Primary Public Defender  
Alternate Public Defender  
County Counsel/Juvenile Dependency  
Human Resources  
Sheriff Detention Medical Services  
Auditor & Controller  
Revenue & Recovery

### 5560

County Library  
Public Administrator  
Public Guardian  
Public Conservator  
Purchasing & Contracting  
Sheriff Data & Computer Training  
Security Services

### 5560 cont.

Property Manager  
Aging & Independence Services  
General Services  
County Fire/EMS

### 5570

Medical Examiner  
Environmental Health & Quality  
- Vector/HIRT  
Public Health Services  
- Laboratory

### 5590

Crime Lab

### 5595

Sheriff Wireless Services  
General Services Maintenance

### 5600

Registrar of Voters  
County Mail Center  
Probation

### 5610

General Services Fleet

### 9325

Agriculture, Weights, & Measures

### 9335

University of California Cooperative Extension  
Vital Records  
Public Health Services





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**SAN DIEGO HIV PLANNING GROUP  
MEMBERSHIP COMMITTEE**  
Wednesday, May 10, 2023  
11:00 AM  
**County Operations Center (COC)**  
**5560 Overland Ave. (Training Room 171) San Diego, CA 92123**

To participate remotely via WebEx (click the following link):

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m7114a98378ac4418280e72b853b93bdd4>

**Meeting Number/Access Code:** 133 686 8789

**Password:** Member.20

**Join the meeting via phone:** 1-470-238-5742 US Toll / 525567225298 Mexico Toll

**Committee Charge:** *To recruit, interview, select and coordinate training for Planning Group Members.*

**Quorum is Two (2)**

**Committee Members:** Bob Lewis (Chair), Mikie Lochner, Regina Underwood, Rhea Van Brocklin

**Participants Requesting Spanish Translation:** *Must notify support staff 96 hours in advance. They will receive an email with the number to call in.*

## **DRAFT AGENDA**

1. Call to order; Introductions; Comments from the Chair
2. Public Comment (for Non-Committee Members) / Sharing our Concerns (for Committee Members)
3. Review and approve May 10, 2023 meeting agenda
4. Review and approve meeting minutes from March 8, 2023 and review follow-up items

5. Old Business:
  - a. Discussion: HPG in-person meeting logistics
  - b. Getting to Zero (GTZ) 3-Year Action Plan
    - i. Membership Committee Plan/Strategy for Recruitment (Dr. Jacobs)
  - c. Focused Recruitment
    - i. Open Seats
    - ii. New Committee Members
    - iii. Underrepresented Groups (demographics)
    - iv. Consumer Recruitment
  - c. Terms Expired Dates
6. Review Attendance:
  - a. HPG Attendance
  - b. Committee Attendance
7. New Business:
  - a. **Action Item:** Approve the updated Membership Committee Operating Guidelines
  - b. Discussion: Review and update the HPG Membership Application
  - c. Discussion: Requirements of completion of HPG Membership Application
  - d. Discussion/**Action:** Eliminate Hepatitis C Virus (HCV) Task Force - HPG Member participation
8. Routine Business:
  - a. Mentor Appointments
    - i. Evaluation for Mentors/Prospective Mentors
    - ii. Continued Discussion: How to bring current HPG members into the Mentorship Program.
9. Agenda Items for future meetings
10. Announcements
11. Confirm the next meeting date/time: Wednesday, June 14, 2023 at 11:00 AM.  
Location: **COC Training Room 124: 5530 Overland Ave. San Diego, CA 92123**
12. Adjourn



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## **SAN DIEGO HIV PLANNING GROUP (HPG) MEMBERSHIP COMMITTEE**

**Wednesday, March 8, 2023**  
**11:00 AM – 1:00 PM Meeting**  
**In-person at**  
**County Operations Center (COC)**  
**5500 Overland Ave. (Training Room 120) San Diego, CA 92123**  
**and remotely/virtually via WebEx**

**DRAFT MINUTES**  
Quorum = Two (2)

**Present:** Mikie Lochner (Acting Committee Chair), Regina Underwood, Rhea Van Brocklin

<b>Agenda Item</b>	<b>Action</b>	<b>Follow-up</b>
<b>1. Call to order</b>	Mikie Lochner called the meeting to order at 11:05 a.m. and noted that a quorum was established. The Chair also mentioned that Bob Lewis would be removed from the committee until he returns mid-April.	
<b>2. Public Comment/Non-committee members' comment</b>	<ul style="list-style-type: none"> <li>A member of the public recommended that the HPG chair and vice chair invoke the ex-officio rule.</li> <li>Dr. Ken Riley reviewed some meeting logistics, including the QR code to download the meeting packet electronically.</li> </ul>	HPG Support Staff to review meeting directions and make ensure they are clear.
<b>3. Action:</b> Review and approve the March 8, 2023 agenda	<p><b>Motion:</b> Approve the March 8, 2023 meeting agenda as presented.</p> <p><b>M/S/C:</b> Van Brocklin/Underwood 2/0</p> <p><b>Abstentions:</b> Lochner</p> <p><b>Motion carries</b></p>	
<b>4. Membership Interview</b> i. Tyra Fleming ii. Jen Lothridge	<p>a. The committee interviewed Tyra Fleming and recommended her for HPG membership.</p> <p>The committee interviewed Jen Lothridge and recommended moving forward application after the HPG Bylaws were changed to allow</p>	HPG Support Staff will forward Tyra Fleming's recommendation to HPG for approval at the April 2023 HPG meeting.

Agenda Item	Action	Follow-up
	<p>General members. During the interview, Jen mentioned she is now an employee of Christie's Place. Currently, no seat is available until the Board of Supervisors approves changes to Membership.</p> <p>The committee reviewed Michael Wimpie's application and recommended moving forward with an interview for April 12, 2023.</p>	<p>The committee will hold Jen Lothridge's appointment until the changes are approved in the HPG Bylaws, then forward it to the HPG.</p> <p>Mikie Lochner will appoint Tyra Fleming, Jen Lothridge, and Esteban Duarte to the Community Engagement Group.</p> <p>HPG Support Staff will follow up with Tyra Fleming and Jen Lothridge with the next step Membership Application process</p>
<p><b>5. Action:</b> Review and approve the February 8, 2023 meeting minutes</p>	<p><b>Action:</b> Approve the February 8, 2023 meeting minutes as presented.  <b>M/S/C:</b> Van Brocklin/Underwood 2/0  <b>Abstentions:</b> Lochner  <b>Motion carries</b></p>	
<b>6. Old Business</b>		
<p><b>a. Focused Recruitment</b></p>		
<p>a. Open Seats</p>	<p>The committee discussed the possibility of Project PEARL (Peers Promoting Equity, Advocacy, and Resources through Leadership) graduates assisting with outreach as part of their community-based project.</p>	
<p>b. Underrepresented groups (demographics)</p>	<p>Staff noted that the demographic document would be updated once the Clerk of the Board of Supervisors has updated the HPG roster.</p>	<p>HPG Support Staff will update the Demographic data for next month's meeting</p>
<p>c. New committee members</p>	<p>No updates</p>	
<p>b. Terms expired dates</p>	<p>Staff reviewed the HPG members whose terms will expire in 2023.</p>	
<b>7. New Business</b>		
<p>a. Membership Operating Guidelines</p>	<p>a. Staff discussed the Membership Operating Guidelines document. The committee decided to review it, make any</p>	<p>HPG Support Staff will send the document to the</p>

Agenda Item	Action	Follow-up
	recommendations for changes, and discuss it again at the April 2023 meeting.	committee as an MS Word document for review and editing.
b. HPG Orientation	b. HPG Staff discussed the tentative date for the next HPG Orientation of Thursday, May 18, 2023, and will review this at the Community Engagement Group. Once the date is confirmed, HPG Support Staff will coordinate with Rhea to invite Project Pearl graduates.	HPG Support Staff will discuss the planned date for the HPG Orientation with the Community Engagement Group.
<b>8. Review Attendance</b>		
i. HPG Attendance	<p>Reviewed.</p> <p>HPG Members below have missed up to three (3) absences.</p> <ul style="list-style-type: none"> <li>• Pam Highfill</li> <li>• Cinnamen Kubricky</li> <li>• Dr. Stephen Steven Spector</li> <li>• Abigail West</li> </ul> <p>The committee asked if Alfredo De Jesus could resign instead of being removed.</p> <p>The Chair reminded the committee that members who are leaving the HPG are required to complete Form 700.</p>	HPG Support staff will follow up with those members who have missed more than three (3) absences.
ii. Committee Attendance	Reviewed	
<b>9. Routine Business</b>		
i. Getting to Zero (GTZ) 3-Year Action Plan a. Membership Committee plan/strategy for recruitment (Dr. Jacobs)	Dr. Jacobs discussed that several committees are reviewing parts of the GTZ Action Plan, including meeting times. For membership recruitment, the recommendation is to take advantage of the response from Project PEARL and ensure that it continues and consider expanding it. The committee recommended a 10-minute training on Project PEARL at an HPG meeting.	HPG Support Staff will add the Project PEARL training to the March 2023 Steering agenda for discussion.
i. Mentor Appointments a. Evaluation for Mentors/Prospective Mentors b. Brief discussion: How to bring	<p>a. The committee discussed the potential recommended mentors for newly recommended HPG candidates.</p> <p>b. The committee recommended discussing this topic at the next meeting.</p>	HPG Staff will email the Membership Mentor memo to committee members for review and continued discussion

Agenda Item	Action	Follow-up
current HPG members into the Mentorship program.		for the next meeting agenda.
<b>10. Agenda items for future meetings</b>	Review and vote on changes to the Membership Operating Guidelines document.	
<b>11. Announcement</b>	San Diego Women’s HIV Conference is scheduled for Saturday, March 11, 2023, from 9:00 AM – 3:00 PM.	HPG Support Staff will provide the HPG Trifold brochure to Rhea Van Brocklin
<b>12. Next Meeting Date</b>	Wednesday, April 12, 2023, 11:00 AM Location: In-person at 5530 Overland Ave. San Diego, CA 92123 (Room 124) and via WebEx	
<b>13. Adjournment</b>	Meeting adjourned at 1:07 p.m.	

## **AB 2449 Checklist**

(Applicable January 1, 2023 to December 31, 2025)

### Procedures for Public Participation

- Public must be able to remotely hear, visually observe, and address the legislative body either remotely or in person in real time
- Public must have the opportunity to participate via: 1) two-way audio or 2) a telephonic service with a webcasting service
- Public cannot be required to submit comments prior to the meeting

### Procedures for Member to Teleconference from a Remote Location

- Member must participate through both audio and visual technology
- Member must disclose adults who are present in the room at the remote location with the member and the general nature of the relationship with those individuals
- Member must submit a general description of the need to teleconference to the legislative body at the earliest opportunity (do not disclose any medical diagnosis or disability)
- Member may teleconference for just cause. Just cause is limited to 2 meetings per calendar year (see "Limits per Member" below). Just cause is defined as:
  - Child care or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse or domestic partner
  - Contagious illness that prevents member from attending in person
  - A need related to a physical or mental disability
  - Travel on official business of the legislative body or another state or local agency
- Member may teleconference due to emergency circumstances, which requires approval of the legislative body and which is defined as a physical or family medical emergency that prevents a member from participating in person
- Limits per Member: Just cause and emergency circumstances cannot be invoked collectively for more than: 1) two meetings if the legislative body has fewer than 10 meetings per calendar year, or 2) three consecutive months or 20 percent of regular meetings per calendar year if the legislative body has 10 or more meetings per year. Just cause cannot be invoked more than twice per calendar year.

### Procedures for the Board/Commission/Committee/Group

- Include instructions on the agenda how the public can participate remotely
- A quorum of the members of the legislative body must participate in person at the noticed location that is open to the public
- A majority of the membership must approve a request by a member to teleconference due to emergency circumstances; include the request on the agenda if received in time
- All votes must be taken by roll call
- Meeting must be stopped and no action taken if the broadcast of the meeting or ability of the public to comment is disrupted

## TELECONFERENCING RULES UNDER THE BROWN ACT

	Default Rule	Declared Emergency (AB 361)	Just Cause (AB 2449)	Emergency Circumstances (AB 2449)
<b>In person participation of quorum</b>	Required	Not Required	Required	Required
<b>Member participation via teleconferencing</b>	Audio or Audio-visual	Audio or Audio-visual	Audio-Visual	Audio-Visual
<b>Required (minimum) opportunities for public participation</b>	In-person	Call-in or internet-based	Call-in or internet-based <u>and</u> in person	Call-in or internet-based <u>and</u> in person
<b>Disruption of broadcast or public's ability to comment</b>	Meeting can proceed	No further action taken	No further action taken	No further action taken
<b>Reason must be approved by legislative body</b>	No	Yes (initial findings and renewed findings every 30 days)	No, but general description to be provided to legislative body	Yes and general description to be provided to legislative body
<b>Votes must be taken by roll call</b>	Yes	Yes	Yes	Yes
<b>Member's remote location included on agenda</b>	Yes	No	No	No
<b>Declared emergency and health official's recommendation for social distancing</b>	No	Yes	No	No
<b>Annual limits</b>	None	None	Twice per calendar year (limits for emergency circumstances also apply for collective number of times AB 2449 can be used per year)	3 consecutive months/ 20% of regular meetings per calendar year; or 2 meetings per calendar year if body meets less than 10 times per year (collectively with just cause)
<b>Effective Dates</b>	Ongoing	Expires 12/31/2023	Expires 12/31/2025	Expires 12/31/2025



If the physical attendance quorum requirement is met, AB 2449 permits a member who is not physically present to request virtual attendance at the local legislative body's meeting under two circumstances: (1) for "just cause" and (2) due to "emergency circumstances".

Qualifying Reason	Provisions to attend remotely	Requirements/Limitations
<p><b>"Just Cause"</b></p>	<ul style="list-style-type: none"> <li>▪ There is a childcare or caregiving need (<i>for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner</i>) that requires the member to participate remotely</li> <li>▪ A contagious illness prevents the member from attending the meeting in</li> <li>▪ There is a need related to a defined physical or mental disability that is not otherwise accommodated for</li> <li>▪ Traveling while on official business of the legislative body or another state or local agency</li> </ul>	<p>A member is limited to <b>two (2)</b> virtual attendances based on "just cause" per calendar year</p>
<p><b>"Emergency Circumstances"</b></p>	<p><b><i>"A physical or family medical emergency that prevents a member from attending the meeting in person."</i></b></p> <p>A member is <b><i>not</i></b> required to disclose any medical diagnosis or disability, or any personal medical information that is already exempt from existing law.</p>	<p>A member of the legislative body <b>must make a request to the body</b> to allow the member to meet remotely due to an emergency circumstance, and further <b>must provide a general description of the circumstance</b> justifying such attendance.</p> <p>A request from a member to attend remotely due to an emergency circumstance requires that the legislative body take action and <b>approve</b> the remote attendance at the start of the meeting for the member to be allowed to participate remotely for that meeting<sup>1</sup>.</p>

<sup>1</sup>If the request does not allow sufficient time to be placed on the agenda as a proposed action item, then the legislative body may take action at the beginning of the meeting.

### **Additional Requirements for a Member Participating Remotely:**

In addition to making a request either for “just cause” or due to an “emergency circumstance” for remote appearance, AB 2449 imposes the following three (3) additional requirements on legislative body members seeking to appear remotely at public meetings:

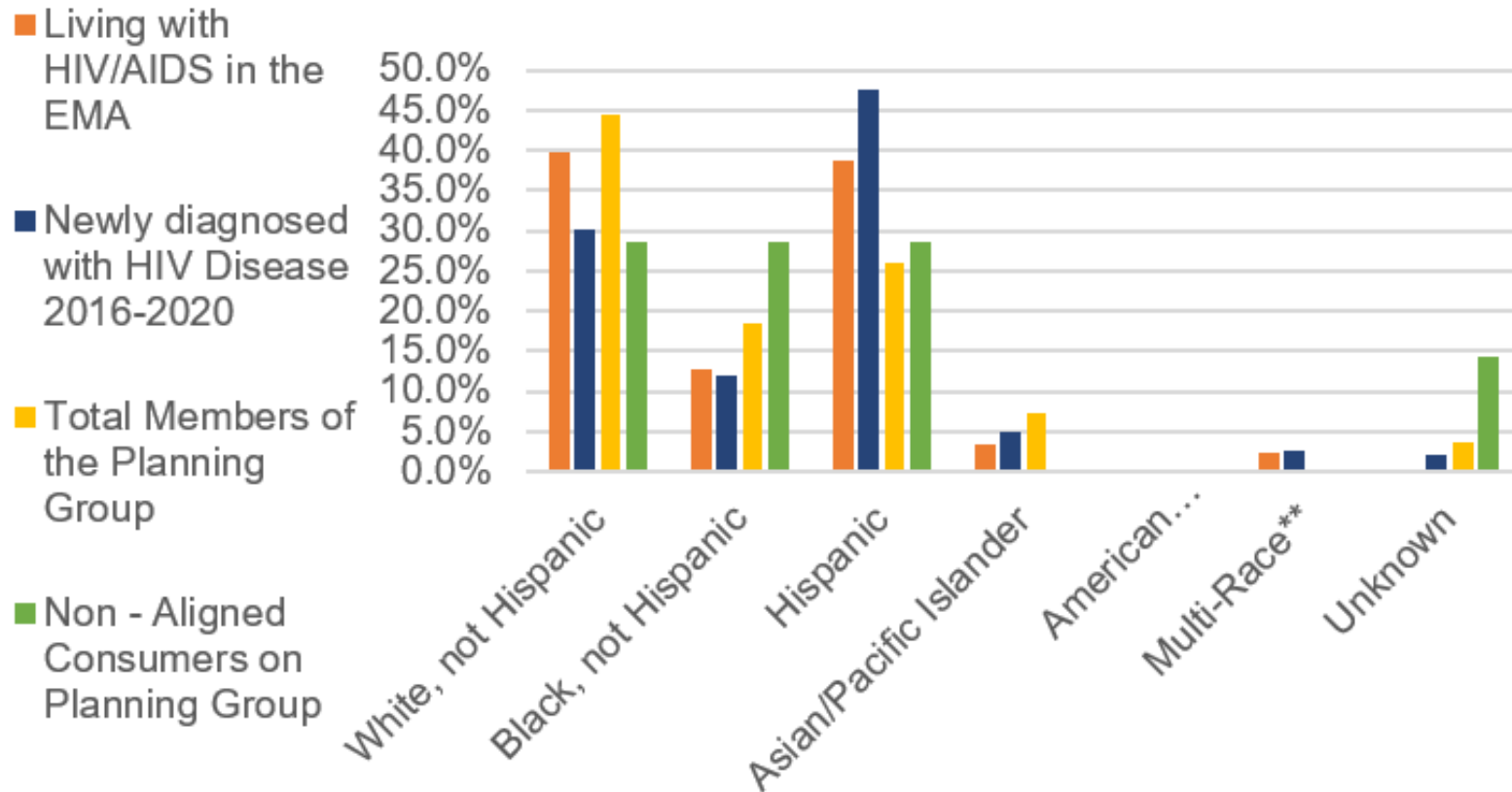
1. Before any action is taken during the meeting, the member must publicly disclose whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.
2. A member of the legislative body participating from a remote location must participate through both audio and visual technology.
3. A member’s remote participation cannot be for more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year. And if the legislative body regularly meets fewer than 10 times per calendar year, a member’s participation from a remote location cannot be for more than two meetings.

### **HPG Open Membership seats:**

- Persons Living with HIV/AIDS who use Ryan White Part A service (employees or board members of a Ryan White funded service provider not eligible for this category) – 9 open seats
- Representative of the Hospital Planning Agency or Health Care Planning Agency, seat 24
- Prevention Services Consumer (Person who uses HIV Prevention services such as PrEP or PEP, seat 27)
- Representative of State Government- State Medicaid (Medi-Cal) program, seat 28
- Representative appointed by the Board of Supervisors District 1, seat 33
- Representative appointed by the Board of Supervisors District 5, seat 37
- Prevention Intervention Representatives, seat 43



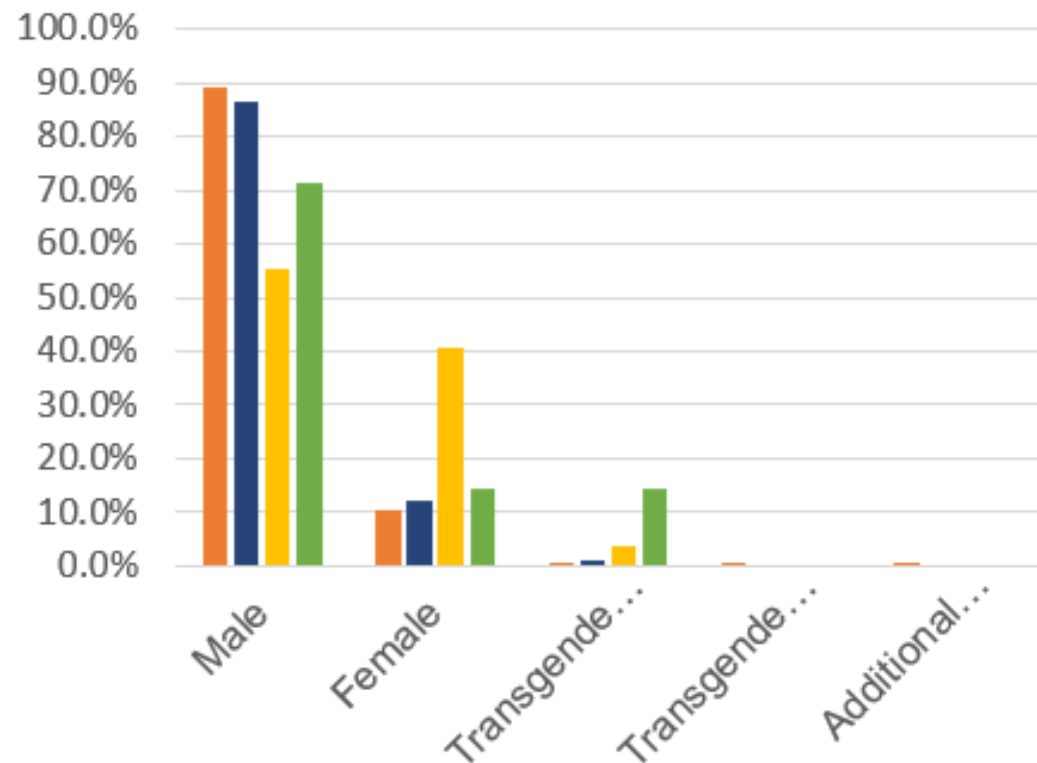
### May 2023 Race/Ethnicity





### May 2023 Gender

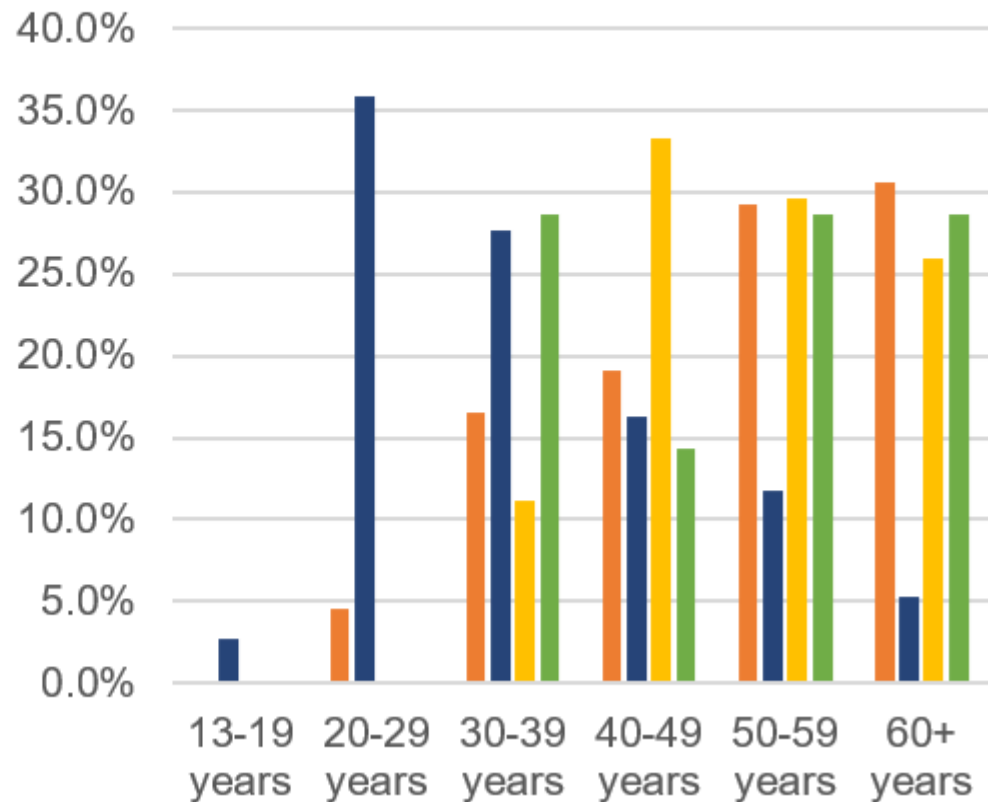
- Living with HIV/AIDS in the EMA
- Newly Diagnosed
- Total Members of the Planning Group
- Non - Aligned Consumers on Planning Group





- Living with HIV/AIDS in the EMA
- Newly Diagnosed
- Total Members of the Planning Group
- Non - Aligned Consumers on Planning Group

### May 2023 Age



	Name	SEAT NAME	Member Term Expires:	Term 1&2
1	Michael Wimpie	Unaffiliated consumer 1	5/21/2023	1- Pending BOS approval for 2nd term
2	Alfredo De Jesus	Unaffiliated consumer 2	1/26/2025	1
3	Tyra Fleming	Unaffiliated consumer 3		Pending BOS approval
4	Cinnamen Kubricky	Unaffiliated consumer 4	11/2/2025	1
5	<b>VACANT</b>	Unaffiliated consumer 5		
6	<b>VACANT</b>	Unaffiliated consumer 6		
7	Raul Robles	Unaffiliated consumer 7	9/13/2024	2
8	Allan Acevedo, JD	Unaffiliated consumer 8	4/6/2025	1
9	<b>VACANT</b>	Unaffiliated consumer 9		
10	<b>VACANT</b>	Unaffiliated consumer 10		
11	<b>VACANT</b>	Unaffiliated consumer 11		
12	<b>VACANT</b>	Unaffiliated consumer 12		
13	<b>VACANT</b>	Unaffiliated consumer 13		
14	<b>VACANT</b>	Unaffiliated consumer 14		
15	<b>VACANT</b>	Unaffiliated consumer 15		
16	Mikie Lochner	Chairperson	6/23/2024	1
17	Robert Lewis	Healthcare Provider, including Federally Qualified Health Center (FQHC)	9/13/2024	2
18	Rhea Van Brocklin	Community-based organization serving affected populations and AIDS service organization	10/15/2023	1
19	Regina Underwood	Social Service Provider, including providers of housing and homeless services	9/13/2024	2
20	Dr. Delores Jacobs, PhD	Mental Health Provider Formerly a combined seat; now just Mental Health	9/13/2024	2
21	Pamela Highfill	Substance Abuse Treatment Provider Formerly a combined seat; now just Substance Abuse	2/8/2026	1
22	Adrienne Yancey	Local Public Health Agency: HHS Director or Designee	5/2/2023	1
23	Dr. Winston Tilghman	Local Public Health Agency: Public Health Officer or Designee	10/18/2024	2
24	<b>VACANT</b>	Hospital Planning Agency or Health Care Planning Agency		
25	Karla Quedaza-Torres	Non-Elected Community Leader	9/13/2024	2
26	Estaben Martin Duarte	Prevention Services Consumer/Advocate	5/2/2023	1
27	<b>VACANT</b>	Prevention Services Consumer		
28	<b>VACANT</b>	State Government-State Medicaid		
29	Abigail West	State Government-CDPH Office of AIDS (OA) Part B	3/12/2023	Pending BOS approval for 2nd term
30	Dr. David Grelotti	Recipient of RW Part C	3/10/2024	1
31	Dr. Stephen Spector	Recipient of RW PART D	1/14/2024	1

32	Amy Applebaum	Rep of individuals who formerly were federal, state, or local prisoners who were released from custody of the penal system during the preceding 3 yrs. and had HIV/AIDS as of date of release	9/13/2024	2
33	<b>VACANT</b>	Board of Supervisors Designee: District 1		
34	Alberto Cortes	Board of Supervisors Designee: District 2	7/19/2024	2
35	Dr. Beth Davenport, PhD	Board of Supervisors Designee: District 3	2/9/2025	1
36	Shannon Ransom (Hansen)	Board of Supervisors Designee: District 4	9/13/2024	2
37	<b>VACANT</b>	Board of Supervisors Designee: District 5		
38	Felipe Garcia-Bigley	Recipient of other Federal HIV Programs- Prevention Provider	10/11/2026	1
39	Moira Mar-Tang	Recipient of other Federal HIV Programs- Part F, AIDS Education and Training center and/or Ryan White Dental Provider	9/13/2024	2
40	Freddy Villafan	Recipient of other Federal HIV Programs- HOPWA / HUD	1/11/2026	1
41	Jeffery Weber	Recipient of other Federal HIV Programs- Veterans Administration	12/13/2026	1
42	James Rucker	HIV Testing Representative	6/23/2024	1
43	<b>VACANT</b>	Prevention Intervention Representative Formerly: Risk Reduction Activities Representative		
44	Venice Price	Affected community including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the population, individual co-infected with Hep B or C, and historically underserved group and/or subpopulation	8/17/2025	1



HIV PLANNING GROUP  
12-MONTH ATTENDANCE TRACKING  
Apr 2022- Apr 2023

HPG Member	1	1	1	1	1	1	1	1	1	1	0	0	1	1	1	1	11
Total Meetings	Apr	May	Jun	Jul	3-Aug	10-Aug	24-Aug	28-Sep	28-Oct	27-Nov	21-Dec	25-Jan	22-Feb	22-Mar	26-Apr	TOTAL	
Acevedo, Allan, 8	*	1	*	*	*	*	1	1	*	NM	NM	*	*	*	*	2	
Applebaum, Amy, 32	*	*	*	*	1	*	1	*	*	NM	NM	1	*	*	*	1	
Cortes, Alberto, 34	*	*	*	*	1	*	*	*	1	NM	NM	*	1	*	*	2	
Davenport, Elizabeth, 35	*	*	*	*	*	1	*	1	*	NM	NM	*	*	JC	*	1	
De Jesus, Alfredo, 2	*	1	1	1	1	1	*	1	1	NM	NM	1	1	1	1	9	
Garcia-Bigley, Felipe									1	NM	NM	*	*	*	*	1	
Grelotti, David, 30	*	*	*	*	*	*	*	*	*	NM	NM	*	*	1	*	1	
Hernandez, Elizabeth, 22	*	*	*	1	1	1	*	1	*	NM	NM	*	*				
Highfill, Pamela, 21	1	*	1	1	*	*	*	*	*	NM	NM	*	1	*	*	4	
Jacobs, Delores, 20	*	*	*	*	*	*	*	*	*	NM	NM	*	*	*	*	0	
Kubricky, Cinnamen, 4	*	1	*	*	*	1	*	1	1	NM	NM	*	1	*	*	4	
Lewis, Bob, 17	*	*	*	*	*	*	*	*	1	NM	NM	*	1	1	1	4	
Lochner, Mikie, 16	*	*	*	*	*	*	*	*	*	NM	NM	*	*	*	*	0	
Mar-Tang, Moira, 39	*	*	*	*	1	*	*	1	*	NM	NM	1	*	1	*	3	
Price, Venice, 44	*	*	*	*	*	*	*	*	*	NM	NM	*	1	*	*	1	
Quezada-Torres, Karla, 25	*	*	*	*	*	1	*	*	*	NM	NM	1	*	*	1	2	

HIV PLANNING GROUP  
12-MONTH ATTENDANCE TRACKING  
Apr 2022- Apr 2023

Total Meetings	Apr	May	Jun	Jul	3-Aug	10-Aug	24-Aug	28-Sep	28-Oct	27-Nov	21-Dec	25-Jan	22-Feb	22-Mar	26-Apr	TOTAL
Ransom, Shannon, 36	*	*	*	*	*	*	*	*	*	NM	NM	*	*	*	*	0
Robles, Raul 7	*	1	*	*	1	1	*	*	*	NM	NM	*	*	1	1	3
Rucker, James,42	*	*	1	1	*	*	*	*	*	NM	NM	*	*	*	*	2
Spector, Stephen 31	1	*	1	*	1	1	*	1	*	NM	NM	*	*	1	*	4
Tilghman, Winston, 23	*	*	*	*	*	*	*	*	*	NM	NM	*	1	*	*	1
Underwood, Regina, 19	*	*	*	*	1	*	*	*	*	NM	NM	*	*	1	*	1
Van Brocklin, Rhea, 18	*	*	*	*	*	1	*	*	*	NM	NM	*	*	*	*	0
Villafan, Freddy 40	*	*	*	*	*	*	*	*	*	NM	NM	*	*	1	*	1
Weber, Jeffery, 41												*	*		*	0
West, Abigail, 29	*	*	1	*	1	1	1	1	*	NM	NM	1	*			
Wimpie, Michael, 1	*	*	*	*	*	*	*	*	*	NM	NM	*	1	*	*	1

**To remain in good standing and eligible to vote, the HPG member may not miss 3 consecutive meetings or 6 meetings within 12 months.**

\* = Present

1 = Absent for the month

1 = Absent when there are multiple meetings in a month. The member needs to attend at least one meeting for attendance to count for the specific month.

JC = Just Cause

EC = Emergency Cause

**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
**Apr 2022 - Apr 2023**

<b>STRATEGIES</b>	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	#
<b>Total meetings</b>	1	1	1	1	0	1	1	1	1	0	1	0	1	10
<b>Member</b>														
Acevedo, Allan	*	1	*	*	NM	*	1	*	1	NM	1	NM	1	5
Applebaum, Amy	*	*	1	*	NM	*	*	*	*	NM	*	NM	1	2
Davenport, Dr. Beth	1	1	1	*	NM	*	*	*	*	NM	*	NM	1	4
Franco, Lucia	1	*	1	1	NM	*	*	1	*	NM	*	NM	*	4
Johnson, Liz	1	*	*	*	NM	*	*	1	1	NM	1	NM		
Mora, Joseph	*	*	*	1	NM	*	*	*	*	NM	*	NM	*	1
Mar-Tang, Moira	*	*	*	1	NM	*	1	*	*	NM	*	NM	*	2
Price, Venice	1	*	1	1	NM	*	*	*	*	NM	1	NM	*	4
Ransom, Shannon	*	*	*	*	NM	*	*	*	*	NM	*	NM	*	0
Tilghman, Dr. Winston	*	*	*	1	NM	*	*	*	1	NM	*	NM	*	2
Weber, Jeffery	*				NM	*	*	*	*	NM	*	NM	*	0
Wimpie, Michael	*	*	*	1	NM	*	*	*	*	NM	*	NM	*	1

To vote, a member may not miss three (3) consecutive meetings or six (6) meetings within twelve (12) months.

\* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least one (1) meeting for attendance to count for that month.

JC = Just Cause

EC = Emergency Cause

NM = No Meeting

**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
**Apr 2022 - Apr 2023**

<b>MEMBERSHIP</b>	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	#
<b>Total meetings</b>	1	1	1	1	0	1	1	1	1	1	1	1	0	<b>11</b>
<b>Member</b>														
Lewis, Bob	<b>1</b>	*	*	*	NM	*	*	<b>1</b>	*	*	*			
Lochner, Mikie	*	*	*	*	NM	*	*	*	*	*	*	*	NM	<b>0</b>
Underwood, Regina	*	*	*	*	NM	*	*	*	*	*	*	*	NM	<b>0</b>
Rhea Van Brocklin							*	<b>1</b>	*	*	*	*	NM	<b>1</b>
Villafan, Freddy	*	*	*	*	NM	<b>1</b>	*	*	*	*				

To vote, a member may not miss three (3) consecutive meetings or six (6) meetings within twelve (12) months.

\* = Present

**1** = Absent for the month

**1** = Absence when there are multiple meetings that month. Member needs to attend at least one

**JC** = Just Cause

**EC** = Emergency Cause

**NM** = No Meeting

**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
**Apr 2022 -Apr 2023**

PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE																				Total	
PSRAC	Apr	May	2-Jun	9-Jun	16-Jun	23-Jun	30-Jun	7-Jul	14-Jul	21-Jul	28-Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
<b>Total meetings</b>	1	1	1	1	1	1	0	1	1	1	1	1	1	1	0	1	1	1	1	NM	11
<b>Member</b>																					
Jacobs, Dr. Delores <sup>C</sup>	*	*	*	*	*	*	NM	*	1	*	*	*	*	*	NM	*	*	*	*	NM	0
Carroll, Reginald																			*	NM	0
Cortes, Alberto	*	1	1	1	*	*	NM	*	*	1	*	*	1	*	NM	*	*	1	JC	NM	3
Davenport, Beth	*	1	1	*	1	*	NM	*	*	*	*	*	*	*	NM	*	*	*	*	NM	1
Garcia-Bigley, Felipe													*	*	NM	*	*	*	*	NM	0
Highfill, Pam	*	*	*	*	*	1	NM	*	*	*	*	*	*	*	NM	*	*	*	JC	NM	0
Kubricky, Cinnamen <sup>U</sup>	1	*	*	*	*	1	NM	*	*	*	*	*	*	*	NM	1	*	*	*	NM	2
Mueller, Chris	*	1	*	*	*	*	NM	*	*	1	*	*	*	1	NM	*	1	*	*	NM	3
Robles, Raul	1	*	*	1	1	1	NM	*	1	1	1	*	*	*	NM	1	*	1	JC	NM	3
Rucker, James	*	*	*	*	*	1	NM	*	*	*	*	*	1	*	NM	*	*	*	*	NM	1
Quezada-Torres, Karla	*	*	*	*	*	*	NM	*	*	*	*	1	*	*	NM	*	*	*	JC	NM	1
Underwood, Regina	*	*	*	*	*	*	NM	*	*	*	*	*	*	*	NM	*	*	*	*	NM	0
Van Brocklin, Rhea	*	*	*	*	*	*	NM	*	*	*	*	*	*	*	NM	*	*	*	*	NM	0
Villafan, Freddy													*	*	NM	*	*	1	*	NM	1

To vote, a member may not miss three (3) consecutive meetings or six (6) meetings within twelve (12) months.

\* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least one (1) meeting for

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EC = Emergency Cause

NM = No Meeting

**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
**Apr 2022 - Apr 2023**

<b>STEERING</b>	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	#
<b>Total Meetings</b>	1	1	1	1	0	1	1	0	0	1	1	0	1	9
Community Engagement Group	*	*	*	1	NM	*	*	NM	NM	1	1	NM	1	4
Medical Standards	*	*	*	*	NM	1	1	NM	NM	*	*	NM	*	2
Membership	1	*	*	*	NM	*	1	NM	NM	*	1			
Priority Setting and Resource Allocation	*	*	*	*	NM	*	*	NM	NM	*	*	NM	*	0
Strategies & Standards	*	1	1	*	NM	*	*	NM	NM	*	*	NM	*	2
Chair- Mikie Lochner	*	*	*	*	NM	*	*	NM	NM	*	*	NM	*	0
Vice Chair - Rhea Van Brocklin	*	*	*	*	NM	*	*	NM	NM	*	*	NM	*	0

To vote, a member may not miss three (3) consecutive meetings or six (6) meetings within twelve (12) months.

\* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least one (1)

JC = Just Cause

EC = Emergency Cause

NM = No Meeting

**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
**Apr 2022 - Apr 2023**

<b>Community Engagement Group</b>	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	#
<b>Total Meetings</b>	1	0	1	0	0	1	1	0	1	1	1	1	1	9
<b>Member</b>														
Acevedo, Allan <sup>UC</sup>	*	NM	*	NM	NM	*	*	NM	*	*	*	*	*	0
De Jesus, Alfredo <sup>U</sup>	*	NM	*	NM	NM	1	1	NM	*	*	*	*	1	3
Donovan, Michael	*	NM	*	NM	NM	*	*	NM	*	*	*	JC	*	0
Duarte, Esteban												JC	*	0
Fleming, Tyra												*	*	0
Lochner, Mikie <sup>U</sup>	*	NM	*	NM	NM	*	*	NM	*	*	1	*	*	1
Lothridge, Jen												*	*	0

To vote, a member may not miss three (3) consecutive meetings or six (6) meetings within twelve (12) months.

\* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least

JC = Just Cause

EC = Emergency Cause

NM = No Meeting

HIV PLANNING GROUP  
12-MONTH COMMITTEE TRACKING  
May 2022 - Feb 2023

Medical Standards & Evaluation Committee

**MSEC**

	May	Sep	Nov	Feb	#
<b>Total Meetings</b>	1	1	0	1	3
<b>Member</b>					
Tilghman, Dr. Winston <sup>C</sup>	*	*	NM	*	0
Aldous, Dr. Jeannette <sup>NCC</sup>	*	1	NM	*	1
Bamford, Dr. Laura	1	*	NM	*	1
Grelotti, Dr. David	*	*	NM	*	0
Hernandez, Yessica				*	0
Lewis, Robert	*	1	NM	1	2
Lochner, Mikie	*	1	NM	*	1
Ransom, Shannon	*	*	NM	*	0
Spector, Dr. Stephen	*	*	NM	1	1
Stangl, Lisa <sup>N</sup>	*	*	NM	*	0
Quezada-Torres, Karla	*	*	NM	*	0
Zweig, Dr. Adam <sup>N</sup>	1	*	NM	1	2

To vote, a member may not miss three (3) consecutive meetings or six (6) meetings within twelve (12) months.

\* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month.

Member needs to attend at least one (1) meeting for attendance

JC = Just Cause

EC = Emergency Cause

NM = No Meeting



**SAN DIEGO HIV PLANNING GROUP (HPG)**  
**MEMBERSHIP COMMITTEE**  
**OPERATING GUIDELINES**

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## **APPLICATION PROCESS:**

### **Application**

The Membership Committee works in conjunction with the Steering Committee and the HIV Planning Group (HPG) to recommend members for seats on the HPG that do not require direct appointment from the Board of Supervisors. Appointed seats, such as those appointed by governmental entities do not go through the Membership and Steering Committees and HPG. Rather, those applications are handled by the HIV, STD and Hepatitis Branch (HSHB) of Public Health Services. All HPG members, regardless of how they are appointed, must submit an application.

The process begins with the membership application which can be found on the HPG website [www.sdplanning.org](http://www.sdplanning.org). Applications are available at all public meetings of the HPG and its committees. A completed application includes an application, at least one letter of reference and a brief biography of the applicant. The biography should be one paragraph written by the applicant. The biography is presented as written to the Membership Committee, the Steering Committee and the HPG for review. No interview shall occur without a completed application. Completed applications are submitted to HPG support staff. The application can be submitted via email, fax, mail or in person. Applications received in Spanish are translated by a professional translator coordinated by support staff and certified by the applicant.

The committee monitors membership, composition and attendance, and recommend applicants for appointment through an open nominations process, which includes recruiting widely, clarifying the membership criteria, publicizing the membership criteria, addressing conflict of interest requirements, using an application form, maintaining an active committee and providing recommendations to the Steering Committee and HPG for recommendations to the Board of Supervisors. The solicitation of nominations for consideration for appointment to the HPG through an open nominations process is required in the Ryan White legislation and detailed in the HPG Bylaws.

### **Screening**

After reviewing the application to ensure completeness, support staff provides the application to the committee to conduct an initial screening to assess if the applicant meets requirements for a current

vacant seat on the HPG. If the applicant meets all the requirements for an open seat, the applicant is invited to participate in an interview with the committee. If the application is submitted for an Unaffiliated Consumer seat, support staff provides the applicant with a list of Ryan White Part A providers to ensure the applicant is receiving services from at least one of the service providers. If there is no open seat the applicant could potentially fill, or if applicant is a potential member for a seat that is not vacant at that time, the application is held on file. The applicant is referred to other opportunities to be involved in the planning process.

At least once a year, and as needed, the committee reviews applications of those not selected for HPG membership for any reason (incomplete application, ineligibility for a vacant seat, or the committee did not recommend membership at the initial interview). A completed application for membership on the HPG is reviewed by committee members when submitted and again one month prior to the interview, if needed. Support staff maintains a list of applications on file with the date the application was reviewed and seats the applicant is eligible to fill. Support staff with assistance and guidance from the committee maintains contact with non-selected applicants to ascertain if eligibility has changed and to inform applicant of opportunities for continued participation in the planning process by attending meetings and/or joining committee(s).

### **Interview**

Interviews are conducted at the County Health Services Complex, or other designated location, by the committee members and are by invitation only. Interview invitations are extended via telephone or e-mail, and applicants are requested to respond within two weeks. If an applicant cannot appear for a scheduled interview, they are requested to provide notification of cancellation to support staff 48 hours prior to the scheduled interview time. Applicants may participate in one, or more, 30-45-minute interview(s) with the committee. Members of the public and persons who are not committee members may be present for the interview, though they are not permitted to participate in the questioning, discussion, scoring or voting. An applicant may be asked to wait outside of the conference room until the committee is prepared to begin their interview or after the interview is completed.

## **Committee Evaluation**

The interview is conducted by committee members and consists of questions regarding knowledge and experience with HIV services in San Diego County. The committee members conducting the interview score the applicant's answers based on a scoring sheet (see Appendix 1). The score is based on an evaluation of the written application and the in-person interview. The evaluation form includes a place to recommend, or not recommend, an applicant. If an interviewer marks "NOT Recommended for HPG membership", they must include comments with an explanation, reason(s) and suggestions to prepare for a future interview.

After the interview, the total scores of all members scoring sheets are combined by support staff and the average score is shared with the committee. If the average score is over 14 out of 20, the applicant is voted on by the members to recommend or not recommend the applicant. If the average score is less than 14 out of 20, the committee members discuss areas where further effort or information could increase the score and any comments noted on the form related to not recommending an applicant, a vote occurs to recommend or not recommend the applicant. While the score is taken into consideration, the vote of the committee members is the deciding factor to move a recommendation for HPG membership forward to the Steering Committee. If an applicant is not recommended for HPG membership by the committee, they receive feedback at the time of the interview from the committee members with suggestions that may help the applicant prepare for a future interview. All applicants are encouraged to participate as a member of the public at HPG and committee meetings.

## **Approval Process**

Applicants voted to be recommended as member of the HPG by the majority of the committee are forwarded to the Steering Committee for membership on the HPG. A summary of the committee recommendations is prepared by support staff and forwarded to the Steering Committee for consideration. If the Steering Committee concurs, the recommended applicant(s) are forwarded to the HPG for review and approval to forward to the Board of Supervisors. If recommended for membership by the HPG, the recommendation is forwarded to the Board of Supervisors via the standard process for the County of San Diego Health and Human Services Agency.

Once the applicant's information has been forwarded to the Board of Supervisors, they are considered a pending member of the HPG. Pending members are invited to sit at the table with other HPG

members, and can participate in discussion on all agenda items. Pending members are not permitted to vote on agenda items until they have been formally notified of their appointment by the Board of Supervisors. The average length of time to obtain approval from ranges between one and four months.

### **Board of Supervisors Appointment**

Once appointed by the Board of Supervisors, the member receives an approval packet. The packet contains an appointment letter and a Form 700, which must be filed within 30 days from the appointment date. Support staff is available to assist members with the completion of forms. The member is be contacted by support staff to discuss the new member orientation schedule. complete required paperwork and solicit information about the members interest and availability to serve on committees. The appointee is then an HPG member and can participate in discussion at all meetings and may vote on matters at all HPG meetings.

## **TERMS AND SUBCOMMITTEE APPOINTMENTS**

### **HIV Subcommittee Appointments**

Members of the HPG are appointed to one or more subcommittee(s) by the HPG chair, after review and recommendation from the Membership Committee, which includes a discussion of member's preference, availability, and needs of the HIV Planning Group. Support staff provides the subcommittee a summary of the member's preferences and availability to participate on subcommittee(s). Members of the public who are not HIV Planning Group members are also appointed by the HPG chair after a similar review by the Membership Committee.

### **End of Term and Second Term Process**

For appointed HPG members, when members get within six (6) months of the end of the first term, the Membership Committee reviews the HPG members' attendance, participation and contribution to the HPG, its committees and the HIV planning process and membership composition and profile. The committee votes on each member to make a recommendation for the member to continue or not continue on to a second term on the HPG. The recommendation to continue for the member for a second term goes to the Steering Committee for approval, after which time it is forwarded to the HPG and subsequently the Board of Supervisors. The member is notified at each step of the process by support staff. Subsequently the member is either approved or not approved by the Board of

Supervisors to continue on to a second term on the HPG. The HPG member may continue on the HPG as a voting member until a replacement is made. The chair of the HPG sends a letter to the HPG member informing him/her of the end of his/her term on the HPG.

## **MONITORING ACTIVITIES**

### **Attendance and Absence Notification**

For HPG and committee attendance requirements please refer to the HPG Bylaws and the Subcommittee Guidelines. Two meetings prior to the point of recommendation for removal from the HPG based on the HPG Bylaws, the Membership Committee chair requests support staff to send the member a letter as a warning that the member is in jeopardy of being recommended for removal (see Appendix 2). One meeting prior to recommendation for removal from the HPG based on the HPG Bylaws, the Membership Committee chair or his/her designee contacts the member as a final warning that the member is in jeopardy of being recommended for removal from the HPG. The chair or designee emails support staff to confirm the person was contacted. Support staff maintains documentation and reports at monthly committee meetings on any attendance issues. If an HPG member misses the number of HPG meeting established in the HPG Bylaws for removal within a rolling 12-month period, the member is sent a letter by the HPG chair notifying the member a recommendation for vacating the seat is being sent to the Board of Supervisors via the Steering Committee (see Appendix 3). The member continues as a voting member of the HPG until removed by the Board of Supervisors.

### **Form 700**

Per the HPG Bylaws, members are required to file a Statement of Economic Interest (Form 700) with the Clerk of the County Board of Supervisors within 90 days of appointment, each year by March 31 and upon leaving the HPG. HPG members who have not filed a Statement of Economic Interest by March 31 of each year shall be recorded in meeting minutes as absent and shall not be permitted to vote on matters before the HPG starting April 1. Members who are more than 90 days delinquent in filing a Statement of Economic Interest shall be notified that a letter recommending termination from the HPG is forwarded to the Board of Supervisors, via the Steering Committee. Beginning in January of each year HPG support staff assists HPG members with the filing of the required Statement of Interest and tracks which members have filed the form. Support staff tracks the date the Form 700 is

submitted and notifies the Membership Committee if the form is late and by how many days and/or months. The Membership Committee reviews the status of completion of Form 700s in March of each year.

### **Ethics Training**

HPG members are required to complete a biennial (every two years) ethics training per the Fair Political Practices Commission and California Law AB1234. A free online training is offered on the California Fair Political Practices Commission website and may be accessed at <http://fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>. Members must remain online during the training for two (2) hours in order to obtain the completion certificate. Support staff assists HPG members in completing the training by referring members to resources, tracking HPG members' completion of the training and assisting members with no or limited internet access or who are mono-lingual Spanish speakers (with simultaneous interpretation) to complete the required training. Support staff tracks the date the ethics training is completed and notifies the Membership Committee if the training is late and by how many days and/or months.

### **Vacating Seats**

The Membership Committee notifies the Steering Committee if there is a recommendation to vacate a seat on the HPG due to an HPG member not completing the Form 700 within 30 days of the due date, not completing the ethics training within 30 days of the due date, due to non-adherence to the attendance requirement outlined in the HPG Bylaws or if an issue is repeatedly reported of a member violating the standard of conduct. The HPG member may continue as a member of the HPG until replaced; however, the member's ability to vote is determined by the HPG Bylaws. The chair of the HPG sends a letter to the HPG member informing him/her of the end of his/her term on the HPG. Other committees may forward recommendations for removal from the HPG to the Membership Committee.

### **Standard of Conduct**

Refer to the HPG Bylaws regarding the Standard of Conduct.

## Appendix 1 HIV Planning Group Application and Interview Scoring Sheet

Interviewer: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Seat(s) Applied: \_\_\_\_\_

<b>0</b>	Does not meet requirement or irrelevant.	<b>1</b>	Partially meets requirement or somewhat relevant.	<b>2</b>	Fully meets requirements or greatly relevant.
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### WRITTEN APPLICATION

<b>Please rate applicant's</b>			
1. Expressed understanding of teamwork and description of his/her ability to work constructively as a team member.	0	1	2
2. Special knowledge, skills or attributes and their benefit to the HIV Planning Group.	0	1	2
3. Expressed commitment to attend monthly HIV Planning Group and subcommittee meetings.	0	1	2
4. Letter of reference and the strength of his/her endorsement.	0	1	2
5. Overall ability to adequately address each question and fully complete the application packet.	0	1	2
6. Based on recent membership profile applicant represents an underrepresented area or group.	0	1	2

**Written Application Score:** \_\_\_\_\_

<b>0</b>	No answer given or answer completely irrelevant. No examples given.	<b>1</b>	Some points covered. Relevant information given. Some examples given.	<b>2</b>	Great answer. All points addressed. All examples and points relevant.
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### INTERVIEW

<b>Introductions and reminder to applicant that interview is open for public to attend but not participate</b>			
7. Why are you interested in serving on the HIV Planning Group? What do you currently know about the HIV Planning Group, its' purpose and processes?	0	1	2
8. If appointed to the HIV Planning Group, what might be your approach to engaging members of the community in HIV Planning Group activities (e.g. speaking in public forums, special events, and committee involvement)?	0	1	2
9. Please describe your knowledge of HIV/AIDS services available in San Diego County and any significant connections you have with certain services or providers.	0	1	2
10. Please describe any work you have done in the community related to HIV awareness and prevention, including any special population.	0	1	2

**Interview Score:** \_\_\_\_\_

**TOTAL WRITTEN APPLICATION SCORE + INTERVIEW SCORE (20 total points possible) =** \_\_\_\_\_

<p>Please check applicable box:</p> <p><input type="checkbox"/> Applicant Recommended for HPG Membership</p> <p><input type="checkbox"/> Applicant NOT Recommended for HPG Membership.</p> <p><b>Please provide comments, questions, concerns or discussion regarding the applicant and suggestions to support future interview (on the reverse side).</b></p>
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Please provide comments, questions, concerns or discussion regarding the applicant here.

Guideline for minimum scoring requirement to recommend for membership on the HPG: 14 out of 20. **If applicant did not meet scoring requirements, what additional experience/knowledge/training would be helpful for the applicant to consider in the future?**

For Planning Group Support Staff Only		
Applicant notified of results:		Date:
Other follow up:	Date sent:	Date approved:
Record all dates the applicant was contacted:		
Additional other comments, questions, concerns or issues to be addressed; include committee preferences and availability:		

**Appendix 2**

## SAN DIEGO COUNTY HIV PLANNING GROUP

HIV, STD & Hepatitis Branch, MS: P505  
3851 Rosecrans Street, Suite # 207  
San Diego, CA 92110-3115

DATE

ADDRESS

Dear NAME,

Thank you for your participation in the HIV Planning Group. Your commitment to help San Diegans in need is greatly appreciated.

As you know, the HIV Planning Group (HPG) is responsible for planning services for people vulnerable to infection or transmission as well as living with HIV/AIDS in San Diego, and for allocating funding for these services under the federal Ryan White HIV/AIDS Treatment Extension Act of 2009 (RWTEA), Parts A and B as well as support planning for HIV prevention services.

In order for the HPG to achieve the best outcomes for the community it is essential that each member actively participate in the proceedings, and consistently attend publicly noticed meetings. As of DATE our records indicate that you have missed (#) HPG meetings in the past twelve (12) months. In accordance with the HPG Bylaws, you are at risk of not meeting the attendance requirement and your seat could be vacated.

The HPG and I thank you for your service and are available for any support you may need to help you increase your attendance. The Membership Committee and HPG support staff are dedicated to providing additional support for members who require reasonable accommodations to fulfill their attendance requirements.

We look forward to seeing you at the next scheduled HPG meeting on DATE AND TIME. Please do not hesitate to contact me, HPG support staff at (619) 293-4700 or (firstname.lastname@sdcounty.ca.gov) with any questions or concerns you may have regarding this matter.

Once again, thank you for your dedication and continued service to the San Diego HIV community. Your expertise and experience are assets to the HPG.

Sincerely,

*(Signed)*

(NAME)  
Chair, Membership Committee  
E:  
XY/Support staff

Appendix 3

**SAN DIEGO COUNTY HIV PLANNING GROUP**

HIV, STD & Hepatitis Branch, MS: P505  
3851 Rosecrans Street, Suite # 207  
San Diego, CA 92110-3115

DATE

NAME  
AFFILIATION  
ADDRESS 1  
ADDRESS 2  
CITY, STATE ZIP

Dear NAME:

Upon reviewing San Diego HIV Planning Group (HPG) meeting attendance, the HPG Membership Committee determined your absences from regularly scheduled HPG meetings exceed the guidelines outlined in the HPG Bylaws.

There are many reasons why members miss HPG meetings, but the group has an important responsibility to plan and allocate resources for Ryan White Treatment Extension Act services and supports planning HIV prevention services in San Diego County. The HIV Planning Groups Bylaws affirm that absence from six regularly scheduled meetings in any 12-month period shall result in the vacancy of that seat. Given you have missed this number of meetings, your name has been forwarded to the County Board of Supervisors to have you removed from the HPG membership roster, and the HPG will begin to actively recruit someone else to fill the seat you occupied, "SEAT NAME" (SEAT NUMBER). You may continue as a member of the HPG; however your ability to vote is determined by the HPG Bylaws.

The HIV Planning Group and I thank you for your participation and service to the community. Please feel free to attend HPG meetings and/or reapply for HPG membership. Contact (NAME), HPG support staff, at (619) 293-47XX or (firstname.lastname@sdcounty.ca.gov) if you have any questions regarding this letter.

Thank you,

*(Signed)*

NAME  
Chair, San Diego HIV Planning Group  
XY/support staff

Cc: Chair, HIV Planning Group Membership Committee  
Lead Health Planner, HIV Planning Group support staff  
NAME, County Board of Supervisors



# San Diego County HIV Planning Group (HPG)

MEMBERSHIP APPLICATION

The mission of the HIV Planning Group is to plan for the delivery of HIV services to reduce the impact of HIV. To help us process your membership application to the HIV Planning Group, please provide all of the information requested. You may enter N/A (not applicable) where appropriate. ***Please type or print clearly.*** If there is any part of the application that you do not understand, please contact HIV planning group support staff at the HIV, STD and Hepatitis Branch (HSHB) of Public Health Services at: 619-403-8899.

## Section 1: Contact Information

<b>Name:</b>	
<b>Home Address:</b>	
<b>City:</b>	<b>State:</b> <b>ZIP Code:</b>
<b>Home Phone Number:</b> (    )	
<b>Current Employer (if applicable):</b>	
<b>Work Address:</b>	
<b>City:</b>	<b>State:</b> <b>ZIP Code:</b>
<b>Work Phone Number:</b> (    )	<b>Cell Phone Number:</b> (    ) <b>Accept Text Messages?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>E-mail Address:</b> (personal) (work)	<b>Fax Number (if available):</b> (    )
<p>Please be aware that the HIV Planning Group is a public body. You will receive mail and phone calls from the HIV, STD and Hepatitis Branch and members of the HIV Planning Group. Would you prefer to receive phone calls, messages, and/or e-mail at home or at work?</p> <p><b>I prefer to receive phone calls and messages at:</b>    <input type="checkbox"/> Personal    <input type="checkbox"/> Work    <input type="checkbox"/> Cell</p> <p><b>I prefer to receive email at:</b>                            <input type="checkbox"/> Personal    <input type="checkbox"/> Work</p>	

## Section 2: Personal Information

The composition of the HIV Planning Group is required to (1) reflect the demographics of the HIV/AIDS epidemic in San Diego County, (2) include representation from a range of federally mandated categories and 3) include representation from impacted communities. The gender, race/ethnicity, and HIV status categories on this form are those required by our federal funding sources to monitor and measure reflectiveness and representation on the HIV Planning Group. By providing information for the following sections A-J, you will help ensure the HIV Planning Group reflects parity, inclusion and representation (PIR) of those impacted by HIV/AIDS in San Diego County.

<b>A. I am:</b>				
<input type="checkbox"/> Male	<input type="checkbox"/> Transman	<input type="checkbox"/> Non-Binary	<input type="checkbox"/> Decline to Answer	
			<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Female	<input type="checkbox"/> Transwoman	<input type="checkbox"/> Gender Non-Conforming		
<b>B. I am a person living with HIV/AIDS:</b>				
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Decline to Answer
(NOTE: This information will only be available to the HIV Planning Group Membership Committee and support staff.)				
<b>If "yes," as a member of the HIV Planning Group, I am willing to self-identify as a person living with HIV/AIDS?</b>				
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>C. My race is (please check most prominent):</b>				
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Black / African American	<input type="checkbox"/> Hispanic / Latino / Chicano	<input type="checkbox"/> More than one race	<input type="checkbox"/> Decline to Answer
<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian / Other Pacific Islander	<input type="checkbox"/> White / Caucasian	<input type="checkbox"/> Unknown/Other	
<b>D. My ethnicity is:</b>				
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Unknown/Other	<input type="checkbox"/> Decline to Answer	
<b>E. My date of birth is:</b> ____/____/____				
<b>F. I have an understanding of the process and procedures of the HPG:</b>				
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>G. Number of HPG meetings attended in the last 6 months:</b> _____				
<b>H. Number of committee meetings attended in the last 6 months:</b> _____ (It is suggested that you attend at least two (2) meetings prior to becoming a member: one (1) committee meeting and one (1) HIV Planning Group Meeting)				
<b>I. I am a currently a member of the following community liaison and/or affiliated groups, and/or have the following relevant experience:</b> _____				
<b>J. I am interested in becoming a voting member on the following committees (participation in at least one of the committees is required):</b>				
<input type="checkbox"/> HIV Consumer Group	<input type="checkbox"/> Membership Committee			
Strategies & Standards Committee				
Medical Standards and Evaluation Committee	<input type="checkbox"/> Priority Setting & Resource Allocation Committee			

**K. I qualify to serve as an HPG member in one of the following seats (Please check all that apply):**

<input type="checkbox"/> Unaffiliated Consumer <ul style="list-style-type: none"> <li>are receiving HIV-related services” from Ryan White Part A funded providers</li> <li>are not officers, employees, or consultants to any providers receiving Ryan White Part A funds, and “do not represent any such entity;”</li> </ul>	<input type="checkbox"/> Rep of individuals who formerly were federal, state, or local prisoners who were released from custody of the penal system during the preceding 3 yrs. and had HIV/AIDS as of date of release.
<input type="checkbox"/> Healthcare Provider, including Federally Qualified Health Center (FQHC)	<input type="checkbox"/> Board of Supervisors Designee: Districts 1 - 5
<input type="checkbox"/> Community-based organization serving affected populations and AIDS service organization	<input type="checkbox"/> Recipient of other Federal HIV Programs – Prevention Provider
<input type="checkbox"/> Social Service Provider	<input type="checkbox"/> Recipient of other Federal HIV Programs – Part F, AIDS Education and Training center and/or Ryan White Dental Provider
<input type="checkbox"/> Mental Health Provider	<input type="checkbox"/> Recipient of other Federal HIV Programs – HOPWA / HUD
<input type="checkbox"/> Substance Abuse Treatment Provider	<input type="checkbox"/> Recipient of other Federal HIV Programs – Veterans Administration
<input type="checkbox"/> Local Public Health Agency: HHS Director or Designee	<input type="checkbox"/> HIV Testing Representative
<input type="checkbox"/> Local Public Health Agency: Public Health Officer or Designee	<input type="checkbox"/> Prevention Intervention Representative
<input type="checkbox"/> Hospital Planning Agency or Health Care Planning Agency	<input type="checkbox"/> Affected community including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the population, individual co-infected with Hep B or C, and historically underserved group and/or subpopulation
<input type="checkbox"/> Non-elected Community Leader	<input type="checkbox"/> Prevention Services Consumer/Advocate
<input type="checkbox"/> Prevention Services Consumer	<input type="checkbox"/> State Government – State Medicaid
<input type="checkbox"/> State Government – CDPH Office of AIDS (OA) Part B	<input type="checkbox"/> Recipient of RW Part C
<input type="checkbox"/> Recipient of RW Part D	

Please list any agency affiliations (work and/or board member). If you need more space than provided, please attach a separate sheet of paper.

### Section 3: Short Answer

Please respond briefly to the questions below. If you need more space than provided, please attach a separate sheet of paper.

1. The ability to work as a team member of a large and diverse group is crucial to the work of the HIV Planning Group. Teamwork allows the planning group to conduct business efficiently and to fulfill its mission successfully. **Please tell us about your ability to work as a member of a team.**

**2. What special skills, knowledge, qualities, or life experience would you bring to the HIV Planning Group?**

Please include a list of educational and professional degrees, certifications, credentials, or other experiences. You may attach a current resume and/or other documentation that you wish to provide.

**3. Active member participation is vital to the work of the HIV Planning Group (HPG). The full board typically meets one time per month for two to three hours. HIV Planning Group members are also required to participate in at least one subcommittee which typically meets once per month, for two hours. **Please tell us about your ability to attend monthly planning group meetings and one committee meeting each month.****

**4. Is there anything else you would like us to know about you?**



## Section 4: Attachments

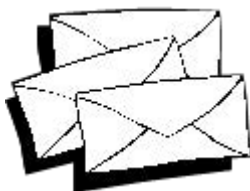
1. **Brief Biography**: Please write a brief biography (2-5 sentences) that describes your interests, accomplishments and experience related to the field of HIV/AIDS.
2. **Letter of Recommendation (optional)**: Please ask someone who knows you well (may be a colleague or personal) to write a letter of recommendation for you explaining how he/she knows you and describing your work in the area of HIV/AIDS and other issues, your community participations, your meeting skills, and any other personal qualities or experiences that you have.
3. **Were you referred by someone? If so, list the name of the individual (optional)**:
4. **Do you have any limitations? (transportation, childcare, etc.)**:

## Section 5: Signature and Date

I agree that the information provided in this application, (including attachments), is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If any information on your application changes, or if you wish to withdraw your application from consideration by the HIV Planning Group Membership Committee, please contact the HIV, STD & Hepatitis Branch as soon as possible. Please note, membership interviews will be conducted as needed. If you have any other questions or comments, call Support Staff at 619-293-4700.



**Email your completed application to:**

**HPG.HHSA@sdcounty.ca.gov**

**SAN DIEGO COUNTY HEALTH & HUMAN SERVICES AGENCY  
HIV, STD and Hepatitis Branch  
ATTN: HIV PLANNING GROUP SUPPORT  
3851 Rosecrans Street, Suite #207, MS: P-505  
San Diego, CA 92110**

## **Mentor Program Guidelines**

### **Overview:**

This guide explains the mentor program developed by the HIV Planning Group (HPG). All members of the Planning Group can learn from the guide because:

- Everyone has been a new member at some point and can appreciate how a mentor would help navigate the complex, wide-ranging issues engaged by the HPG.
- Members who are considering leadership roles have the option of requesting a mentor.
- All HPG members learn complex information throughout the year, often by listening to other HPG members. This accumulated learning can serve new members during meetings and through the mentor program.
- New members of the HPG will want to know how to select a mentor and best use their mentor's expertise.
- Members who have served on the HPG for at least a year may become mentors, and they need to understand that role.

### **Vision of the Mentoring Program:**

This program has been designed to cultivate leadership and community spirit in all HPG members as well as provide supportive guidance for navigating the HPG system and structure. Additionally, mentoring intends to deepen HPG members' cross-cultural communication and trust as well as to broaden understanding of the system of care and prevention. The desired outcomes of the mentoring program include:

- Nurture the leadership capacity in all HPG members through giving and receiving support in one-on-one mentoring.
- Develop skills for reflective/critical thinking and decision making around important HPG issues.
- Develop skills for understanding HPG processes.
- Increase the retention of new HPG members, in particular the consumer base.

### **What are the Goals of the Mentor Program?**

The goal of the mentor program is to nurture leadership by providing one-on-one support for each new HPG member. Mentoring furthers the larger goal of the HIV Planning Group which is to create a culture of understanding and decision making where each HPG member appreciates their unique contribution to the group. The mentor program is designed to integrate more than forty HPG members from wide-ranging backgrounds.

Successful mentoring ensures continuity of membership and enhanced participation. Mentoring teaches how to contribute by answering questions common to all new members about process, funding and other key issues.

## How does the Mentor Program Function?

To address the potential confusions faced by new members, it was decided to set up a one-on-one match where veteran HPG members would volunteer to give advice and historical background to new HPG members. The mentor program formalizes knowledge transfer between established HPG members and new arrivals.

Once the new HPG member selects a mentor and the mentor agrees to the match, it's up to the two members to coordinate their connection. The key agreement is that the mentor be available to explain HPG-related issues. They can visit over coffee, by email, over the phone, etc.

Mentors agree to give HPG information to the new members. A key part of delivering knowledge includes giving all members the freedom to vote with their own conscience.

## How Does a New HPG Member Select a Mentor?

New HPG members select their mentor, who is ideally an established member with experience on the HPG. New HPG members may ask for guidance from HPG **Staff** about which HPG members are available to serve as mentors. The Membership Committee then approves the mentor relationship.

The mentor relationship is administered by the HPG Membership Committee. Prospective HPG members are told about the mentoring program during their pre-orientation. Once voted onto the HPG, new members, HPG Support staff and the pool of available mentors complete the following steps:

- 1) **HPG Support** explains the mentor program and asks the new members to read these guidelines.
- 2) The new HPG member drafts a short list of people on the HPG who they would like to be their mentor.
- 3) **HPG Support** provides the Membership Committee a list of prospective mentors. The Membership Committee determines if the top choice is already mentoring numerous people. If new member requests a mentor who is unavailable, the Membership Chair asks the new member to work with their second choice. If the second choice is also fully booked, then the third-choice mentor will be selected.
- 4) **HPG Chair or Membership Chair** calls the requested mentor and asks if they will work with the new member.
- 5) Mentors stepping into this role for the first time attend a meeting with the **HPG and Membership Chairs**, set up by **HPG Support**, to review these guidelines and clarify the expectations and duties for both mentors and new HPG members.
- 6) The mentor and the new HPG member build their relationship. It's suggested that they meet at least once or twice in person plus phone conversations and email check-ins during the new HPG member's first three months on the HPG. They may set up a regular meeting time or meet on an as needed basis.
- 7) If a new HPG member wishes to have a different mentor, that request should be made to **HPG Support**.
- 8) The intention of the mentoring program is to support new members until they are sufficiently grounded in HPG activities.
- 9) The mentoring cycle is complete when an HPG member feels sufficiently adept at HPG activities to become a mentor for new members.

## How will the Mentor Program be Implemented?

The Mentor training will be supported by a combination of HIV Planning Group bodies including:

- **Membership Committee:** in conjunction with the HPG **support** identifies mentors and negotiates the matches between mentors and new HPG members and monitors the mentor program. In conjunction with HPG Support, the Membership Committee prepares, sends out and gathers results from the mentoring survey. This annual evaluation of the mentoring program solicits information about how the program is effective and what can be done to improve the program.
- **HPG Support:** HPG Support assists the new HPG members in selecting a mentor during orientation training.

## What is the Mentor Skill Set?

The Membership Committee determines which HPG members are ready to be mentors based on criteria that include:

- Mentors have been on the HPG long enough to have participated in a complete yearly HRSA and CDC funding cycle, as well as the local HPG budget cycle. These cycles drive the allocation and prioritization efforts that are the HPG's main responsibility, and it's important that mentors understand these annual rhythms that move the HPG forward.
- A demonstrated ability to teach and explain HPG concepts. Since mentors are asked to provide guidance, it's important that they be able to clarify concepts.

## The Mentoring Lifecycle

On a semi-annual basis, The Membership Committee will review the currently active mentor relationships. On behalf of the Membership Committee, HPG **Support** checks in with both the mentor and the new HPG member after the mentoring relationship has been active for a full year. In an email or phone call, HPG Support asks if the mentoring relationship is still ongoing, or if the mentoring relationship can be dissolved.

The mentoring relationship may continue at the request of the participants. If the mentoring relationship is dissolved, the mentor may request another new HPG member, or the mentor may request a break from mentoring.

## Frequently Asked Questions

**Is it required to have a mentor?** Having a mentor is voluntary. No new HPG member is required to be assigned to a mentor.

**How often should I meet with my mentor?** That will be determined by you and your mentor.

**Can I request a different mentor?** Yes, contact HPG Staff if you feel you need a new mentor.

**HIV PLANNING GROUP: MENTOR-MENTEE ASSIGNMENTS**

<b><u>(Less than 2yr tenure)</u></b>	<b><u>Assigned mentor?</u></b>	<b><u>Affiliation</u></b>	<b><u>Mentor</u></b>
Allan Acevedo	No	Unaffiliated Consumer	Rhea Van Brocklin
Beth Davenport	Yes	District 3	Shannon Ransom
Alfredo De Jesus	Yes	Unaffiliated Consumer	Mikie Lochner
Cinnamen Kubricky	Yes	Unaffiliated Consumer	Mikie Lochner
Felipe Garcia-Bigley	Yes	Recipient of other Federal HIV Programs- Prevention Provider	Bob Lewis
James Rucker	Yes	HIV Testing Representative	Mikie Lochner
Jeffrey Weber	Yes	Recipient of other Federal HIV Programs- Veterans Administration	Rhea Van Brocklin
Venice Price	Yes	Unaffiliated Consumer	Mikie Lochner
Freddy Villafan	Yes	Recipient of other Federal HIV Programs- HOPWA / HUD	Bob Lewis
Pamela Highfill	Yes	Substance Abuse Treatment Provider	Dr. Delores Jacobs
Esteban M. Duarte	No	Prevention Services Consumer/Advocate	
Adrienne Yancey	No	Local Public Health Agency Public Health Officer	

Pending members who will need mentors: 2

Appointed more than 2 years ago

# SAN DIEGO HIV PLANNING GROUP

## Orientation

All HIV Planning Group Members and anyone interested in learning more about the HIV Planning Group are welcome!

### The orientation will cover:

- An overview of the Ryan White Program
- The purpose and procedures of the HIV Planning Group
- The roles and duties of HIV Planning Group members
- An overview of budget reports



**Valencia Park/Malcolm X Library**  
5148 Market St. San Diego, CA 92114  
(Multi-purpose Room)



**Thursday, May 18, 2023**  
2:00 PM - 4:00 PM

**Register at:**

<https://forms.gle/iAikLaCDFne7pqZm6>



To request Spanish interpretation services, please let HPG Support know at least **96 hours** in advance.

For additional information or to request translation services, please send E-mail to:  
**HPG.HHSA@sdcounty.ca.gov**

