



SAN DIEGO
 HIV PLANNING GROUP
 SAN DIEGO HIV PLANNING GROUP (HPG)
 MEMBERSHIP COMMITTEE
 MEETING MINUTES

WEDNESDAY, MAY 10, 2023, 11:00 AM – 1:00 PM
 COUNTY OPERATION CENTER (COC)
 5560 OVERLAND AVE. (ROOM 171) SAN DIEGO, CA 92123

To participate remotely via Webex:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m8c2df821fcea3e09ff10b628f96f72d2>

Join the meeting via phone: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID: 133 686 8789

Password: Member.20

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is Three (3)

Present: Bob Lewis, Mikie Lochner, Regina Underwood

Absent: Rhea Van Brocklin

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:02 a.m. and noted that a quorum was established.	
2. Public Comment/Non-committee members' comment	Welcome back to Bob Lewis.	
3. Action: Review and approve the March 8, 2023 agenda	Motion: Approve the May 10, 2023 meeting agenda as presented. M/S/C: Lochner/Underwood 2/0 Abstentions: Lewis Motion: Carries	
4. Action: Review and approve the February 8, 2023 meeting minutes	Action: Approve the March 8, 2023 meeting minutes as presented. M/S/C: Lochner/Underwood 2/0 Abstentions: Lewis Motion carries	
5. Old Business		
a. Discussion: HPG in-person meeting logistics	Review the schedule for Priority Setting Resource Allocation and Strategies and	

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	<p>Standard -alternate every other month Steering 3:00-4:30 pm. HPG will remain monthly The membership committee discussed reducing meeting frequency to every other month, possibly meeting monthly when new applications are received, or conducting interviews. The Group decided to stay monthly until we have more membership participation.</p> <p>The committee recommended having a membership contact list with term seat expiration date information.</p> <p>The committee discussed how to strengthen participation and what makes the Ryan White process different by making the consumers our priority.</p>	
<p>b. Getting to Zero (GTZ) 3-Year Action Plan</p>		
<p>i. Membership Committee Plan/Strategy for Recruitment (Dr. Jacobs)</p>	<p>Dr. Jacobs led a discussion of the following:</p> <ul style="list-style-type: none"> • Consumer recommendations: • set the goals for recruitment since many long-term members will term out in 2024 • How to keep members engaged • How can we make HPG a more welcoming and warmer place for members/consumers • How to better support the community and their needs <p>• The committee recommended asking members' input on "What is HPG" messaging to support recruitment efforts. All ideas and recommendations should be forwarded to Joyce Ann.</p> <p>• Strategies to increase participation in the Community Engagement Committee, including 1) – meetings in each of the regions; 2) including food; and 3) enhancing fun & social aspects and feedback opportunities at each</p>	<p>What is HPG? - please forward your idea to Joyce Ann.</p> <p>Bob will contact Patrick regarding the HPG planning group website permission and restrictions.</p>

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	<p>part with the HPG leadership and committee</p> <ul style="list-style-type: none"> • Expanding the leadership training program at Christie’s Place as a recruitment tool. • HPG marketing materials to provide at clinics <ul style="list-style-type: none"> ○ Trifold ○ Open Opportunities Sheet • Enhance the HPG website using personalized stories and more inviting images. • Explore Separate taskforce – HPG Support Staff will look for old planning council – S-drive and past methods used to encourage consumer participation • Remind the Chairs that we need to promote/ recruit more members. • HPG meeting time to talk about recruitment and participation • Ryan White providers don’t see value for themselves in consumer participation • Other meetings and groups to assist with recruitment <ul style="list-style-type: none"> ○ Regina Underwood - Monthly meeting Ryan White People of Color Case management meeting ○ Lori Jones - Prevention providers ○ Bob - Clinical Quality Management meetings ○ Amy Applebaum - Case management <p>The committee member questioned the possibility of providing gift cards to recruit new members; the discussion will continue at the next Steering meeting. The committee also recommends to asked those who will be terming out 2024 to come to</p>	

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	<p>Membership and brainstorms ideas to find a replacement.</p> <p>The Board will approve the New HPG Bylaws changes of Supervisors on June 13th</p> <p>Have a Co-chair for meetings and share responsibility – and knowledge?</p> <p>Schedule a meeting with Allan, Dr. Jacobs, and Mikie for at least 2x year – consumer needs and membership committees are both facing low membership participation.</p>	
c. Focused Recruitment		
i. Open Seats	Reviewed	
ii. New Committee Members	Reviewed	
iii. Underrepresented Groups (demographics)	Reviewed and pending the regional data	HPG Support Staff will ask Dr. Tweeten for the regional data
iv. Consumer Recruitment	Reviewed	
d. Terms Expired Dates	The committee discussed that a third of the HPG membership would be terming out by Sept 2024. The HPG Chair recommended inviting those who will be released in 2024 to come and join the Membership committee to create a recruitment plan to fill the seat they are vacating.	
6. Review Attendance		
a. HPG Attendance	Committee Chair recommended emailing those who have missed more than four consecutive meetings.	HPG Support Staff will inform the committee chair to send out the absent meeting reminders
b. Committee Attendance	The committee questioned Abigail West Non-voting and how it plays a role in the new bylaws.	HPG Support Staff will review the Bylaws language for Abigail West Seat 29
7. New Business		
a. Action Item: Approve the updated Membership	Table until the bylaws are approved	

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Committee Operating Guidelines		
b. Discussion: Review and update the HPG Membership Application		HPG Support Staff America Gonzalez will make the changes to the membership application
c. Discussion: Requirements of completion of HPG Membership Application	Committee members recommended making the Membership application changes after the changes in the HPG bylaws on June 13 th	
d. Discussion: Eliminate Hepatitis C Virus (HCV) Task Force – HPG Member participation		Chair Bob Lewis will communicate with Patrick regarding the HCV.
8. Routine Business		
a. Mentor Appointments		
i. Evaluation for Mentors/Prospective Mentors	Table	
ii. Continue discussion: How to bring current HPG members into the Mentorship program.	Table	
9. Agenda items for future meetings	Review Membership applications, Committee guidelines, and mentorship guidelines.	
10. Announcement	None	
11. Next Meeting Date	June meeting was canceled.	
12. Adjourn	Meeting adjourned at 5:05 p.m.	