

COMMUNITY ENGAGEMENT GROUP



Wednesday, May 15, 2024, 3:00 PM – 5:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114
Tubman Chavez Room C

A quorum for this meeting is three (3).

Committee Members Present: Michael Donovan | Jen Lothridge (Co-Chair) | Veronica Nava

Committee Members Absent: Mikie Lochner (Acting Chair)

MEETING MINUTES

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Jen Lothridge, Co-Chair called the meeting to order at 3:04 PM and noted the presence of an in-person quorum.	
2. Review Background, Mission Statement, Goals, and Agreement of Meeting Decorum	Committee members read the Mission Statement and the Community Engagement Group (CEG) Charge. The Co-Chair reviewed the meeting decorum.	
3. Introductions (Name, Role with HIV Planning Group (HPG)/Consumer, Pronouns), Icebreaker	Members and participants introduced themselves.	
4. Public comment (for members of the public)	None	
5. Sharing our concerns (for committee members)	None	
6. ACTION: Approve the Community Engagement Group (CEG) agenda for May 15, 2024	Motion: Approve the CEG agenda for May 15, 2024 as presented. Motion/Second/Count (M/S/C): Donovan / Nava / 2-0 Abstention(s): Lothridge Motion carries	
7. ACTION: Approve the CEG minutes for April 17, 2024	Motion: Approve the CEG minutes for April 17, 2024. M/S/C: Nava / Donovan / 2-0 Abstention(s): Lothridge Motion carries	
a. Follow-Up Items:	1. HPG Support Staff (HPG SS) will provide requested data for the June CEG meeting – not started	HPG SS will update the CEG Training plan as

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	<p>2. HPG SS will create a community event calendar – in progress</p> <p>3. HPG SS to provide flyers and needs assessment surveys to Michael Donovan – completed</p> <p>4. HPG SS will add an in-depth review of the following service categories to the June agenda: Case Management (non-medical, medical, housing) and Peer Navigation – not started</p> <p>HPG SS noted that the June training plan as presented was extremely full and recommended to only include the epidemiology data review and the training on the expenditure/budget sheet. The committee recommended the following:</p> <ul style="list-style-type: none"> - Remove in-depth review of 4-5 service categories - If feasible, include data on people experiencing homelessness and living with HIV if available in June. - Move the Happyville exercise to July. - Move review of Dental services and Transportation services in November. - Move review of HPG Bylaws to September. 	<p>noted in the recommendations.</p>
8. Committee Updates		
a. CARE Partnership	The meeting is held every other month, and the next meeting is going to be held in National City.	
b. Membership Committee	The May meeting was cancelled due to lack of quorum. The next meeting will have a recommendation to move two HPG candidates forward to appointments.	
c. Strategies and Standards Committee	The May meeting was cancelled due to lack of quorum. The next meeting will be June 4, 2024.	
d. Medical Standards and Evaluation	At its June 11, 2024 meeting the committee will discuss service standards	

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Committee	for Outpatient Ambulatory Health Services (OAHS).	
e. Priority Settings and Resource Allocation Committee	The committee met on May 9, 2024. Dr. Tweeten presented updated HIV epidemiology data. The committee will meet twice in June and twice in July for 4 hours each meeting to review datasets and develop recommendations for FY 25 (next fiscal years) priority rankings and budget allocations.	
f. Steering Committee	The committee met on April 16, 2024 and approved the agenda for the HPG Retreat. The next meeting is May 21, 2024.	
g. HIV Planning Group	On May 22, 2024 the HPG will hold its annual Retreat at 12:15 PM – 5:00 PM in lieu of a regular meeting, which will include lunch. The County of San Diego Knowledge Center will facilitate the discussion focused on recruitment, retention, and engagement.	
h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	Currently there are no CEG members assigned to the Housing/HOPWA committee. There are no updates.	
9. Old Business		
a. Committee Attendance	<p>The committee reviewed attendance and noted the following:</p> <ul style="list-style-type: none"> • Allan Acevedo’s name will be removed from the attendance after this month. • Mikie Lochner will remain on the committee as an acting chair until a new chair is appointed. • Skyler Miles will be added as a CEG member in June 2024. • Veronica Nava will be added as a CEG member as of May 2024. 	
10. New Business		
a. Discussion: Resources and materials for community event	HPG SS presented a summary of recurring events at which the committee could outreach/set up a table. CEG members interested in outreach, were	Reach out to food sponsors or community if they can provide

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<p align="center">outreach efforts</p>	<p>encouraged to contact the HPG SS to discuss future setup or equipment needs.</p> <p>The committee discussed and recommended considering the following:</p> <ul style="list-style-type: none"> • 3" x 5" laminated cards with "What the Heck is HPG?" • A sheet with a QR code for digital download. • The HPG Trifold is being revised by staff and will be presented at the future CEG meeting. • A mailing list with an electronic form for signing. • Videos of HPG members. HPG SS will review if the budget can support creating a profile video of HPG members. • Device to display videos and rolling materials. • Buttons with HPG and a QR code from Vibrant Uptown. • A spinning wheel with HIV facts to present giveaways and help better inform the public. • Separate flyers, postcards, or cards for the older demographics and younger generations who are more tech savvy. <p>Are there any resources outside of the County that can provide funds for opportunity drawing.</p>	<p>giveaways. HPG SS to reach out to Mikie Lochner about this.</p>
<p>b. Presentation: Robert's Rules of Order/Parliamentary Procedure – Delores Jacobs, PhD</p>	<p>Dr. Jacobs reviewed the history of Robert's Rules of Order. These are a set of guidelines to get things done at the meetings, without being disorganized or having the meeting take longer than needed. The primary purpose of Robert's Rules is to provide opportunities for participation/inclusion in meetings.</p>	<p>HPG SS to share the HPG approved materials/Policies and Procedures (P&Ps) related to Robert's Rules of Order after review and update.</p>

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11. Announcements	<ul style="list-style-type: none"> • 2024 HPG Retreat is Wednesday, May 22, 2024 at 1:00 PM – 5:00 PM (lunch served at 12:15 PM) At the County Operations Center, 5570 Overland Ave, San Diego, CA 92123 (Medical Examiner’s Training Room 1047) • Virtual Live Panel Discussion with People Living with HIV: Zoom ID: 922 9494 1023 Password: 646653 	
12. Next meeting	<p>Date: Wednesday, June 12, 2024, at 3:00 PM – 5:00 PM, in-person and via Zoom.</p> <p>Location: Southeastern Live Well Center; 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)</p>	
13. Adjournment	Meeting was adjourned at 4:50 PM.	