



SAN DIEGO HIV PLANNING GROUP (HPG)
MEMBERSHIP COMMITTEE
MEETING PACKET
WEDNESDAY, June 12, 2024, 11:00 AM – 1:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114, (Tubman Chavez Room A)

The Charge of the Membership Committee: Committee: To recruit, interview, select, and coordinate training for Planning Group Members.

TABLE OF CONTENTS

Document	Page Number(s)
Directions and Parking Instructions to the Southeastern Live Well Center	002
06/12/2024 Membership Agenda	003 - 004
04/10/2024 Membership Meeting Minutes	005 - 008
HPG Open Seats	009 - 010
HPG Demographics	011- 013
HPG Attendance	014 - 015
Committee Attendance	016- 021
Appendix	
AB2449 Policy	023 - 025
2024 HIV Survey Flyer	026
2024 HIV Survey Flyer Spanish	027

Meeting Location & Directions:

Membership Committee

Wednesday, June 12, 2024

11:00 AM - 1:00 PM

Southeast Live Well Center 5101

Market St.

San Diego, CA 92114

Tubman Chavez Room A



Visitor/Employee parking available in parking structure. Main entrance can be accessed by exiting the parking structure on the 2nd floor and walking down the sidewalk to the left.

FROM I-805 SOUTH:

1. Head northwest on I-805 North.
2. Take exit 12B for Market St.
3. Turn right onto Market St.
4. The destination will be on your right.

FROM I-805 NORTH:

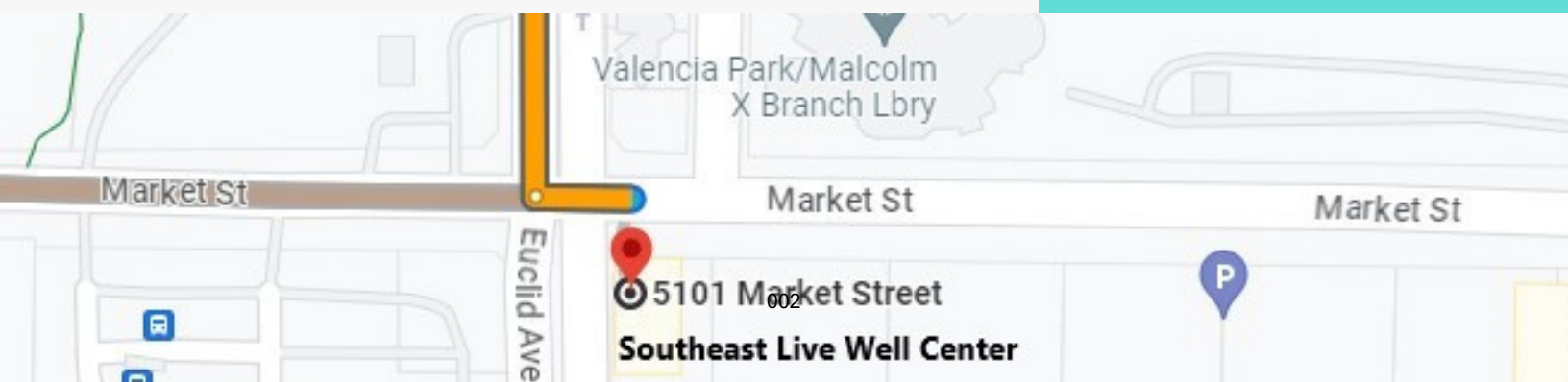
1. Head southeast on I-805 South.
2. Take exit 13A for CA-94-E/M L King Jr. Fwy.
3. Merge onto CA-94 E.
4. Take exit 4A for Euclid Ave.
5. Turn left onto Euclid Ave.
6. Use the left 2 lanes to turn left onto Market St.
7. The destination will be on your right.



PUBLIC TRANSPORTATION

MTS Trolley:
Orange Line

MTS Bus Routes:
3, 4, 5, 13, 60, 916,
917 and 955



MEMBERSHIP COMMITTEE



Wednesday, June 12, 2024, 11:00 AM – 1:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114
(Tubman Chavez Room A)

To participate remotely via Zoom:

<https://us06web.zoom.us/j/83939793722?pwd=dJARoW31vGchmUT4t6RCnEBdo7m1Ku.1>

Call in: +1 (669) 444-9171 Meeting ID: 83939793722#

Meeting ID (access code): 839 3979 3722 **Password:** MEMBER

Language translation services are available upon request at least 96 hours prior to the meeting.

Please contact HPG Support Staff via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is Three (3)

Committee Members: Bob Lewis (Chair) | Felipe Garcia-Bigley | Mikie Lochner | Regina Underwood | Rhea Van Brocklin

MEETING AGENDA ORDER OF BUSINESS

1. Call to order, roll call, comments from the chair, and a moment of silence
2. Public comment (for members of the public)
3. Sharing our concerns (for committee members)
4. **ACTION:** Approve the Membership Committee agenda for June 12, 2024
5. **ACTION:** Approve meeting minutes from April 10, 2024
6. New Business
 - a. **ACTION:** Approve Skyler Miles for seat 32. Appointment to begin September 14, 2024
 - b. **ACTION:** Approve Benjamin Santillan Ignalino, Jr. for seat 39. Appointment to begin September 14, 2024
 - c. Discussion: Review process on appointment to HPG subcommittees
7. Old Business
 - a. HPG Member recruitment update
 - b. Open Seats
 - c. Seats with Expiring Terms
 - d. New Committee Members
 - e. HPG Demographics
8. Routine Business
 - a. HIV Planning Group Attendance
 - b. Committees Attendance
 - c. HPG Mentorship Guidelines
9. Future agenda items for consideration

MEMBERSHIP COMMITTEE

10. Announcements

11. Next meeting date: **Wednesday, July 10, 2024, 11:00 AM - 1:00 PM**

**Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114
(Tubman Chavez Room A)**

12. Adjournment

MEMBERSHIP COMMITTEE



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

A quorum for this meeting is Three (3)

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

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

Agenda Item	Action	Follow-up
	<p>The discussion included the following:</p> <ul style="list-style-type: none"> • Some members can move to hard-to-fill seats. • District seats have historically been more challenging to fill. • The entire Board of Supervisors votes for District seats. • The current lived experience percentage among HPG members is 24% percent. • General Member seats should be prioritized. 	
7. Old Business		
a. Open Seats	HPG SS provided an update regarding four appointments/reappointments approved at the April 9, 2024, Board of Supervisors meeting.	
b. Seats with expiring terms	<p>The following HPG appointments are pending approval by the HPG:</p> <ul style="list-style-type: none"> • Dr. Grelotti's 2nd reappointment • Lori Jones's new appointment to the Seat 26 Prevention Services Consumer/Advocate 	HPG SS will forward these recommended appointments to the HPG when they are next met.
c. Potential New HPG members	<p>Possible new HPG members:</p> <ul style="list-style-type: none"> • Chris Nolan – District 2 • Eva Matthews – District 2 • Ben Ignalino – pending a Virtual Interview • Skyler Miles – pending a virtual interview • Myshell Thomas – pending application 	
d. Underrepresented Groups (Demographics)	No updates	
8. Routine Business		
a. HIV Planning Group Attendance	<ul style="list-style-type: none"> • As of March 2024, Allan Acevedo has missed four meetings. The committee discussed the next steps for his active membership status and recommended removing Allan Acevedo from HPG Membership. • The HPG Chair recommended continuing to send the attendance reminder to all members who have missed three meetings, copying the committee chairs. 	HPG SS will draft and send Allan Acevedo a formal notice of removal.
b. Committee Attendance	Tabled	

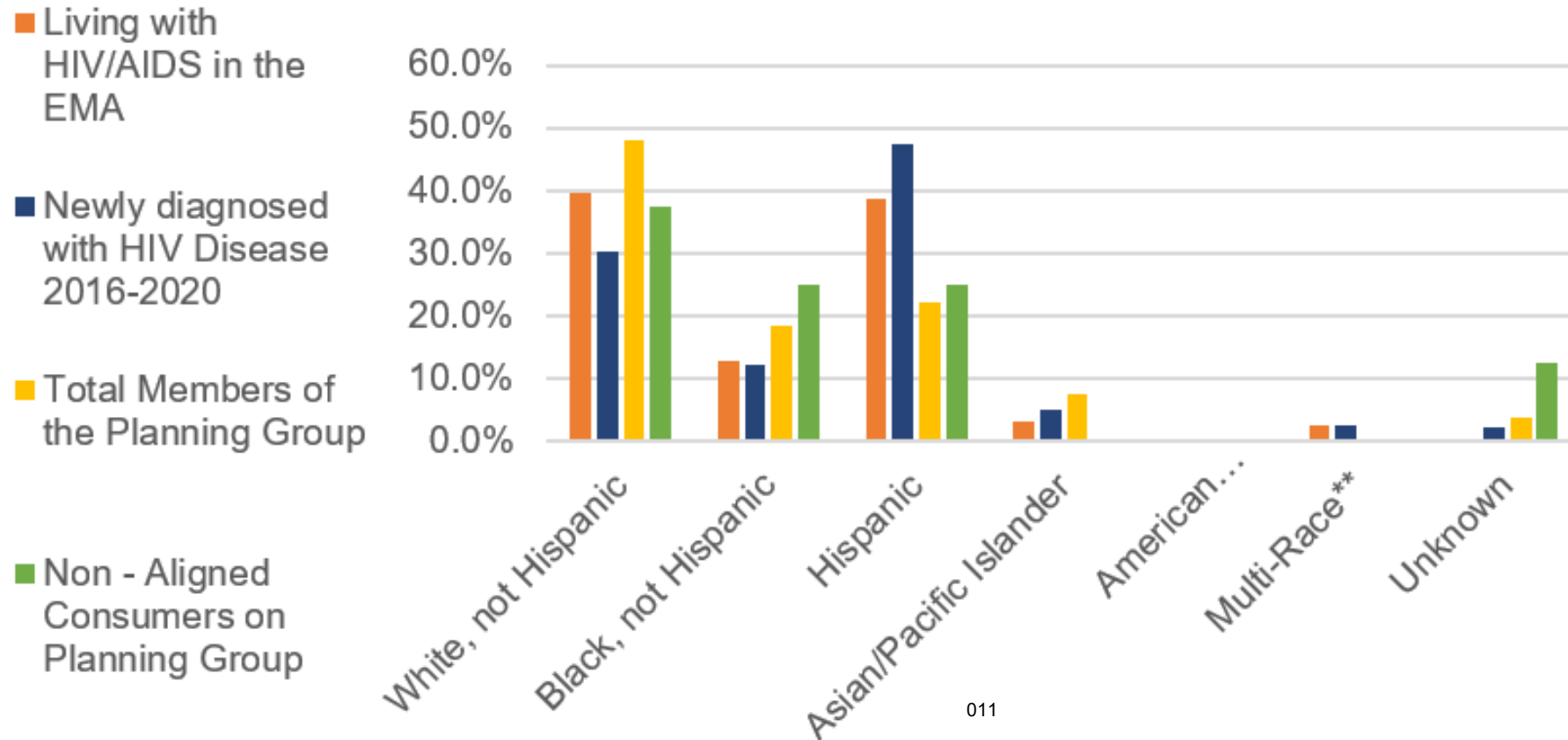
Agenda Item	Action	Follow-up
<p>i. ACTION: Review and approve Strategies and PSRAC attendance policy</p>	<p>The committee members discussed and suggested the following:</p> <ul style="list-style-type: none"> • The Priority Setting & Resource Allocation Committee (PSRAC) attendance should be changed to “To remain in good standing and eligible to vote, the committee member may not miss more than two (2) consecutive absences and four (4) total within eight (8) months.” • Strategies & Standards Committee attendance should be changed to “To remain in good standing and eligible to vote, the committee member may not miss more than two (2) consecutive absences and four (4) total within 12 months. • The Medical Standards & Evaluation Committee (MSEC) meets only four (4) times a year. To remain in good standing, members must not have two (2) consecutive absences; a member will not be in good standing until they have attended two (2) additional consecutive meetings. <p>The Committee members recommended that PSRAC and the Strategies & Standards Committee discuss the attendance policy with their members before voting.</p>	<p>HPG SS will confirm the attendance policy for committees that meet less frequently than every other month with the Clerk of the Board.</p> <p>HPG SS will add the attendance/absence policy discussion to monthly committee meetings, which will be revisited at the May Membership Committee meeting.</p>
<p>9. Suggested item for the future committee agenda</p>	<ul style="list-style-type: none"> • The Committee Chair has recommended that the committee begin thinking about the onboarding plans to help retain new members. • The HPG Chair reminded the committee members that the Clerk of the Board is holding an orientation on April 24, 2024, a requirement for HPG members appointed after May 2022. • A committee member expressed concern about the number of required items that members must complete, which can be too much and overwhelming. 	<p>HPG SS will remind those HPG members who still need to complete the mandatory Clerk of the Board Orientation.</p>
<p>10. Announcements</p>	<p>The completed HIV Needs Assessment Surveys will be collected by the end of April. A member of the public recommended promoting the completion of the HIV Needs Assessment survey online.</p>	

Agenda Item	Action	Follow-up
11. Next meeting date	When: May 8, 2024, at 11:00 AM – 1:00 PM. Location: County Operations Center, 5570 Overland Ave, San Diego, CA 92123 (Medical Examiner Conference Room 1047)	
12. Adjournment	The meeting was adjourned at 12:36 PM.	

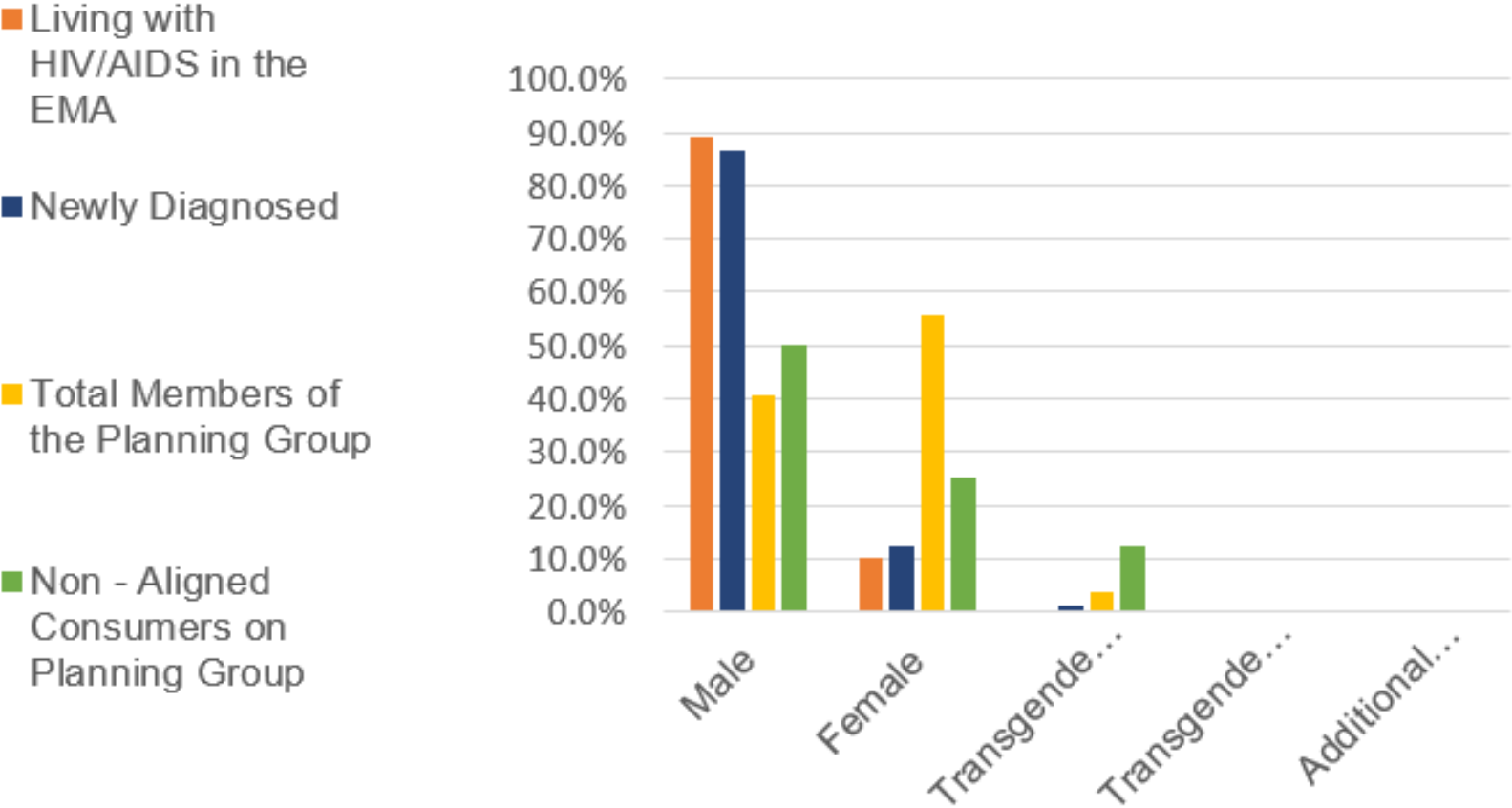
Seat #	Name	SEAT NAME	Term Expires:	Term 1&2
1	Michael Wimpie	General Member 1	05/21/27	2
2	VACANT	General Member 2		Unexpired term: 1/26/2025
3	Tyra Fleming	General Member 3	04/09/28	2
4	Cinnamen Kubricky	General Member 4	11/02/25	1
5	VACANT	General Member 5		Unexpired term: 1/26/2025
6	VACANT	General Member 6		Unexpired term: 4/6/2025
7	Raul Robles	General Member 7	09/13/24	2
8	Allan Acevedo, JD	General Member 8	04/06/25	1
9	VACANT	General Member 9		Unexpired term: 9/14/2025
10	Marco Aguirre M	General Member 10	12/05/27	1
11	VACANT	General Member 11		
12	VACANT	General Member 12		
13	VACANT	General Member 13		
14	VACANT	General Member 14		
15	VACANT	General Member 15		
16	Mikie Lochner	Chairperson	06/23/28	2
17	Robert Lewis	Healthcare Provider, including Federally Qualified Health Center (FQHC)	09/13/24	2
18	Rhea Van Brocklin	Community-based organization serving affected populations and AIDS service organization	11/07/27	1
19	Regina Underwood	Social Service Provider, including providers of housing and homeless services	09/13/24	2
20	Dr. Delores Jacobs, PhD	Mental Health Provider Formerly a combined seat; now just Mental Health	09/13/24	2
21	Pamela Highfill	Substance Abuse Treatment Provider Formerly a combined seat; now just Substance Abuse	02/08/26	1
22	Adrienne Yancey	Local Public Health Agency: HHS Director or Designee	05/02/27	1
23	Dr. Winston Tilghman	Local Public Health Agency: Public Health Officer or Designee	10/18/24	2
24	VACANT	Hospital Planning Agency or Health Care Planning Agency		
25	Karla Quedaza-Torres	Non-Elected Community Leader	09/13/24	2
26	Lori Jones	Prevention Services Consumer/Advocate		Pending HPG approval / Unexpired term: 5/2/2027
27	VACANT	Prevention Services Consumer		
28	VACANT	State Government-State Medicaid		
29	Abigail West	State Government-CDPH Office of AIDS (OA) Part B	03/12/27	2
30	Dr. David Grelotti	Recipient of RW Part C	03/10/24	Pending HPG 2nd term approval
31	Dr. Stephen Spector	Recipient of RW PART D	04/09/28	2

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	09/13/24	2
33	Veronica Nava	Board of Supervisors Designee: District 1	08/30/26	1
34	VACANT	Board of Supervisors Designee: District 2	07/19/24	Unexpired term 3/18/2024
35	Dr. Beth Davenport, PhD	Board of Supervisors Designee: District 3	02/09/25	1
36	Shannon Ransom (Hansen)	Board of Supervisors Designee: District 4	09/13/24	2
37	VACANT	Board of Supervisors Designee: District 5		
38	Felipe Garcia-Bigley	Recipient of other Federal HIV Programs- Prevention Provider	10/11/26	1
39	Moira Mar-Tang	Recipient of other Federal HIV Programs- Part F, AIDS Education and Training center and/or Ryan White Dental Provider	09/13/24	2
40	Freddy Villafan	Recipient of other Federal HIV Programs- HOPWA / HUD	01/11/26	1
41	Jeffery Weber	Recipient of other Federal HIV Programs- Veterans Administration	12/13/26	1
42	VACANT	HIV Testing Representative		Unexpired term: 6/23/2024
43	Ivy Rooney	Prevention Intervention Representative Formerly: Risk Reduction Activities Representative	01/26/25	1
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	08/17/25	2

June 2024 - Race/Ethnicity

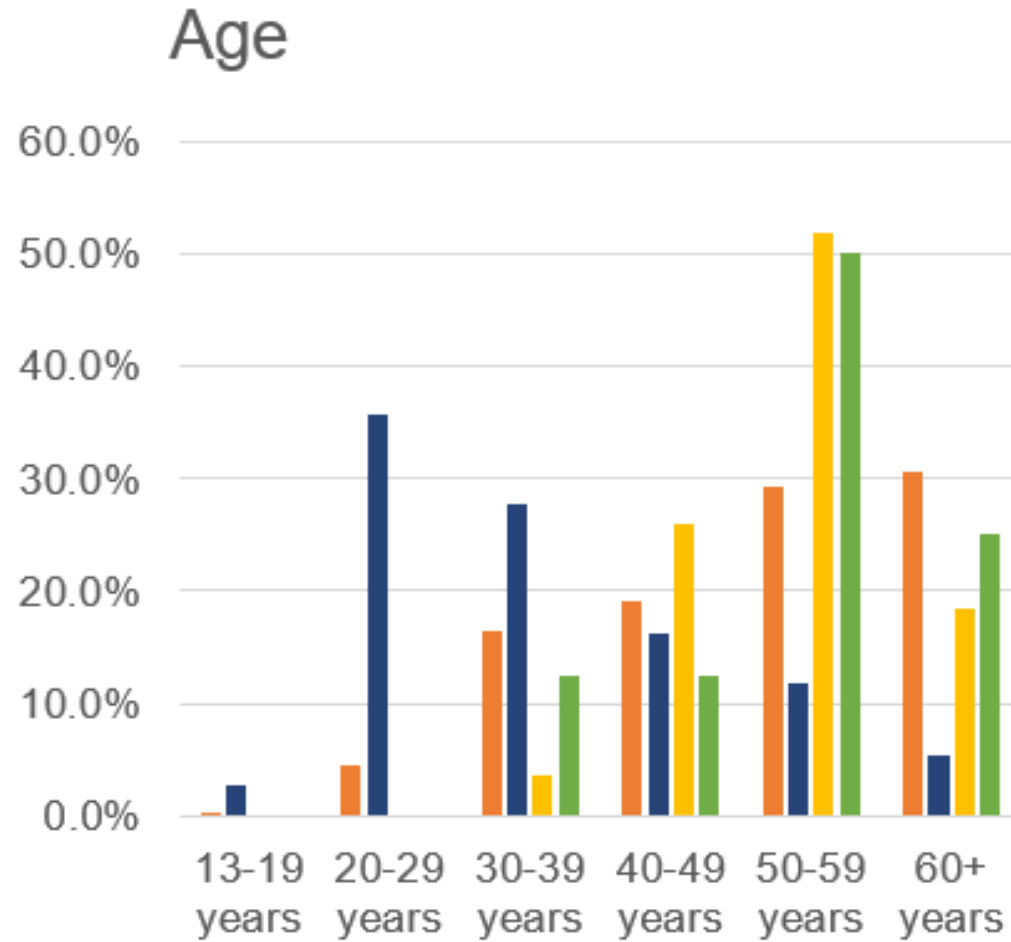


June 2024 - Gender



June 2024 - Age

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



013



LIVE WELL
SAN DIEGO

HIV PLANNING GROUP
12-MONTH ATTENDANCE TRACKING
June 2023 - May 2024

HPG Member	1	1	1	1	0	1	0	1	0	1	1	0	8
Total Meetings	26-Jun	26-Jul	2-Aug	27-Sep	25-Oct	29-Nov	20-Dec	24-Jan	28-Feb	27-Mar	24-Apr	22-May	TOTAL
Acevedo, Allan, 8	*	*	*	1	NM	1	NM	1	NM	1	NM	NQ	4
Aguirre Mendoza, Marco, 10	[REDACTED]							0	NM	*	NM	NQ	0
Applebaum, Amy, 32	*	*	*	*	NM	1	NM	*	NM	1	NM	NQ	2
Davenport, Elizabeth, 35	*	*	1	1	NM	*	NM	*	NM	*	NM	NQ	2
Fleming, Tyra, 3	*	*	*	*	NM	*	NM	*	NM	[REDACTED]	NM	NQ	0
Garcia-Bigley, Felipe, 38	*	*	*	*	NM	*	NM	*	NM	*	NM	NQ	0
Grelotti, David, 30	*	*	1	*	NM	*	NM	1	NM	[REDACTED]			
Highfill, Pamela, 21	1	*	*	1	NM	1	NM	1	NM	*	NM	NQ	4
Jacobs, Delores, 20	*	*	*	1	NM	*	NM	1	NM	*	NM	NQ	2
Kubricky, Cinnamen, 4	*	*	*	*	NM	1	NM	JC	NM	*	NM	NQ	1
Lewis, Bob, 17	*	*	*	*	NM	*	NM	*	NM	*	NM	NQ	0
Lochner, Mikie, 16	*	*	*	*	NM	*	NM	*	NM	*	NM	NQ	0
Mar-Tang, Moira, 39	*	*	EC	*	NM	*	NM	*	NM	1	NM	NQ	1
Nava, Veronica, 33	[REDACTED]										NM	NQ	0
Price, Venice, 44	1	1	1	*	NM	*	NM	*	NM	*	NM	NQ	3
Quezada-Torres, Karla, 25	*	*	*	1	NM	*	NM	1	NM	*	NM	NQ	2

HIV PLANNING GROUP
12-MONTH ATTENDANCE TRACKING
June 2023 - May 2024

Total Meetings	26-Jun	26-Jul	2-Aug	27-Sep	25-Oct	29-Nov	20-Dec	24-Jan	28-Feb	27-Mar	24-Apr	22-May	TOTAL
Ransom, Shannon, 36	1	*	*	*	NM	*	NM	*	NM	*	NM	NQ	1
Robles, Raul, 7	*	*	*	1	NM	*	NM	*	NM	*	NM	NQ	1
Rooney, Ivy, 43											NM	NQ	0
Spector, Stephen, 31	*	*	*	JC	NM	1	NM				NM	NQ	1
Tilghman, Winston, 23	*	*	*	JC	NM	*	NM	*	NM	*	NM	NQ	0
Underwood, Regina, 19	*	*	*	*	NM	1	NM	*	NM	*	NM	NQ	1
Van Brocklin, Rhea, 18	JC	*	*	*	NM	*	NM	*	NM	1	NM	NQ	1
Villafan, Freddy, 40	*	*	1	*	NM	1	NM	*	NM	1	NM	NQ	3
Weber, Jeffery, 41	*	*	*	*	NM	*	NM	*	NM	*	NM	NQ	0
West, Abigail, 29	*	*	1	*	NM	*	NM	*	NM	*	NM	NQ	1
Wimpie, Michael, 1	*	*	*	*	NM	*	NM	*	NM	*	NM	NQ	0
Yancey, Adrienne, 22	*	*	*	*	NM	*	NM	*	NM	*	NM	NQ	0
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 Circumstance													

**HIV PLANNING GROUP
6-MONTH COMMITTEE TRACKING
June 2023 - May 2024**

STRATEGIES	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	#
Total meetings	0		1		1		0		0		0	0	2
Member													
Acevedo, Allan ^{cc}	NM		*		1		NM		NM		NM	NQ	1
Applebaum, Amy	NM		*		*		NM		NM		NM	NQ	0
Davenport, Dr. Beth	NM		*		*		NM		NM		NM	NQ	0
Franco, Lucia	NM		*		1		NM		NM		NM	NQ	1
Mora, Joseph	NM		*		1		NM		NM		NM	NQ	1
Mar-Tang, Moira	NM		*		*		NM		NM		NM	NQ	0
Price, Venice	NM		1		*		NM		NM		NM	NQ	1
Ransom, Shannon ^c	NM		*		*		NM		NM		NM	NQ	0
Rooney, Ivy									NM		NM	NQ	0
Tilghman, Dr. Winston	NM		*		*		NM		NM		NM	NQ	0
Weber, Jeffery	NM		*		1		NM		NM		NM	NQ	1
Wimpie, Michael	NM		*		*		NM		NM		NM	NQ	0

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

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EC = Emergency Circumstance

NM = No Meeting

NQ = No Quorum

**HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
June 2023 - May 2024**

MEMBERSHIP	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	#
Total meetings	0	1	0	1	0	1	1	0	1	0	1	0	6
Member													
Lewis, Bob ^c	NM	*	NM	*	NM	*	*	NM	*	NM	*	NQ	0
Lochner, Mikie	NM	*	NM	*	NM	1	*	NM	1	NM	*	NQ	2
Underwood, Regina	NM	*	NM	*	NM	*	*	NM	*	NM	*	NQ	0
Van Brocklin, Rhea	NM	*	NM	JC	NM	*	*	NM	*	NM	*	NQ	0

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

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**HIV PLANNING GROUP
6-MONTH COMMITTEE TRACKING
June 2023 - May 2024**

PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE															
PSRAC	8-Jun	20-Jun	20-Jul	27-Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	#
Total meetings	1	1	1	1		1		1		1		0	1	1	7
Member															
Jacobs, Dr. Delores	*	*	*	*		*		*		*		NQ	*	*	0
Davenport, Beth	*	*	*	*		1		1		*		NQ	1	*	3
Fleming, Tyra ^{cc}												NQ	*	*	0
Garcia-Bigley, Felipe	*	*	*	*		*		1		*		NQ	*	*	1
Highfill, Pam	*	*	*	*		*		*		*		NQ	*	1	1
Kubricky, Cinnamen	*	*	*	*		*		1		*		NQ	*	*	1
Mendoza Aguirre, Marco												NQ	*	*	0
Mueller, Chris	*	*	*	*		1		*		*		NQ	*	*	1
Robles, Raul	*	*	*	*		1		*		*		NQ	1	*	2
Quezada-Torres, Karla	*	1	*	*		*		*		*		NQ	*	1	2
Underwood, Regina	1	*	*	*		*		1		*		NQ	*	*	2
Van Brocklin, Rhea ^c	*	*	*	*		1		1		*		NQ	*	*	2
Villafan, Freddy	*	*	*	*		1		1		*		NQ	*	*	2

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

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HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
 June 2023 - May 2024

STEERING	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	#
Total Meetings	1	1	0	1	0	1	0	1	1	1	1	1	9
Community Engagement Group <i>Chair TBD</i>	1	*	NM	*	NM	1	NM	1					
Medical Standards & Evaluation Committee Dr. Winston Tilghman	*	*	NM	*	NM	*	NM	*	*	1	1	*	2
Membership Committee Bob Lewis	*	*	NM	*	NM	*	NM	*	*	*	*	*	0
Priority Setting & Resource Allocation Committee Rhea Van Brocklin										*	*	*	0
Strategies & Standards Committee Shannon Ransom	*	*	NM	1	NM	*	NM	*	*	*	*	*	1
HIV Planning Group Mikie Lochner (Chair)	*	*	NM	*	NM	*	NM	*	*	*	*	*	0
HIV Planning Group Cinnamen Kubricky (Vice-Chair)											*	*	0

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**HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
June 2023 -May 2024**

Community Engagement Group	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	#
Total Meetings	1	1	1	1	1	1	1	1	1	0	1	1	11
Member													
Donovan, Michael	*	*	*	*	*	*	*	*	*	NM	*	*	0
Fleming, Tyra	*	*	*	JC	*	*	*	*					
Lochner, Mikie	*	*	*	*	*	*	*	*	*	NM	*	1	1
Lothridge, Jen ^{cc}	*	*	*	*	*	*	*	*	*	NM	*	*	0
Nava, Veronica												*	0

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

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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.

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NQ = No Quorum

HIV PLANNING GROUP
4-MONTH COMMITTEE TRACKING
May 2023 - Feb 2024

Medical Standards & Evaluation Committee					
MSEC	May	Sep	Nov	Feb	#
Total Meetings	1	1	1	1	4
Member					
Tilghman, Dr. Winston ^C	*	*	*	*	0
Aldous, Dr. Jeannette ^{CC}	*	*	*	1	1
Bamford, Dr. Laura	*	*	*	JC	0
Grelotti, Dr. David	*	*	*	*	0
Hernandez, Yessica	*	*	*	1	1
Lewis, Robert	1	JC	*	*	1
Lochner, Mikie	*	*	1	*	1
Spector, Dr. Stephen	1	*	*	*	1
Stangl, Lisa	1	*	*	*	1
Quezada-Torres, Karla	*	1	*	*	1

To remain in good standing and eligible to vote, the committee member may not miss 3 consecutive meetings or 6 meetings within 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 Circumstance

NM = No Meeting

NQ = No Quorum



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

APPENDIX

(Page 023-027)

ASSEMBLY BILL (AB) 2449: JUST CAUSE AND EMERGENCY CIRCUMSTANCES (2023)

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>Just Cause</p>	<ul style="list-style-type: none"> • There is a childcare or caregiving need (for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner) that requires the member to participate remotely • A contagious illness prevents the member from attending the meeting in • There is a need related to a defined physical or mental disability that is not otherwise accommodated for • Traveling while on official business of the legislative body or another state or local agency 	<p>A member is limited to two (2) virtual attendances based on “just cause” per calendar year</p>
<p>Emergency Circumstances</p>	<p>“A physical or family medical emergency that prevents a member from attending the meeting in person.”</p> <p>A member is not 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 must make a request to the body to allow the member to meet remotely due to an emergency circumstance, and further must provide a general description of the circumstance 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 approve the remote attendance at the start of the meeting for the member to be allowed to participate remotely for that meeting*.</p>

**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 (3) 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 ten (10) times per calendar year, a member’s participation from a remote location cannot be for more than two meetings.

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)
In person participation of quorum	Required	Not Required	Required	Required
Member participation via teleconferencing	Audio or Audio-visual	Audio or Audio-visual	Audio-Visual	Audio-Visual
Required (minimum) opportunities for public participation	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
Disruption of broadcast or public's ability to comment	Meeting can proceed	No further action taken	No further action taken	No further action taken
Reason must be approved by legislative body	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
Votes must be taken by roll call	Yes	Yes	Yes	Yes
Member's remote location included on agenda	Yes	No	No	No
Declared emergency and health official's recommendation for social distancing	No	Yes	No	No
Annual limits	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)
Effective Dates	Ongoing	Expires 12/31/2023	Expires 12/31/2025	Expires 12/31/2025

YOUR VOICE MATTERS! 2024 COUNTY OF SAN DIEGO HIV NEEDS ASSESSMENT SURVEY

TELL US ABOUT:

- Access to HIV prevention and treatment services
- Things that work well
- Challenges and concerns
- Your well-being

TAKE THE SURVEY ONLINE!



Learning about the impact of HIV in San Diego County will help us improve HIV services and access!

CHECK OUT OUR NEW
APP FOR COUNTY'S
HIV RESOURCES

GETTING 2
ZERO
STOP HIV



hpg.hhsa@sdcounty.ca.gov

¡TU VOZ IMPORTA!

2024 CONDADO DE SAN DIEGO ENCUESTA DE EVALUACIÓN DE LAS NECESIDADES RELACIONADAS CON EL VIH

CUÉNTANOS SOBRE:

- Acceso a la prevención del VIH y
- Servicios de tratamiento
- Coas que funcionan bien
- Desafíos y preocupaciones
- Tu bienestar

¡RESPONDA LA ENCUESTA EN LÍNEA!



Aprendiendo acerca de el impacto de la VIH en Condado de San Diego nos ayudará mejorar los servicios del VIH y ¡acceso!

CONSULTE NUESTRA NUEVA
APLICACIÓN PARA OBTENER
RECURSOS SOBRE EL VIH
DEL CONDADO

027

GETTING 2
ZERO
STOP HIV



hpg.hhsa@sdcounty.ca.gov