



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

A quorum for this meeting is Three (3)

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

Committee Members Absent: Mikie Lochner

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:02 AM and noted that a 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 June 12, 2024 agenda	Motion: Approve the June 12, 2024 meeting agenda as presented. Motion/Section/Count (M/S/C): Van Brocklin/Underwood/3-0 Abstentions: Lewis Motion carries	
5. Action: Review and approve the April 10, 2024 meeting minutes	Motion: Approve the April 10, 2024 meeting minutes as presented. M/S/C: Van Brocklin/Underwood/3-0 Abstentions: Lewis Motion carries	
6. New Business		
a. ACTION: Approve Skyler Miles for seat 32. Appointment seat will begin September 14, 2024	Motion: Approve Skyler Miles for seat 32 M/S/C: Garcia-Bigley/Van Brocklin/3-0 Abstentions: Lewis Motion carries	HPG Support Staff (SS) will forward the recommendation to the HPG.
b. ACTION: Approve Benjamin Santillan Ignalino, Jr. for seat 39. Appointment seat to begin September 14, 2024	Motion: Approve Benjamin Santillan Ignalino, Jr. for seat 39 M/S/C: Van Brocklin/Garcia-Bigley/3-0 Abstentions: Lewis Motion carries	HPG SS will forward the recommendation to the HPG.

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7. Old Business		
a. HPG Member recruitment update	<p>The committee recommended:</p> <ul style="list-style-type: none"> • Interviewing individuals employed by UC San Diego to add value to the HPG meetings. • Fill seats instead of moving members' seats around, as that appointment process would take longer than expected and affect membership meeting attendance. 	<p>HPG SS provides a list of committees terming out and highlights it.</p> <p>HPG SS also provides options for who wants to move to which seat.</p>
b. Open Seats	As of June 12, 2024, there are 17 open HPG seats.	
c. Seats with expiring terms	Ten HPG member seats will be terming out by September 13, 2024. The HPG, the Membership Committee, and the HPG SS are working to recruit new HPG members.	
d. New Committee members	No updates	
e. HPG Demographics	There are 27 current members, 17 vacant seats, and nine consumer members (29%)	
8. Routine Business		
a. HIV Planning Group Attendance	<p>Committee members who have missed more than two meetings:</p> <ul style="list-style-type: none"> • Allan Acevedo • Pamela Highfill • Venice Price • Freddy Villafan 	
b. Committees Attendance	The Strategies and Standards Committee and Steering Committee meetings had some challenges attaining a quorum. The Steering Committee voted to meet every other month starting in September.	
c. Discussion: HPG Mentorship Guidelines	<p>The committee expressed concerns regarding the mentorship program, which requires mentors to meet with mentees due to time challenges. The guidelines and timeframes must be revamped and recreated, and an alternative must be found to help new HPG members get guidance or get their questions answered.</p> <p>The committee recommended putting the mentorship program on hold temporarily, focusing on getting new members on board,</p>	

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	<p>and utilizing the available resources to ease their transitions, such as:</p> <ul style="list-style-type: none"> • Invite them to meet virtually at any of the meetings before taking their seat. • The focus group will meet in person at the membership meeting. 	
<p>9. Suggested item for the future committee agenda</p>	<ul style="list-style-type: none"> • If HPG SS can interview Hector Garcia and Dr. Karris before the July meeting, we can proceed with the July Membership Committee meeting; if not, the July meeting can be canceled. • While the new members wait for confirmation from the Board of the Clerk, the Membership Committee can conduct a small focus group for new members to answer questions and provide a safe discussion space. 	
<p>10. Announcement</p>	<p>Continue the efforts to collect more HIV Needs Assessment surveys.</p>	
<p>11. Next Meeting Date</p>	<p>When: July 10, 2024, at 11:00 AM -1:00 PM. Location: Southeastern Live Well Center 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)</p>	
<p>12. Adjourn</p>	<p>The meeting adjourned at 12:18 PM.</p>	