

## STEERING COMMITTEE



*Tuesday, June 18, 2024, 11:00 AM – 1:00 PM  
County Operations Center  
5560 Overland Ave, San Diego, CA 92123  
(Conference Room 172)*

**The Charge of the Steering Committee:** The Steering Committee charge is to establish the agenda for meetings of the full Planning Group and to address matters of Planning Group governance.

### TABLE OF CONTENTS

Document	Page Number(s)
Parking Instructions	001 – 002
Steering Committee Agenda 06/18/24	003 – 004
Steering Committee Minutes 05/21/24	005 – 008
Draft HIV Planning Group (HPG) Agendas 06/26/24, 07/24/24, 08/07/24, 08/14/24, and 08/28/24	009 – 017
Getting to Zero Consumer Feedback and Progress (June 2024)	018 – 020
Steering Committee and HPG Attendance Summary	021 – 023
Membership Summary and Term Tracking Grid	024 – 025
Service Utilization Report (QR code)	026
2024 Needs Assessment Survey Flyer	027
2024 Annual Retreat (06/26/24)	028
Assembly Bill 2449 and Teleconferencing Rules under the Brown Act	029 – 031

# Meeting Location & Directions:

## Steering Committee

Tuesday, June 18, 2024

11:00 AM - 1:00 PM

## County Operations Center

5560 Overland Ave

San Diego, CA 92123

(Training Room 172)



Parking is **free**. 3-hour visitor parking is available in the parking lot and parking structure. For County business exceeding 3 hours, please park in the numbered spaces in the parking structure.

### FROM I-163 SOUTH:

1. Take I-163 North to Exit 8 for Kearny Villa Road.
2. Keep right, follow signs for Kearny Villa Road.
3. Turn right onto Chesapeake Dr.
4. County Operations Center will be on your right.

### FROM I-15 SOUTH:

1. Take I-15 North to Exit 10 for Clairemont Mesa Blvd.
2. Turn left onto Clairemont Mesa Blvd.
3. Turn right onto Overland Ave.
4. Continue straight to stay on Overland Ave.



## PUBLIC TRANSPORTATION

### MTS Bus Routes:

25, 235, 928





## Training Room 172

### FROM 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. **Building 5560** will be on your left.

### FROM BUS:

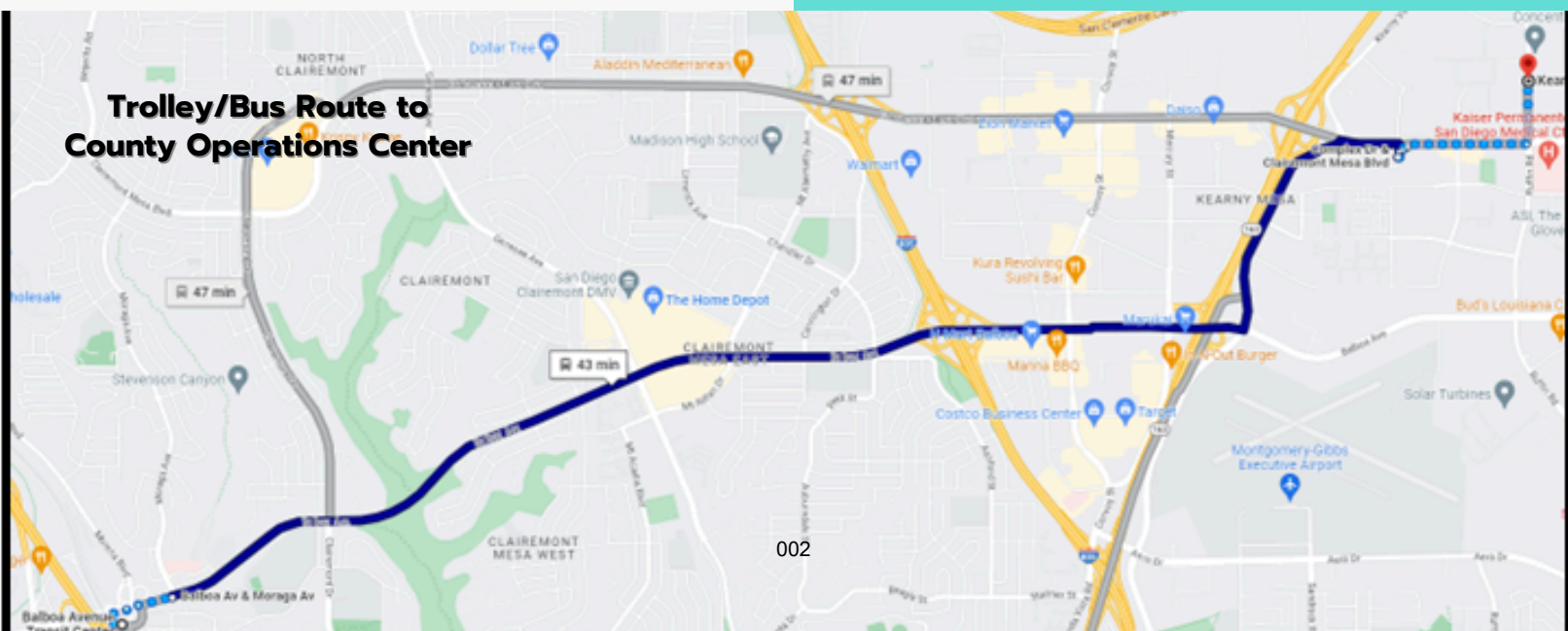
#### From Ruffin Road:

1. Walk north towards Ruffin Road.
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 Ave.:

1. Walk north on Overland Ave.
2. Enter east through County Operations Center entrance/black gate.
3. Turn left on pedestrian walkway. **Building 5560** will be on your **left**.

### Trolley/Bus Route to County Operations Center



## STEERING COMMITTEE



Tuesday, June 18, 2024, 11:00 AM – 1:00 PM  
County Operations Center  
5560 Overland Ave, San Diego, CA 92123  
(Conference Room 172)

### To participate remotely via Zoom:

<https://us06web.zoom.us/j/87049271222?pwd=aubVrdoZMXP2ldqXBfwNMIIdPh8Aa8w.1>

Call in: +1 (669) 444-9171

**Meeting ID (access code):** 870 4927 1222

**Password:** STEER

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](mailto:hpg.hhsa@sdcounty.ca.gov).

### A quorum for this meeting is four (4)

**Committee Members:** Cinnamen Kubricky (Vice-Chair) | Bob Lewis | Mikie Lochner (Chair) | Shannon Ransom | Dr. Winston Tilghman | 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 Steering Committee agenda for June 18, 2024
5. **ACTION:** Approve meeting minutes from May 21, 2024
6. **ACTION:** Approve the HIV Planning Group agenda(s) for June 26, 2024, July 24, 2024, August 7, 2024, August 14, 2024, and August 28, 2024
7. Committee reports and recommendations
8. Old Business
  - a. **Discussion:** Recruitment of new HPG members
  - b. HPG Retreat – update
  - c. **Review:** Getting to Zero Consumer/Community Feedback and Progress
9. New Business
  - a. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)
10. Routine Business
  - a. **ACTION** (*Priority Setting and Resource Allocation Committee*): Allocations for FY 24 (present fiscal year, March 1, 2024 – February 28, 2025)



## STEERING COMMITTEE

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b. **Review:** Committee attendance

11. HIV, STD, and Hepatitis Branch (HSHB) Report

12. HPG Support Staff Report

a. Administrative budget review

13. Future agenda items for consideration

14. Announcements

15. Next meeting date: **Tuesday, September 17, 2024, 11:00 AM – 1:00 PM**

Location: to be determined and virtually via Zoom

16. Adjournment

## STEERING COMMITTEE



Tuesday, May 21, 2024, 11:00 AM – 1:00 PM  
Southeastern Live Well Center  
5101 Market Street, San Diego, CA 92114  
Tubman Chavez Room C

**A quorum for this meeting is four (4).**

**Members Present:** Cinnamen Kubricky (Vice-Chair) | Bob Lewis | Mikie Lochner (Chair) | Shannon Ransom | Dr. Winston Tilghman | Rhea Van Brocklin (Vice-Chair)

### ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Mikie Lochner called the meeting to order at 11:00 AM and made an announcement that the Board of Supervisors voted to reappoint him to the Chair seat for another four years. The Chair reminded the committee to put phones on mute or vibrate, no texting at the table.	
2. Public comment (for members of the public)	None	
3. Sharing our concerns (for committee members)	None	
4. <b>ACTION:</b> Approve the Steering Committee agenda for May 21, 2024	<b>Motion:</b> Approve the Steering Committee agenda for May 21, 2024 as presented. <b>Motion/Second/Count (M/S/C):</b> Van Brocklin/Lewis/5-0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
5. <b>ACTION:</b> Approve meeting minutes from April 16, 2024	<b>Motion:</b> Approve meeting minutes for April 16, 2024 as presented. <b>M/S/C:</b> Ransom/Van Brocklin/4-0 <b>Abstentions:</b> Lochner, Tilghman <b>Motion carries</b>	
6. <b>ACTION:</b> Approve the HIV Planning Group agenda for May 22, 2024	<b>Motion:</b> Approve HPG agenda for May 22, 2024 as presented. The agenda has already been posted 72 hours prior to the meeting. <b>M/S/C:</b> Kubricky/Tilghman/4-0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
7. Committee reports and recommendations	Fraternity House has closed due inhabitable living conditions that the landlord has not improved. Clients will be moved to Michelle's House.	

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
8. Old Business		
a. <b>Discussion:</b> Future Steering Committee meeting cadence	<p>The Chair reminded the committee that there will be no Steering Committee meetings in July and August due to the priority ranking and budget allocation meetings. If approved, this meeting will meet again in June, September and every other month moving forward. The committee discussed the following:</p> <ul style="list-style-type: none"> <li>• The rationale for this discussion is some committee chairs are unable to meet every month.</li> <li>• It will be important to have new committee chairs identified.</li> <li>• It may be better to wait for new committee chairs appointments, as some seats will term out.</li> <li>• Committee chairs were asked to assist with finding replacements over the next several months.</li> <li>• Going to every other month schedule will help recruitment.</li> </ul> <p><b>Motion:</b> Approve changing the Steering Committee meeting schedule to every other month meeting cadence beginning September 2024, with the understanding that additional meetings may be required if an immediate need arises. The committee would not meet in July or August.  <b>M/S/C:</b> Van Brocklin/Ransom/5-0  <b>Abstentions:</b> Lochner  <b>Motion carries</b></p>	
b. <b>Discussion:</b> Recruitment of new HPG members	<p>The committee discussed the following:</p> <ul style="list-style-type: none"> <li>• Seat #42, the HIV Testing Representative does not have to be a Ryan White provider.</li> <li>• Some Supervisor appointed seats are pending.</li> <li>• The potential replacement for the AIDS Education and Training Center (AETC) Representative works for University of California, San Francisco (UCSF), not University of California, San Diego (UCSD).</li> </ul>	

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> <li>The potential person for the Hospital Association Representative could only attend the HIV Planning Group (HPG) meetings every other month.</li> </ul>	
9. New Business		
a. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	None (There was no HPG meeting in April)	
b. <b>For Review:</b> Annual HPG Retreat Proposal	The committee reviewed the proposal and the agenda of the retreat and noted the Mentorship program is important to discuss.	
c. <b>ACTION:</b> Approve the new Steering Committee meeting schedule	Previously discussed/voted in agenda item 8a.	
10. Routine Business		
a. <b>ACTION:</b> (Priority Setting and Resource Allocation Committee (PSRAC): Allocations for FY 24	None The Recipients' Office noted that the FY 24 budget will be submitted to the County Board of Supervisors in June 2024 and will be brought to PSRAC, then the HPG as a Board Letter in July 2024.	
b. <b>Review:</b> Committee attendance	The committee reviewed attendance. Dr. Tilghman noted he was absent in April, not March.	HPG Support Staff (SS) to correct the committee attendance summary
11. HIV, STD, and Hepatitis Branch (HSHB) Report	Patrick Loose discussed the following: <ul style="list-style-type: none"> <li>The expenditure report for FY 24 will be available next month.</li> <li>The Recipients' Office expects the release of applications for the Ryan White (RW) Part A funds and the Ending the HIV Epidemic (EHE) funds in July with an anticipated due date in October.</li> <li>The County is waiting for State guidance on HIV Prevention funding</li> </ul>	



## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<p>and expects new funding by August 1, 2024.</p> <ul style="list-style-type: none"> <li>The service utilization report shows similar utilization to last year with a small decrease, viral suppression among RW clients is 92%.</li> </ul> <p>A committee member inquired whether there has been an increase in suicides and drug overdoses. The Recipient clarified that these data are not collected by HSHB but can be obtained from other sources such as the San Diego Suicide Prevention Council.</p>	
12. HPG Support Staff Report	<p>Dasha Dahdouh discussed the following:</p> <ul style="list-style-type: none"> <li>She introduced new HPG staff Ling Yang, Temporary Office Assistant, and Krystle Diaz, Health Information Specialist I.</li> <li>The Needs Assessment Survey of HIV Impact has approximately 250 surveys returned; the end date has been extended another one to two months.</li> <li>the Staff are running low on gas cards and apologize for any delays and the inconvenience caused.</li> <li>Presently interviewing for a Community Health Promotion Specialist.</li> </ul>	
a. Administrative budget review	The Administrative Budget review was tabled as it was not available.	
13. Future agenda items for consideration	A presentation on Dental services available through Medi-Cal/Denti-Cal.	
14. Announcements	The HPG Retreat is on Wednesday, May 22, 2024 at 12:15 PM – 5:00 PM at the County Operations Center, 5570 Overland Ave, San Diego, CA 92123, Medical Examiner Conference Room 1047	
15. Next meeting date	<p><b>Date:</b> Tuesday, June 18, 2024  <b>Time:</b> 11:00 AM – 1:00 PM  <b>Location:</b> In-person and via Zoom            County Operations Center, 5560 Overland Ave, San Diego, CA 92123 (Conference Room 172)</p>	
16. Adjournment	Meeting adjourned at 12:24 PM.	

## SAN DIEGO HIV PLANNING GROUP (HPG) RETREAT



Wednesday, June 26, 2024, 2:30 PM – 5:30 PM  
County Operations Center  
5530 Overland Ave, San Diego, CA 92123  
Conference Room 124

### To participate remotely via Zoom:

<https://us06web.zoom.us/j/85368987291?pwd=KnO1bBlgoyR53sVY04E8ymyNo6OUq4.1>

Call in: +1 (669) 444-9171

**Meeting ID (access code):** 853 6898 7291

**Password:** SDHPG

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](mailto:hpg.hhsa@sdcounty.ca.gov).

### A quorum for this meeting is fourteen (14).

**HPG Members:** Allan Acevedo | Marco Aguirre Mendoza | Amy Applebaum | Beth Davenport | Tyra Fleming | Felipe Garcia-Bigley | Pamela Highfill | Delores Jacobs | Cinnamen Kubricky | Robert Lewis | Michael Lochner | Moira Mar-Tang | Veronica Nava | Venice Price | Karla Quezada-Torres | Shannon Ransom | Raul Robles | Ivy Rooney | Stephen Spector | Winston Tilghman | Regina Underwood | Rhea Van Brocklin | Freddy Villafan | Jeffery Weber | Abigail West | Michael Wimpie | Adrienne Yancey

### ORDER OF BUSINESS

1. Call to order, welcome, moment of silence
2. Matters from the Chair
3. Introductions
4. Public Comment (for members of the public) – concerns/questions/suggestions for future topics
5. HPG Member Open Forum – concerns/questions/suggestions for future topics
6. **ACTION:** Approval of HPG Retreat agenda for June 26, 2024
7. Routine Business:
  - a. None
8. New Business:
  - a. **ACTION** (*Membership Committee*): Approve recommendation for HPG membership – appointment of Skyler Miles to Seat 32 to begin September 14, 2024
  - b. **ACTION** (*Membership Committee*): Approve recommendation for HPG membership – appointment of Benjamin Santillan Ignalino, Jr. to Seat 39 to begin September 14, 2024
  - c. **ACTION** (*Membership Committee*): Approve recommendation to remove Allan Acevedo from General Member Seat 8
  - d. HPG Retreat
9. Adjournment

**Next Meeting Date:** Wednesday, July 24, 2024, 3:00 PM – 5:00 PM

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

## SAN DIEGO HIV PLANNING GROUP (HPG)



Wednesday, July 24, 2024, 3:00 PM – 5:00 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/85368987291?pwd=KnO1bBlgoyR53sVY04E8ymyNo6OUq4.1>

Call in: +1 (669) 444-9171

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**Password:** SDHPG

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**Committee Members:** Allan Acevedo | Marco Aguirre Mendoza | Amy Applebaum | Beth Davenport | Tyra Fleming | Felipe Garcia-Bigley | Pamela Highfill | Delores Jacobs | Cinnamen Kubricky | Robert Lewis | Michael Lochner | Moira Mar-Tang | Veronica Nava | Venice Price | Karla Quezada-Torres | Shannon Ransom | Raul Robles | Ivy Rooney | Stephen Spector | Winston Tilghman | Regina Underwood | Rhea Van Brocklin | Freddy Villafan | Jeffery Weber | Abigail West | Michael Wimpie | Adrienne Yancey

### ORDER OF BUSINESS

1. Call to order
2. Welcome, roll call, moment of silence
3. Matters from the Chair
4. Public comment (for members of the public) – concerns/questions/suggestions for future topics
5. HPG Member Open Forum – concerns/questions/suggestions for future topics
6. **ACTION:** Approve the HPG agenda for July 24, 2024
7. Member Recognition
8. Old Business:
  - a. None
9. New Business:
  - a. **Presentation:** Needs Among Women Living with or Impacted by HIV – Gloria Alonzo
  - b. **ACTION** (*Membership Committee*): Approve HPG appointments
  - c. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve the Board Letter
  - d. **ACTION** (*Priority Setting and Resource Allocation Committee*): Reallocations for FY 24 (March 1, 2024 – February 28, 2025)

**SAN DIEGO HIV PLANNING GROUP (HPG)**

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- e. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve priority rankings for FY 25 (March 1, 2025 – February 28, 2026)
- f. **Discussion**: Request from the community on future training topics and other agenda items

10. Routine Business:

- a. **ACTION**: Approval of consent agenda for July 24, 2024 which includes:

- i. Approval of HPG minutes from March 27, 2024
- ii. Acceptance of the following committee minutes:

Steering Committee	February 20, 2024; April 16, 2024; May 21, 2024; June 18, 2024
Membership Committee	February 14, 2024; April 10, 2024
Priority Setting and Resource Allocation Committee	January 11, 2024; April 11, 2024; May 9, 2024
Medical Standards and Evaluation Committee	February 27, 2024
Community Engagement Group	February 21, 2024; April 17, 2024; May 15, 2024
Strategies and Standards Committee	October 3, 2023

*(The following is for HPG information, not for acceptance):*

<i>CARE Partnership</i>	<i>March 18, 2024</i>
<i>Housing Committee</i>	<i>January 17, 2024; March 20, 2024</i>

- iii. Committee Reports
  - 1. HPG committees
  - 2. State Office of AIDS (OA) and AIDS Drug Assistance Program (ADAP) – Abigail West
  - 3. Housing Committee Report – Freddy Villafan
- iv. California HIV Planning Group (CHPG) – Mikie Lochner
- v. Administrative budget report

11. HIV, STD, and Hepatitis Branch (HSHB) Report

12. HPG Support Staff Updates

13. Announcements

14. Adjournment

Next Meeting Date: **Wednesday, August 7, 2024, from 3:00 PM – 5:00 PM**

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



## SAN DIEGO HIV PLANNING GROUP (HPG)



Wednesday, August 7, 2024, 3:00 PM – 5:00 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/85368987291?pwd=KnO1bBlgoyR53sVY04E8ymyNo6OUq4.1>

Call in: +1 (669) 444-9171

**Meeting ID (access code):** 853 6898 7291

**Password:** SDHPG

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### A quorum for this meeting is fourteen (14)

**Committee Members:** Allan Acevedo | Marco Aguirre Mendoza | Amy Applebaum | Beth Davenport | Tyra Fleming | Felipe Garcia-Bigley | Pamela Highfill | Delores Jacobs | Cinnamen Kubricky | Robert Lewis | Michael Lochner | Moira Mar-Tang | Veronica Nava | Venice Price | Karla Quezada-Torres | Shannon Ransom | Raul Robles | Ivy Rooney | Stephen Spector | Winston Tilghman | Regina Underwood | Rhea Van Brocklin | Freddy Villafan | Jeffery Weber | Abigail West | Michael Wimpie | Adrienne Yancey

### ORDER OF BUSINESS

1. Call to order
2. Welcome, roll call, moment of silence
3. Matters from the Chair
4. Public comment (for members of the public) – concerns/questions/suggestions for future topics
5. HPG Member Open Forum – concerns/questions/suggestions for future topics
6. **ACTION:** Approve the HPG agenda for August 7, 2024
7. New Business:
  - a. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve reallocations of funds for FY 24 (current fiscal year: March 1, 2024 – February 28, 2025)
  - b. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve priority rankings for FY 25 (March 1, 2025 – February 28, 2026)
  - c. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve funding allocations in level and reduction funding scenarios for FY 25 (March 1, 2025 – February 28, 2026)
  - d. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve how services should be organized and delivered in FY 25 (March 1, 2025 – February 28, 2026)

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

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8. HIV, STD, and Hepatitis Branch (HSHB) Report
9. Suggestions to the Steering Committee for future agenda items for consideration
10. Announcements
11. Adjournment

Next Meeting Date: **Wednesday, August 14, 2024**, from **3:00 PM – 5:00 PM**

Location: **Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114, (Tubman Chavez Room C)** and via Zoom.

## SAN DIEGO HIV PLANNING GROUP (HPG)



Wednesday, August 14, 2024, 3:00 PM – 5:00 PM  
Southeastern Live Well Center  
5101 Market Street, San Diego, CA 92114  
(Tubman Chavez Room C)

### To participate remotely via Zoom:

<https://us06web.zoom.us/j/85368987291?pwd=KnO1bBlgoyR53sVY04E8ymyNo6OUq4.1>

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## ORDER OF BUSINESS

1. Call to order
2. Welcome, roll call, moment of silence
3. Matters from the Chair
4. Public comment (for members of the public) – concerns/questions/suggestions for future topics
5. HPG Member Open Forum – concerns/questions/suggestions for future topics
6. **ACTION:** Approve the HPG agenda for August 14, 2024
7. New Business:
  - a. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve reallocations of funds for FY 24 (current fiscal year: March 1, 2024 – February 28, 2025)
  - b. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve priority rankings for FY 25 (March 1, 2025 – February 28, 2026)
  - c. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve funding allocations in level and reduction funding scenarios for FY 25 (March 1, 2025 – February 28, 2026)
  - d. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve how services should be organized and delivered in FY 25 (March 1, 2025 – February 28, 2026)

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

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8. HIV, STD, and Hepatitis Branch (HSHB) Report
9. Suggestions to the Steering Committee for future agenda items for consideration
10. Announcements
11. Adjournment

Next Meeting Date: **Wednesday, August 28, 2024**, from **3:00 PM – 5:00 PM**

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



## SAN DIEGO HIV PLANNING GROUP (HPG)



Wednesday, August 28, 2024, 3:00 PM – 5:00 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/85368987291?pwd=KnO1bBlgoyR53sVY04E8ymyNo6OUq4.1>

Call in: +1 (669) 444-9171

**Meeting ID (access code):** 853 6898 7291

**Password:** SDHPG

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### ORDER OF BUSINESS

1. Call to order
2. Welcome, roll call, moment of silence
3. Matters from the Chair
4. Public comment (for members of the public) – concerns/questions/suggestions for future topics
5. HPG Member Open Forum – concerns/questions/suggestions for future topics
6. **ACTION:** Approve the HPG agenda for August 28, 2024
7. New Business:
  - a. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve reallocations of funds for FY 24 (current fiscal year: March 1, 2024 – February 28, 2025)
  - b. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve priority rankings for FY 25 (March 1, 2025 – February 28, 2026)
  - c. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve funding allocations in level and reduction funding scenarios for FY 25 (March 1, 2025 – February 28, 2026)
  - d. **ACTION** (*Priority Setting and Resource Allocation Committee*): Approve how services should be organized and delivered in FY 25 (March 1, 2025 – February 28, 2026)

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

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8. HIV, STD, and Hepatitis Branch (HSHB) Report
9. Suggestions to the Steering Committee for future agenda items for consideration
10. Announcements
11. Adjournment

Next Meeting Date: **Wednesday, September 25, 2024**, from **3:00 PM – 5:00 PM**

Location: **TBD** and via Zoom.

## Getting to Zero Consumer/Community Feedback & Progress: June 2024

### HPG COMMITTEES: REMAINING WORK ITEMS

#### STEERING COMMITTEE

##### **1: ACKNOWLEDGE AND ADDRESS OBSTACLES TO MEDICAL SYSTEM TRUST**

1a. Ensure standards include contracted HIV service provider plans/strategies for continued creation of an HIV service-delivery workforce including and representative of those living with and at risk for HIV in San Diego.

**Annually:** Continue to review/revise reporting annually. Also follow up with progress on instruction provided to service providers to “Recruit staff members with lived experience at all levels of the organization and provide appropriate supports to ensure their success.”

1b. Acknowledge the obstacles to trust presented by systemic factors, discrimination, missteps, mistakes and harms of the past and ensure ongoing trainings to help to ensure this past is not repeated.

**Progress:** Completed JEDI Principles. Completed HPG initial HPG cultural inclusion, anti-racism training, continue to provide such trainings at least annually. *Steering Committee*

##### **2: IMPROVE COMMUNICATIONS AND OUTREACH STRATEGIES FOR THOSE LIVING WITH AND AT RISK FOR HIV WHO LIVE, WORK OR PARTICIPATE IN HISTORICALLY- UNDERSERVED COMMUNITIES.**

2a. Using multiple communications platforms and outreach strategies, better provide HIV services information to HIV community members and historically-underserved communities impacted in San Diego County. This recommendation is intended to proactively provide the information to the community rather than placing the burden of information seeking solely on consumers.

**Progress:** Completed HIV services app. Completed email and social media templates for information r/e HPG meetings and planning/community information. \*Continues to require ongoing review, planning and discussion. *Steering Committee with Planning Group Support.*

##### **9: DESIGN, CREATE AND EXECUTE IMPROVED COMMUNITY ENGAGEMENT AND OUTREACH STRATEGIES. STRATEGIES SHOULD INCLUDE: TRANSPORTATION AND MEAL REIMBURSEMENTS, AS WELL AS APPROPRIATE AND RESPECTFUL INCENTIVES, ENGAGING, MORE INTERESTING HPG MEETINGS, INTERESTING OPPORTUNITIES FOR PLANNING PARTICIPATION AND ROUTINE COMMUNITY REPORT-OUTS REGARDING WHAT HAS BEEN DONE WITH HIV COMMUNITY FEEDBACK.**

(0 of 1 completed)

**Progress:** Partially completed, some discussions held but no decisions yet for implementation. *Steering Committee. Membership Committee.*

##### **10: REVISE AND REFINE THE DOCUMENTATION PROCESSES THAT CREATE A BARRIER TO ACCESSING SERVICES FOR PERSONS LIVING WITH OR AT INCREASED RISK FOR HIV.**

(0 of 1 completed)

10a. Reduce the duplication of forms and paperwork required to access HIV services.

**Progress:** Partially completed but not yet implemented. *Steering Committee. Recipient.*

#### STRATEGIES AND STANDARDS

1c. Ensure standards include required workforce training for HIV service delivery staff on inclusion, cultural competency & humility, and trauma informed care. Such training can improve inclusion skills and ability to consistently communicate cultural respect, knowledge, and humility, as well as the skills required for trauma-informed care.

**Progress:** Completed standards for trainings cultural humility. \*Awaiting Strategies & Standards for trauma-informed care standards.

**4: PROVIDE INCREASED MENTAL HEALTH AND ALCOHOL/SUBSTANCE USE TREATMENT OPPORTUNITIES FOR THOSE LIVING WITH HIV. ADDITIONALLY, MORE WIDELY COMMUNICATE INFORMATION ABOUT THESE OPPORTUNITIES TO HIV COMMUNITY MEMBERS.**

(2 of 6 completed, 4 remaining)

4c. **Coordinating** with County drug and alcohol services personnel, ensure the design and implementation of a **coordinated system for rapid response** for HIV community members who desire to enter substance use residential or out-patient treatment.

**Progress: Initial conversations were held.** \*This item requires further discussion and strategizing to find a path toward priority intervention for people living with HIV seeking substance use treatment(s). *Strategies & Standards.*

4d. In light of reported treatment disruptions which often occur for those without secure housing, design and deploy more rapid interventions for consumers, particularly when insecure housing and mental health symptoms are co-occurring.

**Progress: \***This item requires further discussion and strategizing to more quickly identify those at risk of treatment disruption and to find pathways toward priority intervention for people living with HIV seeking mental health intervention(s). Also awaiting standards for mental health response times, "timely access". *Strategies & Standards.*

4f. Continue to increase the availability of same-site integration of medical providers, mental health providers and alcohol/substance use counselors for those living with or at higher risk for HIV.

**Progress: \***Standards and Strategies committee needs to further discuss routes to investigate and pilot ways to implement appropriate screening and operationalizing integration of this staffing pattern. *Strategies & Standards.*

**5: MORE CONSISTENTLY PROVIDE RAPID ACCESS TO BASIC SUPPORT SERVICES: HOUSING, FOOD, TRANSPORTATION, EMERGENCY FINANCIAL ASSISTANCE INCLUDING SHUT-OFF & EVICTION PREVENTION. ADDITIONALLY, MORE WIDELY COMMUNICATE INFORMATION ABOUT THESE OPPORTUNITIES AND THE PROCESSES TO ACCESS THEM.**

**Progress: \***Awaiting standards for client eligibility for rapid access to the listed support services. *Strategies & Standards.*

**RECIPIENT OFFICE**

4e. Investigate the current opportunities for substance use treatment for methamphetamine and, if inadequate opportunities exist, expand those available.

**Progress: Initial review suggests both inadequate treatment opportunities for methamphetamine use and, for those available, inadequate communications of where they may be found.** \*A more systematic review, enlisting the help of the County of San Diego, is likely the next step. *Recipient*

**6: CONTINUE TO EXPAND THE OPPORTUNITIES TO HIRE, SUPPORT AND UTILIZE PEER NAVIGATORS, PEER HEALTH EDUCATORS, PEER OUTREACH SPECIALISTS, BENEFITS NAVIGATORS, AND HOUSING SPECIALISTS.**

**Progress: Partially completed. Peer Navigation deployed,** \*Awaiting housing case management and benefits specialists to be fully deployed. *Recipient / contracts and purchasing.*

**7: DESIGN, INTEGRATE, AND DEPLOY STRATEGIES TO ADDRESS THE STIGMAS FACED BY HIV COMMUNITY MEMBERS INCLUDING: THE MULTIPLE LAYERS OF STIGMA FACED BY THOSE LIVING WITH HIV WHO ARE ALSO BLACK AND LATINO MSM; TRANSGENDER PERSONS; IMMIGRANTS WHO MAY BE UNDER-DOCUMENTED OR UNDOCUMENTED; THOSE STRUGGLING WITH MENTAL HEALTH SYMPTOMS OR ALCOHOL/SUBSTANCE USE CHALLENGES OR THOSE WITHOUT STABLE HOUSING.**

**Progress: Stigma strategies** thus far not addressed. *Strategies & Standards*

7a. Increase opportunities/programs for participation in Psychosocial Support Groups for those living with or at higher risk for HIV who may, as a function of family or community stigma, have fewer social supports.



**Progress: Partially completed. Psychosocial support groups standards completed. \*Awaiting RFP completion with psychosocial groups included. Recipient / contracts and purchasing.**

**8: INCREASE THE NUMBER OF HIV SERVICE SITES THAT HAVE THE CAPACITY FOR INTEGRATED WHOLE PERSON-WHOLE HEALTH SERVICES INCLUDING PREP, GERONTOLOGY APPTS FOR THOSE OVER 60, MENTAL HEALTH SERVICES, SUBSTANCE USE TREATMENT SERVICES, HORMONE TREATMENT, CASE MANAGEMENT, AND HOUSING RESOURCES. THIS SHOULD ALSO INCLUDE THE CAPACITY FOR COORDINATED, INTEGRATED, SAME-DAY, APPOINTMENTS WHEN REQUESTED.**

**Progress: Partially completed. Standards approved changes to ensure inclusion of Transgender/Nonbinary clients and hormone treatments. Coordinated service centers include mental health and substance use treatment services. Same-day appts not yet widely available for those who prefer/need them. \*Awaiting coordinated services RFP completion. Recipient / contracts and purchasing.**

## MEMBERSHIP COMMITTEE

### Remaining Tasks

- ⇒ **Build and Sustain an HPG Recruitment Infrastructure, including Membership Committee itself**
  - When in-person outreach resumes, Membership and Steering Committee will explore the possibilities and options for returning to the previous HPG staffing model that included a dedicated HPG support staff member for Community Engagement and Outreach. This staff members' role will include helping to form and support an HPG consumer outreach group to assist in community engagement efforts.
- ⇒ **Enhance Communication efforts to HPG and external audience**
- ⇒ **Create welcoming culture of invitation/inclusion and begin In-person outreach**
  - Begin Consumer recruitment with Consumer/Engagement Group – Meetings once per year to each of six regions; meetings to include food and social opportunities, in addition to feedback opportunities
  - HPG support staff, Membership and Steering Committee will investigate opportunities to ensure consumers and community members participating in HPG meetings and activities have available food and beverages (if activity or meeting in during or adjacent to meal time, transportation reimbursement, for HPG members, an opportunity to receive respectful recognition and payment for their time/participation. *This may involve seeking small community engagement grants from other funding sources.*

**Progress Completed: Refresh and Enhance HPG Communications. All tasks below completed initially and continue to be reviewed and refined.**

- ⇒ **Continued to increase the welcoming, inviting appearance of website/digital communications ensuring inclusion of HIV consumer/community voices**
- ⇒ **Reviewed and revised membership application**
- ⇒ **Increased the amount of digital/social media communications that explain/invite participation in HPG and HPG committees**
- ⇒ **Recreated/Recovered HPG recruitment materials (brochures, flyers, sample language for members to use for invitation posts/emails) for use of HPG members and RW/CDC service providers**
- ⇒ **Increased the amount of digital/social media communications that explain/invite participation in HPG and HPG committees**
- ⇒ **Increased the # of specifically targeted individuals and groups receiving HPG email communications, including multiple agency staff (and not just leadership staff)**
- ⇒ **Widened distribution of HIV community activities, engagement opportunities & leadership training opportunities, particularly for HIV positive or HIV vulnerable community members**
- ⇒ **Ensured Planning Group Support Staff provides for HPG members a complete HPG membership list, including dates when membership will terminate on at least a quarterly basis**
- ⇒ **Ensured Planning Group Support Staff provides in a separate document for HPG members a listing/description of vacant HPG membership seats prior to the monthly meeting.**

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

<b>STEERING</b>	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	#
<b>Total Meetings</b>	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

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

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: MEMBERSHIP SUMMARY AND TRACKING GRID

As of 6/14/24

Seat	Title	Member Name	Term Start	Term End	Term #	Total Years and Months by End of Current Term	Days Remaining Until Term End
1	General Member	Michael Wimpie II	5/22/2023	5/21/2027	3	8 yrs, 0 mos	1,071
2	General Member			1/6/2025			206
3	General Member	Tyra Fleming	4/9/2024	4/9/2028	2	4 yrs, 9 mos	1,395
4	General Member	Cinnamen Kubricky	11/2/2021	11/2/2025	1	4 yrs, 0 mos	506
5	General Member			1/26/2025			226
6	General Member			4/6/2025			296
7	General Member	Raul Robles	9/13/2020	9/13/2024	2	8 yrs, 0 mos	91
8	General Member	Allan Acevedo	4/6/2021	4/6/2025	1		296
9	General Member			9/14/2025			457
10	General Member	Marco Aguirre Mendoza	12/5/2023	12/5/2027	1	4 yrs, 0 mos	1,269
11	General Member						
12	General Member						
13	General Member						
14	General Member						
15	General Member						
16	Chairperson	Michael Lochner	6/24/2024	6/24/2028	2	8 yrs, 0 mos	1,471
17	Health care provider, including FQHC	Robert Lewis	10/4/2020	9/13/2024	3	8 yrs, 0 mos	91
18	Community-based organizations serving affected populations and/or AIDS service organizations	Rhea Van Brocklin	11/7/2023	11/7/2027	3	8 yrs, 0 mos	1,241
19	Social service provider, including providers of housing and homeless services	Regina Underwood	9/18/2020	9/13/2024	3	8 yrs, 0 mos	91
20	Mental health provider	Delores Jacobs	9/18/2020	9/13/2024	3	8 yrs, 0 mos	91
21	Substance abuse treatment provider	Pamela Highfill	2/8/2022	2/8/2026	1	4 yrs, 0 mos	604
22	Local public health agency - HHS Director or designee	Adrienne Yancey	5/2/2023	5/2/2027	1	4 yrs, 0 mos	1,052
23	Local public health agency - PH Officer or designee	Winston Tilghman	3/14/2023	10/18/2024	3	8 yrs, 0 mos	126
24	Hospital planning agency or health care planning agency						
25	Non-elected community leader	Karla Quezada-Torres	8/17/2021	9/13/2024	3	8 yrs, 0 mos	91
26	Prevention services consumer/advocate	Lori Jones		5/2/2027	1		1,052
27	Prevention services consumer						
28	State government - State Medicaid						
29	State government - CDPH Office of AIDS Part B	Abigail West	5/23/2023	3/12/2027	3	8 yrs, 0 mos	1,001
30	Recipient of Ryan White Part C	David Grelotti	3/10/2020	3/10/2024	1	4 yrs, 0 mos	-96
31	Recipient of Ryan White Part D	Stephen Spector	4/9/2024	4/9/2028	2	8 yrs, 0 mos	1,395
32	Representative of individuals who formerly were federal, state or local prisoners, were released from custody of the penal system during the preceding 3 years, and had HIV/AIDS as of the date of release	Amy Applebaum	9/13/2020	9/13/2024	3	8 yrs, 0 mos	91
33	Board of Supervisors - District 1 representative	Veronica Nava	4/9/2024	8/30/2026	1	2 yrs, 4 mos	807
34	Board of Supervisors - District 2 representative			7/19/2024			35
35	Board of Supervisors - District 3 representative	Beth Davenport	2/9/2021	2/9/2025	1	4 yrs, 0 mos	240
36	Board of Supervisors - District 4 representative	Shannon Ransom	9/13/2020	9/13/2024	3	8 yrs, 0 mos	91
37	Board of Supervisors - District 5 representative						

Pending appointment

Pending re-appointment

Replacement pending appointment

HIV PLANNING GROUP: MEMBERSHIP SUMMARY AND TRACKING GRID

As of 6/14/24

Seat	Title	Member Name	Term Start	Term End	Term #	Total Years and Months by End of Current Term	Days Remaining Until Term End
38	Recipient of other federal HIV programs - prevention provider	Felipe Garcia-Bigley	10/11/2022	10/11/2026	1	4 yrs, 0 mos	849
39	Recipient of other federal HIV programs - Part F, AIDS Education and Training Center and/or RW dental provider	Moira Mar-Tang	9/13/2020	9/13/2024	3	8 yrs, 0 mos	91
40	Recipient of other federal HIV programs - Housing Opportunities for Persons with AIDS (HOPWA)/Housing and Urban Development (HUD)	Freddy Villafan	1/11/2022	1/11/2026	1	4 yrs, 0 mos	576
41	Recipient of other federal HIV programs - Veterans Administration	Jeffery Weber	12/13/2022	12/13/2026	1	4 yrs, 0 mos	912
42	<b>HIV testing representative</b>						
43	Prevention intervention representative	Ivy Rooney	4/9/2024	1/26/2025	1	0 yrs, 9 mos	226
44	Affected community, including people with HIV/AIDS, member of a federally recognized Indian tribe as represented in the populaton, individual co-infected with HepB/C, and historically underserved group and/or subpopulation	Venice Price	8/17/2021	8/17/2025	2	8 yrs, 0 mos	429

*Replacement pending appointment*

**TOTAL ACTIVE MEMBERS:** 27

**# Seats Terming in 2024:** 9

**Total Vacant Seats as of June, 2024:\*** 15

*\*Excludes seats pending appointment/reappointment*

# Ryan White Utilization Report

Summary of  
Services for FY 24

*(March 1, 2024 - February  
28, 2025)*

HIV, STD and Hepatitis Branch





# 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



hpg.hhsa@sdcounty.ca.gov



Photo from the 2023 HPG Retreat



# Annual HIV Planning Group Retreat 2024



## WHEN

Wednesday, June 26, 2024  
from 2:30 PM - 5:30 PM



## WHERE

County Operations Center  
5530 Overland Ave,  
San Diego, CA 92123  
Conference Room 124



For questions, please email the HPG Support Staff at [HPG.HHSA@sdcounty.ca.gov](mailto:HPG.HHSA@sdcounty.ca.gov).

## LET'S TALK ABOUT

### RECRUITMENT

How to prioritize getting new members



### RETENTION

How can we make HPG meetings more engaging, strengthen the mentorship program, and make sure every voice is heard and matters



### MEMBERS OF THE PUBLIC ARE WELCOME TO OBSERVE!

If you can't join in person, join us online by clicking this Zoom link:

<https://us06web.zoom.us/j/85368987291?pwd=KnO1bBlgoyR53sVY04E8ymyNo6OUq4.1>

**Join the meeting via phone:** (669) 444-9171

**Meeting Number:** 853 6898 7291

**Password:** SDHPG

**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><b>Just Cause</b></p>	<ul style="list-style-type: none"> <li>• 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</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>“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 Circumstance (AB 2449)
In person participation	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 by 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 recommendations 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