

SAN DIEGO HIV PLANNING GROUP (HPG)



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

The Charge of the HIV Planning Group: The HIV Planning Group Committee Charge is to set priorities & allocate funds to provide services for people living with HIV/AIDS.

TABLE OF CONTENTS

Document	Page Number(s)
Directions and Parking Instructions	001 – 002
Procedure of HPG Public Requests During HPG Meetings	003
HPG Agenda 06/26/24	004
Action Item Information Sheet – HPG Recommendation for Membership (Skyler Miles)	005
Action Item Information Sheet – HPG Recommendation for Membership (Benjamin Santillan Ignalino, Jr.)	006
Action Item Information Sheet – HPG Recommendation for Removal of Member (Allan Acevedo)	007
AB 2449 Reminders	008 – 010

Meeting Location & Directions:

HIV Planning Group

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

County Operations Center

5530 Overland Ave.
San Diego, CA 92123
(Training Room 124)



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:

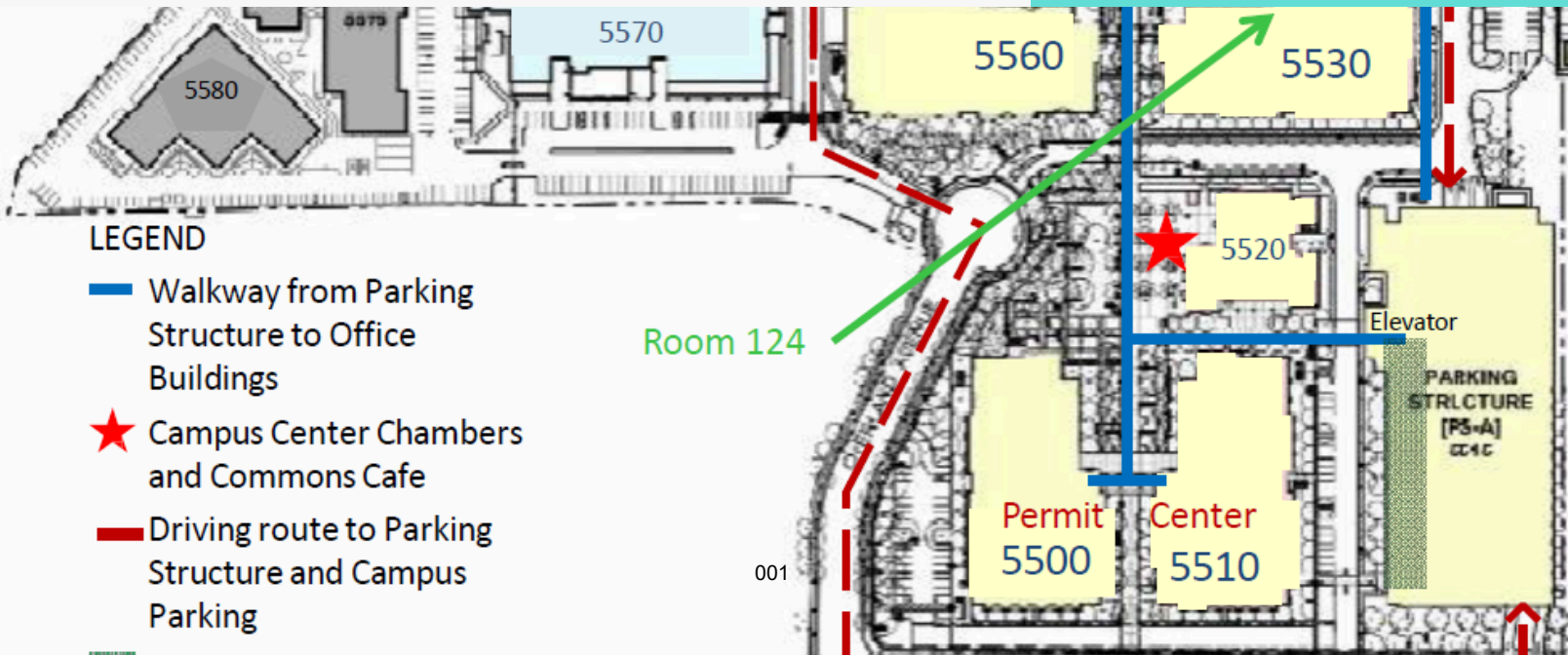
1. Take I-15 North to Exit 10 for Clairemont Mesa Blvd.
2. Turn left onto Clairemont Mesa Blvd.
3. Turn right onto Overland Ave.
4. Continue straight to stay on Overland Ave.



PUBLIC TRANSPORTATION

MTS Bus Routes:

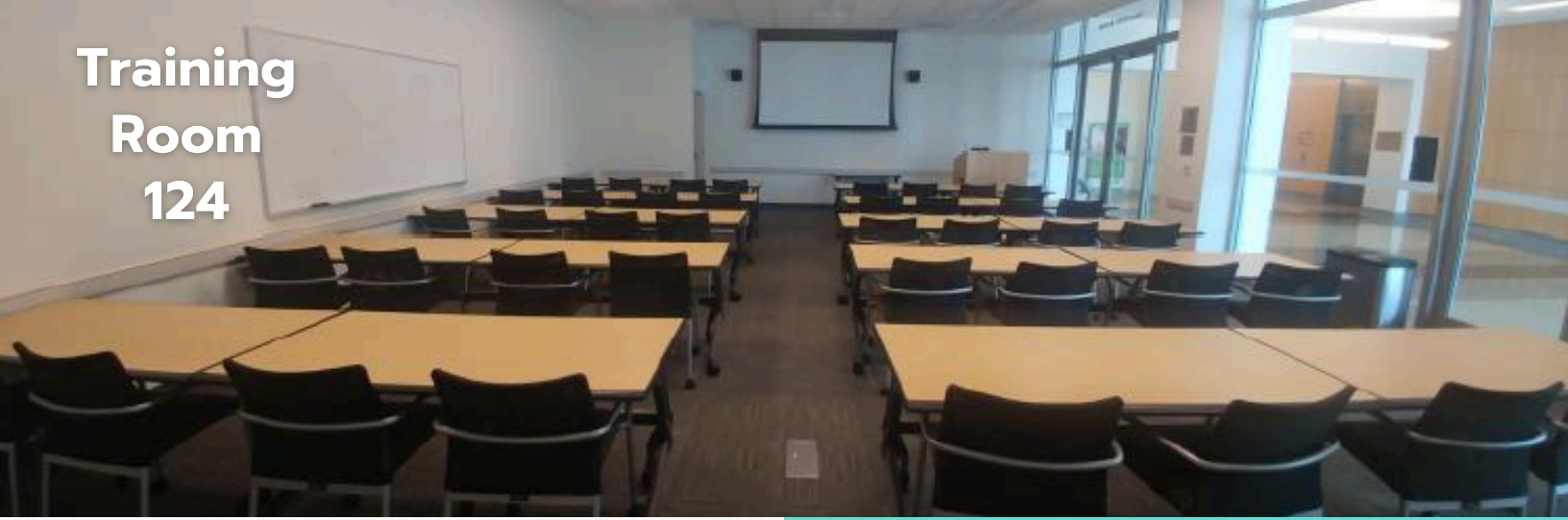
25, 235, 928



LEGEND

- Walkway from Parking Structure to Office Buildings
- ★ Campus Center Chambers and Commons Cafe
- Driving route to Parking Structure and Campus Parking

Training Room 124



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 5530** will be on your left.

FROM BUS:

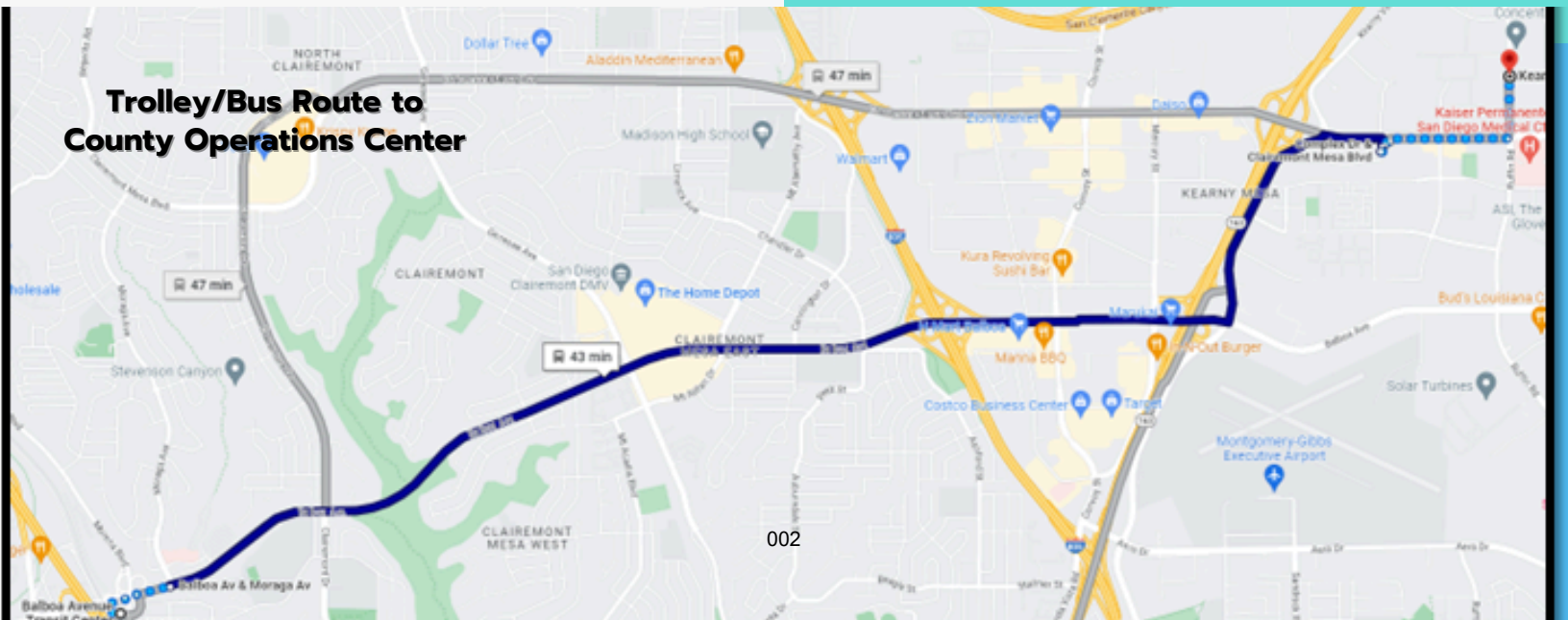
From Ruffin Road:

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 5530** will be on your **left**.

Trolley/Bus Route to County Operations Center



Procedure of HPG Public Requests During HPG Meetings

During public comment periods of HPG meetings, public members sometimes request a variety of things directly or indirectly in their comments (e.g., information/clarification, data, investigation of a circumstance, etc. or may assert circumstances that require clarification to address either in 1:1 communication or in a subsequent meetings).

The process/procedure for responding is as follows.

During each HPG meeting (including the one in which the direct or indirect request is made), the chair or vice-chair will:

Explain the process for a response and indicate that:

1. HPG Support Staff has placed their email and phone number in the chat so that the speaker can contact the staff to discuss and clarify the request. The staff will obtain contact information for any needed follow-up (name, email address, phone number, and preference for communication).
2. When the speaker contacts HPG Support, staff will respond within one business day via email or phone call to obtain contact information and the basic details of the request.
3. The day following the HPG meeting, an internal debrief meeting will be held which includes the review of follow-up items. Follow-up items are discussed and assigned to appropriate personnel to respond further to obtain the required information/clarification. The requestor will be contacted the same business day as the meeting is held. *Items that involve or require provider contract information are assigned to Recipient staff.*
4. If the situation requires further research or data gathering, Support Staff will inform the requestor and provide a good faith estimate of the time required for the research and when the requestor may expect a fuller response from the staff.
5. Every attempt will be made to obtain and communicate the requested information within a 10-day period.
6. When a full response is provided, the follow-up item will be recorded as completed.

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.

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



County of San Diego

CAROLINE SMITH
INTERIM CHIEF ADMINISTRATIVE DIRECTOR

HEALTH AND HUMAN SERVICES AGENCY
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PUBLIC HEALTH SERVICES DIRECTOR

SAN DIEGO HIV PLANNING GROUP MEMBERSHIP COMMITTEE ACTION ITEM INFORMATION SHEET

RECOMMENDATION FOR APPOINTMENT TO THE HIV PLANNING GROUP

DATE: June 26, 2024

ITEM: Consider and vote to recommend an appointment to the HIV Planning Group (HPG).

BACKGROUND: On June 12, 2024, the Membership Committee recommended Skyler Miles for membership in the HPG.

RECOMMENDATION:

Action Item (Membership Committee): Approve Skyler Miles to the HPG Seat #32: Representative of individuals who formerly were federal, state, or local prisoners, were released from the custody of the penal system during the preceding three years, and had HIV/AIDS as of the date of release. Appointment to begin September 14, 2024.

This comes to the HPG as a seconded motion and is open for discussion.

Biographical information: Skyler Miles

Skyler has cultivated teamwork skills through hands-on experiences since the age of 18. They collaborated with fellow volunteers at the San Francisco LGBT Center, organized diverse events, and engaged in panel discussions on critical issues, such as homeless youth services. They volunteered and served as a committee member with the Coalition on Homelessness, advocating for the homeless community in San Francisco. Subsequently, in 2014, in Portland, Oregon, they actively participated in the recovery community and promoted healthy nutrition and lifestyles by organizing weekly meals and engaging in community-building activities.

In San Diego County, Skyler contributes to a recovery house that functions cohesively as a team, emphasizing recovery promotion and a healthy lifestyle. They are also an active client with the County's Intensive Case Management program and contribute to initiatives and case management specifically tailored to the HIV community.



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SAN DIEGO HIV PLANNING GROUP MEMBERSHIP COMMITTEE ACTION ITEM INFORMATION SHEET

RECOMMENDATION FOR APPOINTMENT TO THE HIV PLANNING GROUP

DATE: June 26, 2024

ITEM: Consider and vote to recommend an appointment to the HIV Planning Group (HPG).

BACKGROUND: On June 12, 2024, the Membership Committee recommended Benjamin Santillan Ignalino, Jr. for membership in the HPG.

RECOMMENDATION:

Action Item (*Membership Committee*): Approve Benjamin Santillan Ignalino, Jr. to the HPG Seat #39: Recipient of other Federal HIV Programs – Part F, AIDS Education, Training Center, and/or Ryan White Dental Provider. Appointment to begin September 14, 2024.

This comes to the HPG as a seconded motion and is open for discussion.

Biographical information: **Benjamin Santillan Ignalino, Jr.**

Benjamin has committed their public health career to Ending the HIV Epidemic and believes that their locally and nationally experience will add to the HIV Planning Group's vision and mission. They hope to bring their experience as a frontline team member at a local Federally Qualified Health Center (FQHC), training, capacity-building skills, and grants management expertise to the team. They are currently employed by the Pacific AIDS Education Training Center (AETC), which is housed at the University of California, San Francisco, under the Department of Family and Community Medicine. This position and role would be helpful to the HPG in understanding the current training needs and opportunities for the region and the goal fulfill fulfilling the needs/requests. Benjamin will continue to be a champion for the San Diego community in the fight for health equity and access to HIV services.



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SAN DIEGO HIV PLANNING GROUP MEMBERSHIP COMMITTEE ACTION ITEM INFORMATION SHEET

RECOMMENDATION FOR REMOVAL OF MEMBER FROM THE HIV PLANNING GROUP

DATE: June 26, 2024

ITEM: Consider and vote to forward a recommendation to the Board of Supervisors for termination of membership on the HIV Planning Group (HPG) due to failure to meet membership responsibilities for over 12 months.

BACKGROUND: After missing the May 22, 2024 HPG Retreat meeting, Allan Acevedo has reached four (4) consecutive HPG meetings, six (6) Community Engagement Group (CEG) meetings, and one (1) Strategies & Standards Committee meeting within a 12-month period. During this time, between May 2023 and May 2024, HPG Support Staff has made multiple efforts to contact Allan to confirm their attendance and offer support in participating in the HPG meetings. The Membership Committee has been reviewing the HPG and committee attendance monthly and has suggested increasing the efforts to reach out to Allan. The HPG Support Staff continued the efforts by sending individual reminders via email and text messages. The HPG Chair also attempted to contact Allan via phone and email in effort to engage the member but has not heard back to date. Additionally, seven (7) emails were sent to Allan with a reminder to complete the annual mandatory forms, including the 700 form and the State Ethics Training. Furthermore, as Chair of the CEG and Co-Chair of the Strategies & Standards Committee, Allan has not responded to monthly meeting reminders and has not been present at the committee meetings since October 2023. On April 10, 2024, the Membership Committee conducted a final review of Allan's continued HPG meeting absences and lack of engagement and made a recommendation to remove Allan from the HPG. A notice about the removal from the HPG membership was sent to Allan's email on April 30, 2024.

RECOMMENDATION:

Action Item (Membership Committee): Forward a recommendation to the Board of Supervisors for termination of membership on the HIV Planning Group for Allan Acevedo due to failure to meet membership responsibilities for over 12 months.

This recommendation comes to the HPG as a seconded motion, open for discussion.

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 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