



SAN DIEGO HIV PLANNING GROUP (HPG)
MEMBERSHIP COMMITTEE
MEETING MINUTES
WEDNESDAY, JULY 12, 2023, 11:00 AM – 1:00 PM
COUNTY OPERATION CENTER (COC)
5560 OVERLAND AVE. (ROOM 171) SAN DIEGO, CA 92123

To participate remotely via Webex:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m8c2df821fcea3e09ff10b628f96f72d2>

Join the meeting via phone: 1-470-238-5742 US Toll / 52-55-6722-5298 Mexico Toll

Meeting ID: 133 686 8789

Password: Member.20

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)

Present: Bob Lewis, Mikie Lochner, Regina Underwood, Rhea Van Brocklin

Absent:

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)	A public member voiced concerns about a need for more diversity on the HPG and the importance of recruitment.	
3. Sharing our concerns (for committee members)	None	
4. Action: Review and approve the July 12, 2023 agenda	Motion: Approve the July 12, 2023 meeting agenda as presented. M/S/C: Van Brocklin/Lochner 3-0 Abstentions: Lewis Motion: carries	
5. Action: Review and approve the May 10, 2023 meeting minutes	Action: Approve the May 10, 2023 meeting minutes as presented. M/S/C: Lochner/Underwood/3-0 Abstentions: Lewis Motion carries	

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6. Action: Review follow-up Items from the last meeting	Follow up items from the previous meeting by the HPG Support Staff	
7. Action: Rhea Van Brocklin 2 nd Term Reappointed Application	Rhea Van Brocklin was interviewed for a second-term reappointment. The committee decided to move forward with Rhea Van Brocklin's 2 nd term reappointment to the HPG.	
8. Old Business		
a. Getting to Zero (GTZ) 3-Year Action Plan	<p>A committee member stated that there are two (2) upcoming recruitment activities:</p> <ul style="list-style-type: none"> • The HPG Chair will visit The San Diego LGBT Community Center to speak with the senior support group. 	
i. Membership Committee Plan/Strategy for Recruitment (Dr. Delores Jacobs)	<p>The HPG Chair and other participants will conduct outreach and tabling this weekend during the San Diego PRIDE Festival.</p> <p>The Steering Committee will be discussing the following items at the next meeting:</p> <ul style="list-style-type: none"> • The Steering Committee will communicate with Recipient's office about resources and funding for HPG outreach efforts • Needs assessment comes out of the administrative budget • Support Staff will provide support for the Needs Assessment <p>The Recipient's office is working on a recruitment plan and meeting HPG Support staff next Friday. The committee requested to include the HPG, Membership, and Community Engagement Group Chairs in the meeting.</p>	The Chair will communicate with Community Engagement Group Chair about the logistics of the outreach.
b. Focused Recruitment		
i. Open Seats	<p>The committee discussed the number of open seats on the HPG and the transition process of members whose terms will expire.</p> <p>The committee questions and recommend the following:</p> <ul style="list-style-type: none"> • What is the timeline for onboarding members? • Requested that the HPG's composition reflects the HIV epidemic's demographics. 	

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ii. New Committee Members	<p>The committee established a timeline for onboarding new members, keeping in mind that the Board of Supervisors' approval process can be lengthy.</p> <ul style="list-style-type: none"> - 16 HPG vacancies - 28 total members - one new community member in Community Engagement Group <p>There is a possible prospective member from North County to represent the Prevention Intervention Representative seat.</p> <p>There is a prospective Hospital Planning Agency/Health Care Planning Agency seat. but has noted that they can only attend 6 of the 12 meetings.</p> <p>Possible questions for those reappointing:</p> <ul style="list-style-type: none"> • What did you achieve in your first 4-year term? • What do you hope to achieve in your second 4-year term? 	<p>Rhea Van Brocklin will reach out to prospective community members from North County.</p>
iii. Underrepresented Groups (demographics)	<p>Reviewed</p>	
iv. Consumer Recruitment	<p>Reviewed</p>	
c. Terms Expired Dates	<p>The committee members discussed creating a succession plan for the recruitment process.</p> <p>Tyra Fleming's seat will expire in 2024 due to her occupying a seat whose term was not completed by the previous members.</p>	<p>HPG Support Staff will reach out to those members terming out next year and ask for recommendations for those who can fill seats.</p> <p>HPG Support Staff will follow up with the Clerk of the Board regarding Tyra Fleming's seat.</p>
9. New Business		
a. HPG Discussion and review: Membership	<p>Tentative Application Process:</p> <ul style="list-style-type: none"> • Add verbiage regarding HIV status 	<p>The Chair will reach out to the</p>

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Committee Operating Guidelines	<ul style="list-style-type: none"> • Policies must reflect the HPG Bylaws • HPG Support staff will schedule an interview with Chair and one other committee member. The Membership Committee will vote for the applicant to be forwarded to the HPG for final recommendation. • If a district seat does not get addressed in six (6) months or more, the committee will look into an alternate seat for the applicant. <p>Participation in Interview:</p> <ul style="list-style-type: none"> • The recipient's office questioned why the HIV Planning Group conducts interviews as they are not required per County Counsel. <p>Possible strategies for the interview process</p> <ul style="list-style-type: none"> • HPG Support Staff may conduct the interviews and forward those recommendations to the Membership Committee so that it is not open to the public. • HPG Support Staff can help to make sure the application is complete. • HPG Support Staff may conduct interviews with the Chair. • HPG Support Staff may assemble an Ad Hoc Committee to conduct an interview; it must be less than a quorum. <p>Reappointment:</p> <ul style="list-style-type: none"> • HPG Support will reach out to members six (6) months before the term ends. • The membership application will be sent to the Chair for follow-up. • Interview should only be conducted for a new applicant. <p>Attendance:</p> <ul style="list-style-type: none"> • Currently, there is no attendance policy in the HPG bylaws <p>The committee recommended the following to the attendance guidelines:</p>	Project Officer regarding the CARE Act requires an open process. Mickie Lochner will follow up with MSEC for their attendance policy.

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	<ul style="list-style-type: none"> • Send a warning letter for two (2) missed consecutive meetings according to County policy. • On the fourth absence, send an email saying that they are being recommended for removal <p>Good standing: with the right to vote, members must not have more than three (3) HPG absences in a row or six (6) absences in 12 months</p> <ul style="list-style-type: none"> • Suggestion to add: “If you need to take a Leave of Absence, this is what you need to do, and it will not count towards you.” <p>All committees should follow operating guidelines.</p> <ul style="list-style-type: none"> • Committee Operating Guidelines • Appendix A: Membership Procedures • Appendix B: Forms required. 	
<p>b. Discussion and review: Membership Application</p>	<p>The committee recommended having a supplement form section “For administrative purposes only.”</p> <p>Application be able to be filled out online.</p> <p>Remove the biography and Letter of Recommendation requirement and substitute them with the following question:</p> <ul style="list-style-type: none"> - “Tell us about yourself.” 	<p>HPG Support Staff will reach out to the Clerk of the Board on the new bylaws and changes and update the naming of unaffiliated consumers to “general member.”</p> <p>HPG Support Staff will update the Membership application and forward it to the committee for suggestions.</p>
10. Routine Business		
<p>a. Attendance</p>	<p>Reviewed</p>	
<p>b. Mentor Appointments</p>	<p>Tabled</p>	
<p>i. Evaluation for Mentors</p>	<p>Tabled</p>	
<p>ii. Continue discussion: How to bring current HPG members into the Mentorship program.</p>	<p>Tabled</p>	
<p>11. Suggested item for the future committee agenda</p>	<p>None</p>	

Agenda Item	Action	Follow-up
12. Announcement		
13. Next Meeting Date	<p>The August 2023 meeting is canceled.</p> <p>Date: Wednesday, September 13, 2023, at 11:00 AM</p> <p>Location: Southeast Live Well Center 5101 Market St., San Diego, CA 92114. (Tubman Chavez Room A)</p>	
14. Adjournment	1:00 PM	