

## 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

**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.

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# Meeting Location & Directions:

## HIV Planning Group

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



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:**

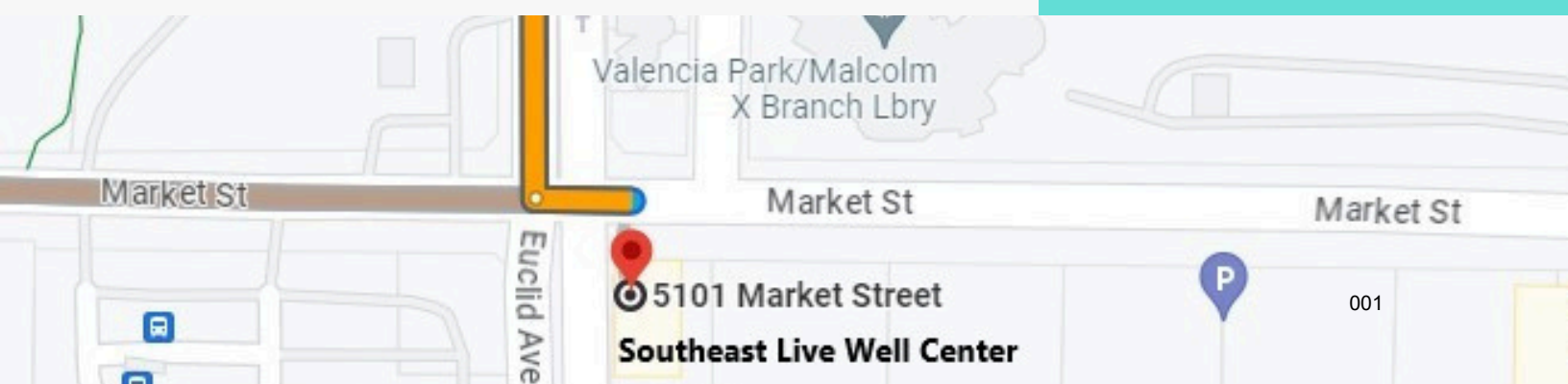
1. Head southeast on I-805 South.
2. Take exit 13A for CA-94-E/M L King Jr. Fwy.
3. Merge onto CA-94 E.
4. Take exit 4A for Euclid Ave.
5. Turn left onto Euclid Ave.
6. Use the left 2 lanes to turn left onto Market St.
7. The destination will be on your right.



## **PUBLIC TRANSPORTATION**

**MTS Trolley:**  
Orange Line

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



## **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)



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

**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 fifteen (15).

**Committee Members:** Marco Aguirre Mendoza | Amy Applebaum | Beth Davenport | Tyra Fleming | Felipe Garcia-Bigley | David Grelotti | Pamela Highfill | Delores Jacobs | Lori Jones | Cinnamon Kubricky (Vice-Chair) | Robert Lewis | Michael Lochner (Chair) | 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

\*Participating virtually from 1616 Capitol Ave, Sacramento, CA 95814

### 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 and June 26, 2024
  - ii. Acceptance of the following committee minutes:

Steering Committee	February 20, 2024; April 16, 2024; May 21, 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>None (will be brought to September meeting)</i>
<i>Housing Committee</i>	<i>January 17, 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, at 2:00 PM – 5:00 PM**

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



# County of San Diego

**CAROLINE SMITH**  
INTERIM CHIEF ADMINISTRATIVE DIRECTOR

**HEALTH AND HUMAN SERVICES AGENCY**  
PUBLIC HEALTH SERVICES  
5469 KEARNY VILLA ROAD, SUITE 2000, MAIL STOP P-578  
SAN DIEGO, CA 92123  
(619) 531-5800 • FAX (619) 542-4186

**ANKITA S. KADAKIA, MD**  
INTERIM PUBLIC HEALTH OFFICER  
**ELIZABETH A. HERNANDEZ, Ph.D.**  
PUBLIC HEALTH SERVICES DIRECTOR

## **SAN DIEGO HIV PLANNING GROUP MEMBERSHIP COMMITTEE ACTION ITEM INFORMATION SHEET**

### **RECOMMENDATION FOR APPOINTMENT TO THE HIV PLANNING GROUP**

**DATE:** July 24, 2024

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

**BACKGROUND:** On July 10, 2024, the Membership Committee recommended Hector Garcia to HPG membership.

#### **RECOMMENDATION:**

**Action Item** (*Membership Committee*): Approve Hector Garcia to the HPG Seat #42 – HIV Testing Representative.

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

#### **Biographical information:** Hector Garcia

Hector Garcia has worked as a Peer Navigator in San Ysidro Health since 2021 and has been actively involved in the HIV community since 2012. He participated for five years in the Strength for the Journey retreat. Additionally, he is part of two support groups in the LGBTQ+ Center in San Diego and was formerly part of two support groups in North County of San Diego, at Vista Community Clinic and at the LGBTQ+ Center in Oceanside. Hector avidly advocates for all clients as he feels everyone has the right to be treated as a human being, regardless of sexuality, race, religion, or economic position. Helping people is Hector's passion, and he feels this is his calling.



# County of San Diego

**CAROLINE SMITH**  
INTERIM DEPUTY CHIEF ADMINISTRATIVE OFFICER

**HEALTH AND HUMAN SERVICES AGENCY**  
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5469 KEARNY VILLA ROAD, SUITE 2000, MAIL STOP P-578  
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**ANKITA S. KADAKIA, MD**  
INTERIM PUBLIC HEALTH OFFICER  
**ELIZABETH A. HERNANDEZ, Ph.D.**  
PUBLIC HEALTH SERVICES DIRECTOR

## **SAN DIEGO HIV PLANNING GROUP (HPG) PRIORITY SETTING AND RESOURCE ALLOCATION COMMITTEE**

### **ACTION ITEM INFORMATION SHEET**

#### **APPROVE BOARD LETTER TO ACCEPT HIV SERVICES GRANT FUNDING, EXTENSION OF STI SERVICE AGREEMENT AND APPLICATIONS FOR FUTURE FUNDING OPPORTUNITIES**

*Effective 3/1/2024 – 2/28/2025*

**DATE:** July 11, 2024

**ITEM:** Approve the board letter to accept HIV services grant funding, extension of Sexually Transmitted Infections (STI) Service Agreement and applications for future funding opportunities.

#### **BACKGROUND:**

For 33 years, the San Diego County Board of Supervisors (Board) has authorized grants and agreements with the United States Health Resources and Services Administration (HRSA) to provide care and treatment services to persons living with HIV. These funding sources include the *Ryan White HIV/AIDS Treatment Extension Act of 2009* (RWTEA) Part A and RWTEA Part A Minority AIDS Initiative (MAI). Awarded annually, RWTEA and RWTEA Part A MAI comprise the single largest federal funding source for HIV services received by the County of San Diego (County). The County received notice of a grant award on May 15, 2024, by HRSA. The RWTEA Part A funding is \$11,313,642 and the RWTEA Part A MAI funding is \$784,859, for a total of \$12,098,501 for the period of March 1, 2024, through February 28, 2025. This funding will continue to support medical treatment, mental health treatment, substance use disorder treatment, temporary housing assistance, and other critical services for persons living with HIV.

Today's action requests the Board authorize acceptance of this grant agreement for RWTEA Part A and RWTEA Part A MAI.

*Ending the HIV Epidemic: A Plan for America – Ryan White HIV/AIDS Program Parts A and B* was a new funding source in 2020 created by HRSA in response to the introduction of the federal Ending the HIV Epidemic (EHE) initiative. The County received notice of a grant award on May 14, 2024, by HRSA. The EHE funding is \$2,559,215 for the period of March 1, 2024, through February 28, 2025. Initial and follow-up board action, April 7, 2020 (6) and November 15, 2022 (7), respectively, authorized funding through February 28, 2025. However, the funding for EHE

in this latest notice of award has exceeded the amount authorized in prior board actions. This funding supports and is utilized for programs and services related to community engagement and leadership development for persons living with HIV, linkage and retention in HIV care, low barrier medical care and housing supports.

On November 15, 2022 (6), your board authorized acceptance of funding to address sexually transmitted infections. The California Department of Public Health (CDPH) awarded the County a three-year revenue agreement for the *Syphilis Outbreak Strategy* for the period July 1, 2022, through June 30, 2025. On April 3, 2024, CDPH notified the County that the agreement would be extended through June 30, 2027. No additional funding was added; however, this provides an opportunity to spend previously unexpended funds. This funding is used to expand existing syphilis and congenital syphilis activities through innovative and impactful prevention and control activities, with a focus on disproportionately impacted populations.

This item supports the County vision of a just, sustainable, and resilient future for all, specifically those communities and populations in San Diego County that have been historically left behind as well as our ongoing commitment to the regional *Live Well San Diego* vision of healthy, safe, and thriving communities. This will be accomplished through education, prevention, and intervention to interrupt transmission of disease in the region. This item also supports the County Getting to Zero initiative by planning and allocating resources dedicated to services for residents who are vulnerable to or living with HIV.

To accept the grant award, the HIV, STD, and Hepatitis Branch must request the Board of Supervisors to authorize acceptance of the funds on behalf of the County of San Diego. All Board Letters must be reviewed by an advisory body. This Board Letter to accept the grant award will go forward before the Board of Supervisors on August 27, 2024.

#### **ACTION ITEMS:**

1. Waive Board Policy B-29, Fees, Grant, Revenue Contracts – Department Responsibility for Cost Recovery, which requires prior approval of grant applications and full-cost recovery of grants.
2. Authorize the acceptance of \$11,313,642 and \$784,859 in grant funds from the United States Health Resources and Services Administration for the period of March 1, 2024 through February 28, 2025 for Ryan White Part A and Ryan White Part A Minority AIDS Initiative respectively, and authorize the Agency Director, Health and Human Services Agency, to execute all required grant documents, upon receipt, including any annual extensions, amendments and/or revisions thereto that do not materially impact or alter the services or funding level.
3. Authorize the acceptance of \$2,559,215 in grant funds from the United States Health Resources and Services Administration for the period of March 1, 2024 through February 28, 2025 for Ending the HIV Epidemic, and authorize the Agency Director, Health and Human Services Agency, to execute all required grant documents, upon receipt, including any annual extensions, amendments and/or revisions thereto that do not materially impact or alter the services or funding level.
4. Authorize no cost extension of grant agreement from California Department of Public Health for Syphilis Outbreak Strategy through June 30, 2027, and authorize the Agency



Director, Health and Human Services Agency, to execute all required grant documents, upon receipt, including any annual extensions, amendments and/or revisions thereto that do not materially impact or alter the services or funding level.

5. Authorize the Agency Director, Health and Human Services Agency, or designee, to apply for any additional funding opportunity announcements, if available, to address the prevention, testing, care and treatment needs of those impacted by HIV.

The Priority Setting and Resource Allocation Committee of the HIV Planning Group reviewed and approved action items 1, 2, 3, and 5 at its July 11, 2024 meeting.

Item 4 will be reviewed by the Health Services Advisory Board at its August 6, 2024 meeting.

**RECOMMENDATION:**

1. Approve the Board Letter to authorize the Clerk of the Board of Supervisors to accept HIV services grant funding, extension of STI Service Agreement and applications for future funding opportunities.



# COUNTY OF SAN DIEGO

## AGENDA ITEM

### BOARD OF SUPERVISORS

NORA VARGAS  
First District

JOEL ANDERSON  
Second District

TERRA LAWSON-REMER  
Third District

MONICA MONTGOMERY STEPPE  
Fourth District

JIM DESMOND  
Fifth District

**DATE:** August 27, 2024

**XX**

**TO:** Board of Supervisors

### **SUBJECT**

**ACCEPTANCE OF HIV SERVICES GRANT FUNDING, EXTENSION OF STI SERVICE AGREEMENT AND APPLICATIONS FOR FUTURE FUNDING OPPORTUNITIES (DISTRICTS: ALL)**

### **OVERVIEW**

For 33 years, the San Diego County Board of Supervisors (Board) has authorized grants and agreements with the United States Health Resources and Services Administration (HRSA) to provide care and treatment services to persons living with HIV. These funding sources include the *Ryan White HIV/AIDS Treatment Extension Act of 2009* (RWTEA) Part A and RWTEA Part A Minority AIDS Initiative (MAI). Awarded annually, RWTEA and RWTEA Part A MAI comprise the single largest federal funding source for HIV services received by the County of San Diego (County). The County received notice of a grant award on May 15, 2024, by HRSA. The RWTEA Part A funding is \$11,313,642 and the RWTEA Part A MAI funding is \$784,859, for a total of \$12,098,501 for the period of March 1, 2024, through February 28, 2025. This funding will continue to support medical treatment, mental health treatment, substance use disorder treatment, temporary housing assistance, and other critical services for persons living with HIV. Today's action requests the Board authorize acceptance of this grant agreement for RWTEA Part A and RWTEA Part A MAI.

*Ending the HIV Epidemic: A Plan for America – Ryan White HIV/AIDS Program Parts A and B* was a new funding source in 2020 created by HRSA in response to the introduction of the federal Ending the HIV Epidemic (EHE) initiative. The County received notice of a grant award on May 14, 2024, by HRSA. The EHE funding is \$2,559,215 for the period of March 1, 2024, through February 28, 2025. Initial and follow-up board action, April 7, 2020 (6) and November 15, 2022 (7), respectively, authorized funding through February 28, 2025. However, the funding for EHE in this latest notice of award has exceeded the amount authorized in prior board actions. This funding supports and is utilized for programs and services related to community engagement and leadership development for persons living with HIV, linkage and retention in HIV care, low barrier medical care and housing supports.

On November 15, 2022 (6), your board authorized acceptance of funding to address sexually transmitted infections. The California Department of Public Health (CDPH) awarded the County a three-year revenue agreement for the *Syphilis Outbreak Strategy* for the period July 1, 2022,

**SUBJECT: ACCEPTANCE OF HIV SERVICES GRANT FUNDING, EXTENSION OF STI SERVICE AGREEMENT AND APPLICATIONS FOR FUTURE FUNDING OPPORTUNITIES**

through June 30, 2025. On April 3, 2024, CDPH notified the County that the agreement would be extended through June 30, 2027. No additional funding was added; however, this provides an opportunity to spend previously unexpended funds. This funding is used to expand existing syphilis and congenital syphilis activities through innovative and impactful prevention and control activities, with a focus on disproportionately impacted populations.

This item supports the County vision of a just, sustainable, and resilient future for all, specifically those communities and populations in San Diego County that have been historically left behind as well as our ongoing commitment to the regional *Live Well San Diego* vision of healthy, safe, and thriving communities. This will be accomplished through education, prevention, and intervention to interrupt transmission of disease in the region. This item also supports the County Getting to Zero initiative by planning and allocating resources dedicated to services for residents who are vulnerable to or living with HIV.

**RECOMMENDATION(S)  
CHIEF ADMINISTRATIVE OFFICER**

1. Waive Board Policy B-29, Fees, Grant, Revenue Contracts – Department Responsibility for Cost Recovery, which requires prior approval of grant applications and full-cost recovery of grants.
2. Authorize the acceptance of \$11,313,642 and \$784,859 in grant funds from the United States Health Resources and Services Administration for the period of March 1, 2024 through February 28, 2025 for Ryan White Part A and Ryan White Part A Minority AIDS Initiative respectively, and authorize the Agency Director, Health and Human Services Agency, to execute all required grant documents, upon receipt, including any annual extensions, amendments and/or revisions thereto that do not materially impact or alter the services or funding level.
3. Authorize the acceptance of \$2,559,215 in grant funds from the United States Health Resources and Services Administration for the period of March 1, 2024 through February 28, 2025 for Ending the HIV Epidemic, and authorize the Agency Director, Health and Human Services Agency, to execute all required grant documents, upon receipt, including any annual extensions, amendments and/or revisions thereto that do not materially impact or alter the services or funding level.
4. Authorize no cost extension of grant agreement from California Department of Public Health for Syphilis Outbreak Strategy through June 30, 2027, and authorize the Agency Director, Health and Human Services Agency, to execute all required grant documents, upon receipt, including any annual extensions, amendments and/or revisions thereto that do not materially impact or alter the services or funding level.
5. Authorize the Agency Director, Health and Human Services Agency, or designee, to apply for any additional funding opportunity announcements, if available, to address the prevention, testing, care and treatment needs of those impacted by HIV.

**EQUITY IMPACT STATEMENT**

According to the 2021 Gallup.com article “LGBTQ+ Identification Rises to 5.6% in the Latest U.S. Estimate”, gay, bisexual, and other men who have sex with men currently comprise

**SUBJECT: ACCEPTANCE OF HIV SERVICES GRANT FUNDING, EXTENSION OF STI SERVICE AGREEMENT AND APPLICATIONS FOR FUTURE FUNDING OPPORTUNITIES**

approximately 2.5% of the adult population in the United States. In San Diego County, gay, bisexual, and other men who have sex with men comprise 62% of recent HIV diagnoses and 71% of persons living with HIV. Like much of the United States, HIV has disproportionately impacted some of San Diego County's most vulnerable residents, who include Black and Hispanic communities, gay, bisexual, and other men who have sex with men. According to the 2021 local surveillance data, Blacks comprise less than 5% of the county population but comprise 14% of recent HIV diagnoses. Hispanics comprise 34% of the county population yet comprise 49% of recent HIV diagnoses.

The County of San Diego Health and Human Services Agency, Public Health Services in partnership with the HIV Planning Group, an official advisory board to the San Diego County Board of Supervisors, conducts need assessments of system capacity and capabilities every three years. This includes engaging with different impacted communities through focus groups annually. These engagement efforts play a crucial role in informing decisions and ensuring resources are effectively and equitably distributed to serve the needs of those most impacted by HIV in San Diego County. A needs assessment is currently being conducted.

Also in San Diego County, Sexually Transmitted Infections (STIs) disproportionately impact communities of color (particularly Black/African American residents), youth, gay, bisexual, and other men who have sex with me. According to the 2022 annual STI data from the County of San Diego (County) Health and Human Services Agency, Public Health Services, HIV, STD, and Hepatitis Branch, in 2022, local STI transmission rates were higher among Black/African Americans and other/mixed-race women and men than among other populations. Specifically, the rate of gonorrhea in Black/African American males was 5.2 times higher than that of white males and 3.7 times that of Hispanic males. In addition, the rate of infection in Black/African American females was 5.4 times higher than that of white females and 3.4 times that of Hispanic females.

Over the past few years, the County has conducted various engagement activities focused on identifying and addressing disparities among populations most impacted by STIs in San Diego County. These community engagement efforts focused on Black/African American gay and bisexual men who have sex with men, Latino gay and bisexual men who have sex with men, and transgender persons.

**SUSTAINABILITY IMPACT STATEMENT**

The proposed actions align with the County of San Diego Sustainability Goal #2 to provide just and equitable access to County services and resources, and Sustainability Goal #4 to protect the health and well-being of San Diegans. This will be accomplished by increasing capacity and services aimed to prevent, identify, and treat HIV. Testing identification, and treatment of HIV will improve the overall health of communities, reduce the demand of associated care services, while increasing effectiveness of care providers and lowering operating costs.

**FISCAL IMPACT**

***Recommendation #2: Authorize acceptance of Ryan White Part A and Part A Minority AIDS Initiative funds***

**SUBJECT: ACCEPTANCE OF HIV SERVICES GRANT FUNDING, EXTENSION OF STI SERVICE AGREEMENT AND APPLICATIONS FOR FUTURE FUNDING OPPORTUNITIES**

Funds for this request are included in the Fiscal Year (FY) 2024-26 Operational Plan in the Health and Human Services Agency. If approved, this request will result in estimated costs of \$4,090,037 and revenue of \$4,027,444 in FY 2024-25, and costs of \$8,180,074 and revenue of \$8,054,887 in FY 2025-26, for a total of \$12,270,112 in costs and \$12,082,331 in revenue through FY 2024-26. The funding for this grant is the United States Health Resources and Services Administration. A waiver of Board Policy B-29 is requested because the funding does not offset all costs. These unrecovered costs are estimated to be \$57,204 for FY 2024-25, and \$114,407 for FY 2025-26, for a cumulative total of \$171,611 through FY 2024-26. The funding source for these costs will be existing Realignment. The public benefit for providing these services far outweighs the costs. There will be no change in net General Fund cost and no additional staff years.

***Recommendation #3: Authorize acceptance of Ending the HIV Epidemic funding***

Funds for this request are included in the Fiscal Year (FY) 2024-26 Operational Plan in the Health and Human Services Agency. If approved, this request will result in estimated costs of \$883,896 and revenue of \$853,072 in FY 2024-25, and costs of \$1,767,792 and revenue of \$1,706,143 in FY 2025-26, for a total of \$2,651,689 in costs and \$2,559,215 in revenue through FY 2024-26. The funding for this grant is the United States Health Resources and Services Administration. A waiver of Board Policy B-29 is requested because the funding does not offset all costs. These unrecovered costs are estimated to be \$30,825 for FY 2024-25, and \$61,649 for FY 2025-26, and a total of \$92,474 through FY 2024-26. The funding source for these costs will be existing Realignment. The public benefit for providing these services far outweighs the costs. There will be no change in net General Fund cost and no additional staff years.

***Recommendation #4: Authorize no-cost extension of STI agreement with CDPH***

Funds for this request are included in the Fiscal Year (FY) 2024-26 Operational Plan in the Health and Human Services Agency. No additional funding has been added, if approved, this no-cost extension provides additional time for spenddown of initial funding.

**BUSINESS IMPACT STATEMENT**

N/A

**ADVISORY BOARD STATEMENT**

The HIV Planning Group reviewed this item at its meeting on July 24, 2024, and recommended approval for recommendations #1, 2, 3, and 5.

The Health Services Advisory Board reviewed this item at its meeting on August 6, 2024, and recommend approval for recommendation #4.

**BACKGROUND**

On March 1, 2026 (25), the San Diego County Board of Supervisors adopted the Getting to Zero initiative, which seeks to end the HIV epidemic in San Diego County. Since its adoption, the Getting to Zero initiative has evolved into a comprehensive approach to ending the HIV epidemic, with five core strategies:

**SUBJECT: ACCEPTANCE OF HIV SERVICES GRANT FUNDING, EXTENSION OF STI SERVICE AGREEMENT AND APPLICATIONS FOR FUTURE FUNDING OPPORTUNITIES**

1. Test: Identify everyone living with HIV in San Diego County and link them to HIV treatment and other services that provide support for remaining in treatment.
2. Treat: Ensure that everyone living with HIV in San Diego County has access to HIV treatment services so that persons living with HIV can achieve viral suppression.
3. Prevent: Identify everyone at risk for HIV infection in San Diego County and link them to HIV prevention resources and other services that provide support for remaining HIV-negative.
4. Engage: Continue partnering with communities disproportionately impacted by HIV to achieve collective impact and improve outcomes along the HIV care continuum.
5. Improve: Engage in continuous quality improvement activities to achieve the objectives of the Getting to Zero plan.

The County of San Diego (County) Health and Human Services Agency, Public Health Services (PHS) leverages various resources to effectively support the needs of individuals vulnerable to or living with HIV, including ensuring the availability of testing, prevention, and treatment services. As of December 31, 2023, there were nearly 15,000 people living with HIV in San Diego County and an estimated 1,300 persons living with but unaware of their HIV status.

*Recommendation #2: Authorize acceptance of Ryan White Part A and Part A Minority AIDS Initiative funds*

For 33 years the Board has authorized grants and agreements with the United States Health Resources and Services Administration (HRSA) to provide care and treatment services to persons living with HIV. Services funded by the Ryan White Treatment Extension Act (RWTEA) Part A and RWTEA Part A Minority AIDS Initiative (MAI) revenue play a vital role in the County's Getting to Zero initiative. RWTEA Part A services fill gaps in the local HIV service delivery system by ensuring individuals living with HIV have access to high quality HIV primary care and additional support services. Funded services include HIV primary medical and dental care, case management, mental health services, substance use disorder treatment services, emergency financial assistance, emergency and temporary housing assistance, and other supportive services. Currently, in San Diego County, over 3,300 persons living with HIV receive at least one of these services funded by RWTEA each year.

The goal of the RWTEA is to ensure all persons living with HIV are linked to and are retained in HIV primary medical care. The key measure of success is the rate of viral suppression. A person living with HIV who is not virally suppressed would expect to have 50,000 or more copies of HIV in a milliliter of blood. However, when treated, the number can drop below 200, at which point the virus is deemed "suppressed." When that happens, HIV can no longer do any further damage to the immune system. When a person living with HIV has been virally suppressed for six months or longer, they cannot transmit HIV sexually to anyone else. In calendar year 2022, 57% of people living with diagnosed HIV achieved viral suppression in San Diego County. Patients in the RWTEA Part A system of care have even better rates of viral suppression. In Ryan White fiscal year 2022-2023, patients receiving RWTEA Part A services in San Diego County, who had a recorded viral load test, showed a suppression rate of 92%. Additional data from HRSA, which

**SUBJECT: ACCEPTANCE OF HIV SERVICES GRANT FUNDING, EXTENSION OF STI SERVICE AGREEMENT AND APPLICATIONS FOR FUTURE FUNDING OPPORTUNITIES**

oversees the Ryan White program, shows that in 2022 San Diego County had one of the highest viral suppression rates of the 52 jurisdictions funded in the United States and Puerto Rico at 92.8%.

RWTEA Part A MAI was established in 1999 to improve access to HIV care and health outcomes for persons of color. Services funded by MAI include outreach, medical case management, non-medical case management, mental health counseling, outpatient substance use disorder treatment, and medical transportation services. In Ryan White fiscal year 2022-2023, there were 326 clients served in Part A MAI, of whom 92%% were virally suppressed.

*Recommendations #3: Authorize acceptance of Ending the HIV Epidemic funding*

The Ending the HIV Epidemic (EHE) initiative seeks to reduce new HIV infections in the United States to less than 3,000 per year by 2030. The initiative has four pillars and closely aligns with the local Getting to Zero initiative.

- Pillar One: **Diagnose** all people with HIV as early as possible.
- Pillar Two: **Treat** people with HIV rapidly and effectively to reach sustained viral suppression.
- Pillar Three: **Prevent** new HIV transmissions by using proven interventions, including pre-exposure prophylaxis (PrEP); and
- Pillar Four: **Respond** quickly to potential HIV outbreaks to get needed prevention and treatment service to people who need them.

Funding from EHE enhances and supports the efforts of Ryan White services. Since the inception of this funding, the County has largely focused its efforts on community engagement, leadership training and development, and re-engagement in medical care for persons living with HIV who have fallen out of medical care. Future plans include implementation of comprehensive low barrier medical care, housing supports and medical advocacy.

*Recommendation #4: Authorize extension of STI agreement with CDPH*

Sexually transmitted infections (STIs) remain significant public health concerns locally and across California and the United States. STIs are associated with increased risk of HIV acquisition and transmission and can cause multiple health complications, including infertility, blindness, hearing loss, and death. Rates for these infections began rising in the early 2000s. By 2022, STI transmission rates were the highest they have been in over 70 years nationally.

While there are many infections that are designated as sexually transmitted, the three primary bacterial STIs of focus are syphilis, gonorrhea, and chlamydia. Untreated, all have significant negative personal and public health consequences. Of these, syphilis poses the most significant public health concern, as without treatment, an infected individuals remains capable of transmitting syphilis to others for up to one year. In 2022, a total of 1,131 cases of infectious syphilis, 7,694 cases of gonorrhea, and 18,144 cases of chlamydia were reported in San Diego County. In addition, a total of 35 probable cases of congenital syphilis were reported in San Diego County.

**SUBJECT: ACCEPTANCE OF HIV SERVICES GRANT FUNDING, EXTENSION OF STI SERVICE AGREEMENT AND APPLICATIONS FOR FUTURE FUNDING OPPORTUNITIES**

Funding from the CDPH STD Control Branch support the County efforts to reduce the risk of transmission of STIs to communities most impacted. On November 15, 2022 (6), the San Diego County Board of Supervisors (Board) authorized acceptance of CDPG STD Control Branch funding for the Syphilis Outreach Strategy in the amount of \$2,285,746 for the period of July 1, 2022, through June 30, 2025. This funding is used to support innovative and impactful syphilis and congenital syphilis prevention and control activities, with a focus on disproportionately impacted populations. On April 3, 2024, CDPH STD Control Branch notified us that the agreement would be extended through June 30, 2027. No additional funding has been added, however, this extension provides additional time for spenddown of initial funding.

Today’s actions request the Board to approve and authorize acceptance of \$11,313,642, \$784,859, and \$2,559,215, respectively in Ryan White Part A, Ryan White Part A Minority AIDS Initiative, and Ending the HIV Epidemic funding to support HIV care and treatment activities, and extend the Syphilis Outbreak Strategy agreement through June 30, 2027, to address syphilis and congenital syphilis in San Diego County. A waiver of Board Policy B-29 is requested because the funding does not offset all costs.

- Recommendation #2: Unrecovered costs are estimated at \$57,204 for Fiscal Year (FY) 2024-25, \$114,407 for FY 2025-26, for Ryan White Part A and Part A Minority AIDS Initiative funding. The funding source for these unrecovered costs will be existing Realignment.
- Recommendation #3: Unrecovered costs are estimated at \$30,825 for FY 2024-25, and \$61,649 for FY 2025-26, for Ending the HIV Epidemic funding. The funding source for these unrecovered costs will be existing Realignment.

**LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN**

Today’s proposed action support the County of San Diego 2024-2029 Strategic Plan Initiatives of Sustainability (Resiliency) and Equity (Health), and the regional *Live Well San Diego* vision by supporting access to prevention, testing, and high-quality medical care that results in improved physical health.

Respectfully submitted,

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EBONY N. SHELTON  
Chief Administrative Officer

**ATTACHMENT(S)**

N/A





# County of San Diego

**CAROLINE SMITH**  
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PUBLIC HEALTH SERVICES DIRECTOR

## **SAN DIEGO HIV PLANNING GROUP (HPG) PRIORITY SETTING AND RESOURCE ALLOCATION COMMITTEE ACTION ITEM INFORMATION SHEET RECOMMENDATIONS FOR RE-ALLOCATION FOR FY 24-25 (03/01/2024 to 02/28/2025)**

**DATE:** July 24, 2024

**ITEM:** Approve the Priority Setting and Resource Allocation Committee's (PSRAC) recommendations for re-allocating Part A funds in fiscal year 2024-2025.

**BACKGROUND:** The HIV, STD, and Hepatitis Branch (HSHB) is seeing high utilization of Outpatient Substance use Treatment, Emergency Financial Assistance, Transportation, and Partial Assistance Rental Subsidy (PARS). We are recommending an increase to avoid any future potential interruption of the availability of these key services.

The reduction to Mental Health: Counseling/Therapy, Outreach and Peer Navigation is recommended because these service categories have savings as of 7/1/24. The savings identified can be deployed to other service categories without negatively impacting ability to provide Outreach, Peer Navigation and Mental Health Services for the rest of the year.

PSRAC reviewed this at its July 18, 2024 meeting.

### **RECOMMENDATIONS:**

1. **Action Item:** Decrease Outreach by **\$20,000**, from **\$311,666** to **\$291,666**.
2. **Action Item:** Decrease Peer Navigation by **\$40,000**, from **\$300,000** to **\$260,000**.
3. **Action Item:** Decrease Mental Health Services by **\$90,000**, from **\$900,000** to
4. **\$810,000**.
5. **Action Item:** Increase Outpatient Substance Use Treatment by **\$53,000**, from **\$260,127** to **\$313,127**.
6. **Action Item:** Increase Transportation by **\$29,000**, from **\$122,830** to **\$151,830**.
7. **Action Item:** Increase Emergency Financial Assistance by **\$25,000**, from **\$36,856** to **\$61,856**.
8. **Action Item:** Increase PARS by **\$43,000**, from **\$807,507** to **\$850,507**.

These come to the HPG as seconded motions, open for discussion.

RW 2024-25 PART A AWARD INFORMATION

Funding Source	Total RW 2024-25 Award
Part A	11,313,642.00
Part A MAI	784,859.00
<b>TOTAL AWARD AMOUNT</b>	<b>12,098,501.00</b>

RW 2024-25

YEAR TO DATE EXPENDITURE AND SAVINGS BREAK-DOWN AS OF Jun 2024

FY24-25 ALLOCATION BREAK DOWN

Funding Source	Admin. \$	Admin. %	CQM \$	CQM %	RW 2024-25 Service dollars	Total	CORE Medical Services	Support Services
Part A	514,441	5%	231,377	2%	10,567,824	11,313,642	70%	30%
Part A MAI	66,977	9%	32,932	4%	684,950	784,859		
<b>TOTAL</b>	<b>581,418.00</b>		<b>264,309.00</b>		<b>11,252,774.00</b>	<b>12,098,501.00</b>	<b>70%</b>	<b>30%</b>

Ryan White Part A Allocations

% Elapsed 33%

Service Categories	HRSA Ranking	Priority Ranking	RW 2024-25 HPG Initial Allocation	%	HPG & Recipient Approved Actions +/-	RW 2024-25 HPG Adjusted Allocation	%	RW 2024-25 Year to Date Expenditure	RW 2024-25 Year-to-Date % Expenditure/Budget	RW 2024-25 Balance	Comments
Outpatient Ambulatory Health Services: Primary Care	1l	1	1,102,630.00	11%	-	1,102,630.00	11%	246,318.90	22%	856,311.10	
Outpatient Ambulatory Health Services: Medical Specialty	1l	2	195,000.00	2%	-	195,000.00	2%	55,308.97	28%	139,691.03	
Psychiatric Medication Management	1j	12	6,000.00	0%	-	6,000.00	0%	1,108.05	18%	4,891.95	
Oral Health	1k	3	160,940.00	2%	-	160,940.00	2%	30,402.87	19%	130,537.13	
Medical Case Management	1h	4	1,151,853.00	12%	-	1,151,853.00	12%	358,575.46	31%	793,277.54	
Non-Medical Case Management for Housing		6	200,000.00	2%	-	200,000.00			0%		
Housing: Emergency Housing	2e	7	1,183,515.00	12%	-	1,183,515.00	12%	267,759.10	23%	915,755.90	
Housing: Location, Placement and Advocacy Services NEW		8	100,000.00	1%	-	100,000.00			0%		
Housing: Partial Assistance Rental Subsidy (PARS)	2e	9	807,507.00	8%	-	807,507.00	8%	204,151.42	25%	603,355.58	
Non-Medical Case Management	2h	5	392,021.00	4%	-	392,021.00	4%	121,459.05	31%	270,561.95	
Coordinated HIV Services for Women, Infants, Children, Youth, and Families (WICYF)	1c	13	993,157.00	10%	-	993,157.00	10%	319,285.03	32%	673,871.97	
Childcare Services	2a		-	0%	-	-	0%	-	0%	-	
Early Intervention Services: Regional Services	1c	14	810,000.00	8%	-	810,000.00	8%	159,936.32	20%	650,063.68	
Health Education & Risk Reduction	2d	14a	-	0%	-	-	0%	-	0%	-	
Outreach Services	2j	14b	-	0%	-	-	0%	82,076.90	0%	(82,076.90)	
Referral Services	2l	14c	-	0%	-	-	0%	-	0%	-	
Referral to Health and Supportive Services (Peer Navigation)		16	300,000.00	3%	-	300,000.00	3%	58,508.37	20%	241,491.63	
Mental Health: Counseling/Therapy & Support Groups	1j	10	900,000.00	9%	-	900,000.00	9%	204,080.27	23%	695,919.73	
Psychosocial Support Services		17	46,744.00	0%	-	46,744.00	0%	-	0%	46,744.00	
Substance Abuse Services: Outpatient	1m	11	260,127.00	3%	-	260,127.00	3%	104,591.52	40%	155,535.48	

Ryan White Part A Allocations													
								% Elapsed		33%			
Service Categories	HRSA Ranking	Priority Ranking	RW 2024-25 HPG Initial Allocation	%	HPG & Recipient Approved Actions +/-	RW 2024-25 HPG Adjusted Allocation	%	RW 2024-25 Year to Date Expenditure	RW 2024-25 Year-to-Date % Expenditure/Budget	RW 2024-25 Balance	Comments		
Substance Abuse Services: Residential	2o	18	-	0%	-	-	0%	-	0%	-			
Home-based Health Care Coordination	1e	19	228,500.00	2%	-	228,500.00	2%	25,526.02	11%	202,973.98			
Transportation: Assisted and Unassisted	2g	20	122,830.00	1%	-	122,830.00	1%	50,711.31	41%	72,118.69			
Food Services: Food Bank/Home-Delivered Meals	2c	21	536,073.00	5%	-	536,073.00	5%	113,426.16	21%	422,646.84			
Medical Nutrition Therapy	1i	22	35,542.00	0%	-	35,542.00	0%	12,333.49	35%	23,208.51			
Legal Services	2i	23	285,265.00	3%	-	285,265.00	3%	103,761.87	36%	181,503.13			
Emergency Financial Assistance	2b	24	36,856.00	0%	-	36,856.00	0%	20,748.05	56%	16,107.95			
Home Health Care	1f	25	-	0%	-	-	0%	-	0%	-			
Early Intervention Services: HIV Counseling and Testing	1c	26	-	0%	-	-	0%	-	0%	-			
Cost-Sharing Assistance	1d	27	-	0%	-	-	0%	-	0%	-			
Hospice	1g	28	-	0%	-	-	0%	-	0%	-			
<b>Subtotal</b>			<b>9,854,560.00</b>	<b>100%</b>	<b>-</b>	<b>9,854,560.00</b>	<b>97%</b>	<b>2,540,069.13</b>	<b>26%</b>	<b>7,314,490.87</b>			
<b>Ryan White Part A Minority AIDS Initiative (MAI)</b>			<b>RW 2024-25 HPG Initial Allocation</b>		<b>HPG &amp; Recipient Approved Actions +/-</b>	<b>RW 2024-25 HPG Adjusted Allocation</b>	<b>%</b>	<b>RW 2024-25 Year to Date Expenditure</b>	<b>RW 2024-25 Year-to-Date % Expenditure/Budget</b>	<b>RW 2024-25 Balance</b>	<b>Comments</b>		
Multi-Disciplinary Team			574,238.00		-	574,238.00	85%	152,530.91	27%	421,707.09			
Housing: Emergency Housing			100,000.00		-	100,000.00	15%	79,396.84	79%	20,603.16			
<b>Subtotal</b>			<b>674,238.00</b>		<b>-</b>	<b>674,238.00</b>	<b>100%</b>	<b>231,927.75</b>	<b>34%</b>	<b>442,310.25</b>			
<b>TOTAL</b>			<b>10,528,798.00</b>		<b>-</b>	<b>10,528,798.00</b>		<b>2,771,996.88</b>	<b>26%</b>	<b>7,756,801.12</b>			

CORE and Support Services Allocation Breakdown			
Total Allocation		Total Expenditure	Total Balance
CORE Medical Services	4,375,693.00	1,123,877.82	3,251,815.18
Support Services	4,281,101.00	1,416,191.31	2,864,909.69
<b>TOTAL</b>	<b>8,656,794.00</b>	<b>2,540,069.13</b>	<b>6,116,724.87</b>

RW 2023-24 PART A AWARD INFORMATION	
Funding Source	Total RW 2023-24 Award
Part A	11,670,232.00
Part A MAI	773,155.00
<b>TOTAL AWARD AMOUNT</b>	<b>12,443,387.00</b>

RW 2023-24
<b>YEAR TO DATE EXPENDITURE AND SAVINGS BREAK-DOWN AS OF March 2024</b>

FY24-25 ALLOCATION BREAK DOWN								
Funding Source	Admin. \$	Admin. %	CQM \$	CQM %	RW 2024-25 Service dollars	Total	CORE Medical Services	Support Services
Part A	514,441	4%	231,377	2%	10,924,414	11,670,232	70%	30%
Part A MAI	66,977	9%	32,932	4%	673,246	773,155		
<b>TOTAL</b>	<b>581,418.00</b>		<b>264,309.00</b>		<b>11,597,660.00</b>	<b>12,443,387.00</b>	<b>70%</b>	<b>30%</b>

Ryan White Part A Allocations													
Service Categories	HRSA Ranking	Priority Ranking	RW 2023-24 HPG Initial Allocation	%	HPG & Recipient Approved Actions +/-	RW 2023-24 HPG Adjusted Allocation	%	% Elapsed		RW 2023-24 Year-to-Date Expenditure	RW 2023-24 Year-to-Date % Expenditure/Budget	RW 2023-24 Balance	Comments
								RW 2023-24 Year to Date Expenditure	RW 2023-24 Year-to-Date % Expenditure/Budget				
Outpatient Ambulatory Health Services: Primary Care	1l	1	962,630.00	10%	140,000.00	1,102,630.00	11%	1,104,470.33	100%	1,104,470.33	100%	(1,840.33)	
Outpatient Ambulatory Health Services: Medical Specialty	1l	2	273,386.00	3%	100,711.00	374,097.00	4%	127,702.49	34%	127,702.49	34%	246,394.51	
Psychiatric Medication Management	1j	12	28,036.00	0%	(15,000.00)	13,036.00	0%	7,465.64	57%	7,465.64	57%	5,570.36	
Oral Health	1k	3	300,940.00	3%	(126,212.00)	174,728.00	2%	171,165.02	98%	171,165.02	98%	3,562.98	
Medical Case Management	1h	4	1,268,338.00	14%	83,745.00	1,352,083.00	13%	1,310,696.72	97%	1,310,696.72	97%	41,386.28	
Non-Medical Case Management for Housing		6	-	0%	-	-			0%		0%		
Housing: Emergency Housing	2e	7	530,000.00	6%	720,000.00	1,250,000.00	12%	1,177,673.46	94%	1,177,673.46	94%	72,326.54	
Housing: Location, Placement and Advocacy Services NEW		8	-	0%	-	-			0%		0%		
Housing: Partial Assistance Rental Subsidy (PARS)	2e	9	807,507.00	9%	(1.00)	807,506.00	8%	749,108.67	93%	749,108.67	93%	58,397.33	
Non-Medical Case Management	2h	5	392,021.00	4%	45,215.00	437,236.00	4%	419,104.78	96%	419,104.78	96%	18,131.22	
Coordinated HIV Services for Women, Infants, Children, Youth, and Families (WICYF)	1c	13	943,317.00	10%	50,010.00	993,327.00	10%	993,294.23	100%	993,294.23	100%	32.77	
Childcare Services	2a			0%		-	0%	-	0%	-	0%	-	
Early Intervention Services: Regional Services	1c	14	477,703.00	5%	49,631.00	527,334.00	5%	502,736.44	95%	502,736.44	95%	24,597.56	
Health Education & Risk Reduction	2d	14a	-	0%	-	-	0%	-	0%	-	0%	-	
Outreach Services	2j	14b	322,683.00	3%	10,287.00	332,970.00	3%	315,591.03	95%	315,591.03	95%	17,378.97	
Referral Services	2l	14c		0%		-	0%	-	0%	-	0%	-	
Referral to Health and Supportive Services (Peer Navigation)		16	400,000.00	4%	2,231.00	402,231.00	4%	307,870.57	77%	307,870.57	77%	94,360.43	
Mental Health: Counseling/Therapy & Support Groups	1j	10	1,061,062.00	11%	(85,092.00)	975,970.00	9%	877,059.72	90%	877,059.72	90%	98,910.28	
Psychosocial Support Services		17	-	0%	-	-	0%	-	0%	-	0%	-	

Ryan White Part A Allocations											
Service Categories	HRSA Ranking	Priority Ranking	RW 2023-24 HPG Initial Allocation	%	HPG & Recipient Approved Actions +/-	RW 2023-24 HPG Adjusted Allocation	%	% Elapsed		RW 2023-24 Balance	Comments
								RW 2023-24 Year to Date Expenditure	RW 2023-24 Year-to-Date % Expenditure/Budget		
Substance Abuse Services: Outpatient	1m	11	315,127.00	3%	(26,540.00)	288,587.00	3%	267,981.71	93%	20,605.29	
Substance Abuse Services: Residential	2o	18	-	0%	-	-	0%	-	0%	-	
Home-based Health Care Coordination	1e	19	228,500.00	2%	-	228,500.00	2%	207,238.57	91%	21,261.43	
Transportation: Assisted and Unassisted	2g	20	142,830.00	2%	26,227.00	169,057.00	2%	126,020.87	75%	43,036.13	
Food Services: Food Bank/Home-Delivered Meals	2c	21	536,073.00	6%	(4,500.00)	531,573.00	5%	467,212.72	88%	64,360.28	
Medical Nutrition Therapy	1i	22	35,542.00	0%	-	35,542.00	0%	34,396.74	97%	1,145.26	
Legal Services	2i	23	285,265.00	3%	-	285,265.00	3%	284,651.97	100%	613.03	
Emergency Financial Assistance	2b	24	28,730.00	0%	39,626.00	68,356.00	1%	57,485.70	84%	10,870.30	
Home Health Care	1f	25		0%		-	0%	-	0%	-	
Early Intervention Services: HIV Counseling and Testing	1c	26		0%		-	0%	-	0%	-	
Cost-Sharing Assistance	1d	27		0%		-	0%	-	0%	-	
Hospice	1g	28		0%		-	0%	-	0%	-	
<b>Subtotal</b>			<b>9,339,690.00</b>	<b>100%</b>	<b>1,010,338.00</b>	<b>10,350,028.00</b>	<b>100%</b>	<b>9,508,927.38</b>	<b>92%</b>	<b>841,100.62</b>	
<b>Ryan White Part A Minority AIDS Initiative (MAI)</b>			<b>RW 2023-24 HPG Initial Allocation</b>		<b>HPG &amp; Recipient Approved Actions +/-</b>	<b>RW 2023-24 HPG Adjusted Allocation</b>	<b>%</b>	<b>RW 2023-24 Year to Date Expenditure</b>	<b>RW 2023-24 Year-to-Date % Expenditure/Budget</b>	<b>RW 2023-24 Balance</b>	<b>Comments</b>
Case Management (Non-Medical)			71,333.00		-	71,333.00	11%	54,525.99	76%	16,807.01	
Medical Case Management			258,925.00		-	258,925.00	38%	193,811.75	75%	65,113.25	
Mental Health Services			175,739.00		-	175,739.00	26%	137,461.52	78%	38,277.48	
Outreach Services			23,337.00		-	23,337.00	3%	32,794.77	141%	(9,457.77)	
Substance Abuse Services (Outpatient)			43,912.00		-	43,912.00	7%	79,671.93	181%	(35,759.93)	
Housing: Emergency Housing			100,000.00		-	100,000.00	15%	52,721.70	53%	47,278.30	
<b>Subtotal</b>			<b>673,246.00</b>		<b>-</b>	<b>673,246.00</b>	<b>100%</b>	<b>550,987.66</b>	<b>82%</b>	<b>122,258.34</b>	
<b>TOTAL</b>			<b>10,012,936.00</b>		<b>1,010,338.00</b>	<b>11,023,274.00</b>		<b>10,059,915.04</b>	<b>91%</b>	<b>963,358.96</b>	

CORE and Support Services Allocation Breakdown			
Total Allocation	Total Expenditure	Total Balance	
CORE Medical Services	4,877,098.00	4,422,615.99	454,482.01
Support Services	5,472,930.00	5,086,311.39	386,618.61
<b>TOTAL</b>	<b>10,350,028.00</b>	<b>9,508,927.38</b>	<b>841,100.62</b>



# County of San Diego

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**ELIZABETH A. HERNANDEZ, Ph.D.**  
PUBLIC HEALTH SERVICES DIRECTOR

## HIV PLANNING GROUP PRIORITY SETTING AND RESOURCE ALLOCATION COMMITTEE

### ACTION ITEM INFORMATION SHEET APPROVAL OF FY 25 PRIORITY RANKINGS

**DATE:** July 24, 2024

ITEM: Approve the recommended FY 25 (for next fiscal year; March 1, 2025 – February 28, 2026) priority rankings from the Priority Setting and Resource Allocation Committee (PSRAC).

Please note that the priority rankings are identical to FY 24, with the exception of the priority rankings for Partial Assistance Rental Subsidy (PARS) and Emergency Housing that have been switched (recommended priority rankings #7 and #9, respectively).

#### RECOMMENDATIONS:

1. **Action Item (PSRAC):** Rank Outpatient Ambulatory Health Services (Primary Care) at **priority #1.**
2. **Action Item (PSRAC):** Rank Medical Specialty at **priority #2.**
3. **Action Item (PSRAC):** Rank Oral Health at **priority #3.**
4. **Action Item (PSRAC):** Rank Medical Case Management at **priority #4.**
5. **Action Item (PSRAC):** Rank Non-Medical Case Management at **priority #5.**
6. **Action Item (PSRAC):** Rank Non-Medical Case Management for Housing at **priority #6.**
7. **Action Item (PSRAC):** Rank Housing: Partial Assistance Rental Subsidy (PARS) at **priority #7.**
8. **Action Item (PSRAC):** Rank Housing Location, Placement and Advocacy at **priority #8.**
9. **Action Item (PSRAC):** Rank Housing: Emergency Housing at **priority #9.**
10. **Action Item (PSRAC):** Rank Mental Health: Counseling/Therapy at **priority #10.**
11. **Action Item (PSRAC):** Rank Substance Use Treatment Services: Outpatient at **priority #11.**
12. **Action Item (PSRAC):** Rank Psychiatric Medication Management at **priority #12.**
13. **Action Item (PSRAC):** Rank Coordinated HIV Services for Women, Infants, Children, Youth and Families (CHS: WICYF) at **priority #13.**
14. **Action Item (PSRAC):** Rank Childcare services at **priority #13a** (a subcategory of CHS: WICYF).
15. **Action Item (PSRAC):** Rank Early Intervention Services: Regional Services at **priority #14.**

16. **Action Item (PSRAC):** Rank Health Education & Risk Reduction at **priority #14a** (a subcategory of Early Intervention Services: Regional Services).
17. **Action Item (PSRAC):** Rank Outreach Services at **priority #14b** (a subcategory of Early Intervention Services: Regional Services).
18. **Action Item (PSRAC):** Rank Referral Services at **priority #14c** (a subcategory of Early Intervention Services: Regional Services).
19. **Action Item (PSRAC):** Rank Health Education and Risk Reduction (a separate service category, independent of Early Intervention Services: Regional Services) at **priority #15**.
20. **Action Item (PSRAC):** Rank Peer Navigation (Referral to Health and Support Services) at **priority #16**.
21. **Action Item (PSRAC):** Rank Psychosocial Support Services at **priority #17**.
22. **Action Item (PSRAC):** Rank Substance Use Treatment Services: Residential at **priority #18**.
23. **Action Item (PSRAC):** Rank Home-based Health Care Coordination at **priority #19**.
24. **Action Item (PSRAC):** Rank Transportation: Assisted and Unassisted at **priority #20**.
25. **Action Item (PSRAC):** Rank Food Services: Food Bank/Home-Delivered Meals at **priority #21**.
26. **Action Item (PSRAC):** Rank Medical Nutrition Therapy at **priority #22**.
27. **Action Item (PSRAC):** Rank Legal Services at **priority #23**.
28. **Action Item (PSRAC):** Rank Emergency Financial Assistance at **priority #24**.
29. **Action Item (PSRAC):** Rank Home Health Care at **priority #25**.
30. **Action Item (PSRAC):** Rank Early Intervention Services: HIV Counseling and Testing at **priority #26**,
31. **Action Item (PSRAC):** Rank Cost-Sharing Assistance at **priority #27**.
32. **Action Item (PSRAC):** Rank Hospice at **priority #28**.

These come to the HIV Planning Group as seconded motions, open for discussion.

Information on the rationales for priority rankings is contained in the key data findings by service category document, which are also included on the FY 25 priority ranking worksheet.

## HIV PLANNING GROUP FY 25 SERVICE PRIORITY RANKING WORKSHEET

SERVICE CATEGORY	HPG Approved FY 23 Priority Ranking	HPG Approved FY 24 Priority Ranking	PSRAC Recommended FY 25 Priority Ranking	HPG Approved FY 25 Priority Ranking	Key Data Findings
☑ Outpatient Ambulatory Health Services: Primary Care	1	1	1		Core service; ranked #2 in 2020 - 21 Survey of HIV Impact. (HIV/AIDS Medications a core service linked to Primary Care and is #1 ranked in 2020 - 21 Survey of HIV Impact)
☑ Outpatient Ambulatory Health Services: Medical Specialty	2	2	2		Core service; linked to Primary Care; ranked #4 in 2020 - 21 Survey of HIV Impact; 7% of respondents noted as a service gap (“need but can’t get”). Co-occurring health conditions make providing medical care more complex, require greater provider expertise, and increase the cost of care for people living with HIV/AIDS (PLWH/A).
☑ Oral Health	4	3	3		Core service #3 ranked in 2020 - 21 Survey of HIV Impact and largest service gap (22% need but can’t get). Many PLWH/A lack dental insurance.
☑ Medical Case Management	5	4	4		Core service; #5 ranked in 2020 - 21 Survey of HIV Impact; 9 <sup>th</sup> largest service gap (9%). Links clients to other services, including Primary Care. Many PLWH/A have co-occurring health conditions that require additional services/assistance. Reaches diverse groups/regions. Links PLWHA to care and helps sustain PLWHA in care; Service utilization increased 26.6% in FY 23 compared to FY 22.
Non-Medical Case Management	6	5	5		#5 ranked in 2020 - 21 Survey of HIV Impact, 9 <sup>th</sup> largest service gap (9%)
Non-Medical Case Management for Housing	7	6	6		Rental Assistance #6 ranked in 2020 - 21 Survey of HIV Impact & the 2 <sup>nd</sup> prev. largest service gap (20%) in NA survey; Emergency Housing #10 ranked in 2020 - 21 Survey of HIV Impact & the 7 <sup>th</sup> largest service gap (10%), 25% of PLWHA unstably housed or homeless in 2020 & poverty prevalent among PLWHA (72% at or below 500% FPL in 2020; Links PLWHA to care and helps sustain PLWHA in care



## HIV PLANNING GROUP FY 25 SERVICE PRIORITY RANKING WORKSHEET

SERVICE CATEGORY	HPG Approved FY 23 Priority Ranking	HPG Approved FY 24 Priority Ranking	PSRAC Recommended FY 25 Priority Ranking	HPG Approved FY 25 Priority Ranking	Key Data Findings
<b>Housing: Partial Assistance Rental Subsidy (PARS)</b>	<b>10</b>	<b>9</b>	<b>7</b>		#6 ranked in 2020 - 21 Survey of HIV Impact; the 2 <sup>nd</sup> largest service gap (20%; in NA survey (20%). (25% of PLWHA unstably housed or homeless in 2020 & poverty prevalent among PLWHA (72% at or below 500% FPL in 2020; Links PLWHA to care and helps sustain PLWHA in care; the service category experiences long waitlist times
<b>Housing Location, Placement and Advocacy Services</b>	<b>9</b>	<b>8</b>	<b>8</b>		As noted above in Non-Medical Case Management for Housing.
<b>Housing: Emergency Housing</b>	<b>8</b>	<b>7</b>	<b>9</b>		#10 ranked in 2020 - 21 Survey of HIV Impact; The 7 <sup>th</sup> largest service gap (10%), Homelessness: 25% unstably housed or homeless in 2020 & poverty prevalent among PLWH/A (72% at or below 400% FPL; Links PLWHA to care and helps sustain PLWHA in care; expenditures increased by 70% between FY 22 and FY 23.
<b>☺ Mental Health: Counseling/Therapy</b>	<b>15</b>	<b>10</b>	<b>10</b>		Core service; #8 ranked in 2020 - 21 Survey of HIV Impact; 3 <sup>rd</sup> largest service gap (15%) “need but can’t get”; 40% of PLHWA diagnosed or treated for mental health condition (cf. 20.6% in general population); 20% of survey respondents reported a history of chronic mental illness; Links PLWHA to care and helps sustain PLWHA in care; increased need noted in focus groups; service utilization increased 24% in FY 23 compared to FY 22.
<b>☺ Substance Use Treatment Services: Outpatient</b>	<b>17</b>	<b>11</b>	<b>11</b>		Core Service. #14 ranked, 50% of survey respondents reported a history of substance use; frequent co-occurring condition among PLWH/A. Links PLWHA to care and helps sustain PLWHA in care. RW service not available in East or North regions, PWID and MSM+PWID have stat. signif. lower % of viral suppression; increased need noted in focus groups.

## HIV PLANNING GROUP FY 25 SERVICE PRIORITY RANKING WORKSHEET

SERVICE CATEGORY	HPG Approved FY 23 Priority Ranking	HPG Approved FY 24 Priority Ranking	PSRAC Recommended FY 25 Priority Ranking	HPG Approved FY 25 Priority Ranking	Key Data Findings
<b>© Mental Health: Psychiatric Medication Management</b>	<b>3</b>	<b>12</b>	<b>12</b>		Core service; linked to Primary Care. #12 ranked in 2020 - 21 Survey of HIV Impact. Links PLWHA to care and helps sustain PLWHA in care; also 5 <sup>th</sup> largest service gap (12%; of those with history of mental illness, top ranked for 16%; 37.1% of PLHW diagnosed or treated for mental health condition (cf. 19.1% in general population); increased need noted in focus groups.
<b>© Coordinated HIV Services for Women, Infants, Children, Youth, and Families (CHS: WICYF)</b> <i>(Formerly “Early Intervention Services (EIS): Countywide Services for Women, Children &amp; Families” (WCF)</i>	<b>11</b>	<b>13</b>	<b>13</b>		Core service; includes direct provision of Medical Case Management, Mental Health, Family/Peer Advocacy, Outreach, Childcare/Babysitting & Mentor/Buddy Support. Females represent 10% of PLWH/A. Reaches diverse groups/regions. Links PLWHA to care and helps sustain PLWHA in care. #16 ranked in 2020 - 21 Survey of HIV Impact; 4 <sup>th</sup> largest service gap (13%) of 2021 survey respondents reported “need but can’t get”; Countywide the proportion of female HIV disease diagnoses has increased slightly over the last 5 years to about 13.8%; East, North Inland, and Central Regions have the largest proportion of recent HIV disease diagnoses among women (= 56% of total women in the three regions); females experience a slightly higher rate of simultaneous diagnosis.
* <b>Early Intervention Services for WICYF</b> <i>(subcategory of CHS: WICYF)</i>					
* <b>Medical Case Management for WICYF</b> <i>(subcategory of CHS: WICYF)</i>					

## HIV PLANNING GROUP FY 25 SERVICE PRIORITY RANKING WORKSHEET

SERVICE CATEGORY	HPG Approved FY 23 Priority Ranking	HPG Approved FY 24 Priority Ranking	PSRAC Recommended FY 25 Priority Ranking	HPG Approved FY 25 Priority Ranking	Key Data Findings
* <b>Non-Medical Case Management for WICYF</b> (subcategory of CHS: WICYF)					
* <b>Mental Health for WICYF</b> (subcategory of CHS: WICYF)					
* <b>Childcare services</b> (subcategory of CHS: WICYF)	<b>11a</b>	<b>13a</b>	<b>13a</b>		#20 ranked in 2020 - 21 Survey of HIV Impact, in 2017 ranked top ranked by 62% of those with children, 1% of total sample “need but can’t get”.
* <b>Outreach to WICYF</b> (subcategory of CHS: WICYF)					
* <b>Peer Navigation for WICYF</b> (subcategory of CHS: WICYF)					
* <b>Transportation for WICYF</b> (subcategory of CHS: WICYF)					
<b>© Early Intervention Services: Regional Services</b>	<b>12</b>	<b>14</b>	<b>14</b>		Core service; addresses HRSA focus on identifying PLWHA not in care and linking them to care. CM is a central component. #16 ranked in 2020 - 21 Survey of HIV Impact, 4 <sup>th</sup> largest service gap (13% of 2021 survey respondents reported “need but can’t get”; Co-located with HIV Primary Care in Southeast SD, South Bay, and North County. Links PLWHA to care and helps sustain PLWHA in care; Unaware Estimate in 2023 is 8.5%, Unmet Need Estimate in 2023 is 31%.

## HIV PLANNING GROUP FY 25 SERVICE PRIORITY RANKING WORKSHEET

SERVICE CATEGORY	HPG Approved FY 23 Priority Ranking	HPG Approved FY 24 Priority Ranking	PSRAC Recommended FY 25 Priority Ranking	HPG Approved FY 25 Priority Ranking	Key Data Findings
<i>* Health Education and Risk Reduction (subcategory of EIS:RS)</i>	12a	14a	14a		30% of HIV+ respondents in the 2020 - 21 Survey of HIV Impact did not use condoms during sex in preceding 12 months; 9% of HIV negative/unaware reported that “they have never heard of PrEP”, Unaware Estimate in 2023 is 8.5%, Unmet Need Estimate in 2023 is 31%.
<i>*Outreach Services (subcategory of EIS:RS)</i>	12b	14b	14b		#13 ranked in 2020 - 21 Survey of HIV Impact, 5 <sup>th</sup> highest service gap (12%).
<i>* Referral Services (subcategory of EIS:RS)</i>	12c	14c	14c		#13 ranked in 2020 - 21 Survey of HIV Impact, 5 <sup>th</sup> highest service gap (12%); RW service not available in South or Southeast regions.
<b>Health Education &amp; Risk Reduction (stand-alone)</b>	13	15	15		30% of HIV+ respondents in the 2020 - 21 Survey of HIV Impact did not use condoms during sex in preceding 12 months; 9% of HIV negative/unaware reported that “they have never heard of PrEP”, Unaware Estimate in 2023 is 8.5%, Unmet Need Estimate in 2023 is 31%.
<b>Peer Navigation (Referral for Health Care and Support Services)</b>	14	16	16		#17 ranked in 2020 - 21 Survey of HIV Impact, 5 <sup>th</sup> highest service gap (12%), recommendation for increased use in focus groups.
<b>Psychosocial Support Services</b>	16	17	17		40% of PLHW diagnosed or treated for mental health condition (cf. 20.6% in general population).
<b>Substance Use Treatment Services: Residential</b>	18	18	18		#14 ranked, 50% of survey respondents reported a history of substance use Links PLWHA to care and helps sustain PLWHA in care. RW service not available in East, South or North regions; PWID and MSM+PWID have stat. signif. lower % of viral suppression; increased need noted in focus groups.
<b>☑ Home-based Health Care Coordination</b>	19	19	19		Core service; #18 ranked in 2020 - 21 Survey of HIV Impact, 5% “need but can’t get
<b>Transportation: Assisted and Unassisted</b>	20	20	20		#8 ranked in 2020 - 21 Survey of HIV Impact; 8 <sup>th</sup> largest service gap (9%).

## HIV PLANNING GROUP FY 25 SERVICE PRIORITY RANKING WORKSHEET

SERVICE CATEGORY	HPG Approved FY 23 Priority Ranking	HPG Approved FY 24 Priority Ranking	PSRAC Recommended FY 25 Priority Ranking	HPG Approved FY 25 Priority Ranking	Key Data Findings
<b>Food Services: Food Bank/Home-Delivered Meals</b>	<b>21</b>	<b>21</b>	<b>21</b>		#7 ranked in 2020 - 21 Survey of HIV Impact; 6 <sup>th</sup> largest service gap (11 %), 5% of respondents stated “too sick to make own meals”
<b>☉ Medical Nutrition Therapy</b>	<b>22</b>	<b>22</b>	<b>22</b>		Core service
<b>Legal Services</b>	<b>23</b>	<b>23</b>	<b>23</b>		#10 ranked in 2020 - 21 Survey of HIV Impact; 3 <sup>rd</sup> largest service gap (15%).
<b>Emergency Financial Assistance</b>	<b>24</b>	<b>24</b>	<b>24</b>		Emergency Utility Payment #15 ranked in 2020 - 21 Survey of HIV Impact; and 5 <sup>th</sup> largest service gap (12%) in the survey. Links PLWHA to care and helps sustain PLWHA in care; expenditures increased by 70% between FY 22 and FY 23.
<b>Home Health</b>	<b>25</b>	<b>25</b>	<b>25</b>		Core service; #18 ranked in 2020 - 21 Survey of HIV Impact, 5% need but can't get
<b>☉ Early Intervention Services: HIV Counseling and Testing</b>	<b>26</b>	<b>26</b>	<b>26</b>		Core service; important to getting persons unaware of status aware and linked to and retained in care if needed. Improves availability of HIV testing and links PLWHA to care
<b>Cost-Sharing Assistance</b>	<b>27</b>	<b>27</b>	<b>27</b>		Core service; Focus group participants stated “lack of access to healthcare or resources to get the medication refilled” was a primary reason for not taking HIV medication.
<b>☉ Hospice</b>	<b>28</b>	<b>28</b>	<b>28</b>		Core service

**☉ = Core Service**

**Light Blue lettering = service categories with \$0 allocated currently**

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



Wednesday, March 27, 2024, 3:00 PM – 5:00 PM  
Southeastern Live Well Center  
5101 Market Street, San Diego, CA 92114  
(Tubman Chavez Room A)

**A quorum for this meeting is twelve (12).**

**Committee Members Present:** Marco Aguirre Mendoza | Beth Davenport | Felipe Garcia-Bigley | Pamela Highfill | Delores Jacobs | Cinnamen Kubricky | Robert Lewis | Michael Lochner | Venice Price | Karla Quezada-Torres | Shannon Ransom | Raul Robles | Winston Tilghman | Regina Underwood | Jeffery Weber | Michael Wimpie | Adrienne Yancey

**Committee Members Absent:** Allan Acevedo | Amy Applebaum | Moira Mar-Tang | Rhea Van Brocklin | Freddy Villafan

**Committee Members Joining Virtually:** Abigail West (Just Cause)

**ORDER OF BUSINESS**

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	Mikie Lochner called the meeting to order at 3:03 PM and noted the presence of an in-person quorum.	
2. Welcome, roll call, moment of silence	Introductions were given by members and all in attendance in person. The Chair reviewed the standard reminders and summarized mortality data for third and fourth quarters of 2023. A moment of silence was observed.	
3. Matters from the Chair	Attendees were encouraged to use a QR code to access the packet virtually and be able to follow along. Mikie Lochner reminded all to respond to the quorum checks in a timely manner. Attendees were also reminded to use a microphone when speaking. February and March birthdays were acknowledged. Due to 10 seats terming out throughout 2024, the members were reminded to review the vacant seat list and continue working no identifying replacements for their own terming seats.	
4. Public comment	A member of the public expressed concern about the changes in the monthly schedule and the number of meetings being cancelled and rescheduled.	

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

Agenda Item	Discussion/Action	Follow-Up
5. HPG Member Open Forum	An HPG member expressed concern about the availability of support services for the increasing population of aging women living with and impacted by HIV. Another HPG member emphasized the need to prioritize housing when allocating funds.	
6. <b>ACTION:</b> Approve the HPG agenda for March 27, 2024	<b>Motion:</b> Approve the HPG agenda for March 27, 2024 <b>Motion/Second/Count (M/S/C):</b> Garcia-Bigley / Jacobs / 14-0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
7. Member Recognition	Tyra Fleming, Dr. Delores Jacobs, and Alberto Cortes were recognized and appreciated for their work on their respective committees.	
8. Old Business	None	
9. New Business		
a. <b>ACTION</b> (Membership Committee): Approve Lori Jones' appointment to the HPG seat #26 for the first term	<b>Motion:</b> Appoint Lori Jones to the seat #26 for the first term. <b>Motion/Second/Count (M/S/C):</b> Membership / 16-0 <b>Abstentions:</b> Lewis, Lochner <b>Motion carries</b>	
b. <b>ACTION</b> (Membership Committee): Approve Dr. David Grelotti's reappointment to the HPG seat #30 for the second term	<b>Motion:</b> Re-appoint Dr. David Grelotti to seat #30 for the second term. <b>Motion/Second/Count (M/S/C):</b> Membership / 15-0 <b>Abstentions:</b> Lewis, Lochner, Ransom <b>Motion carries</b>	
c. <b>ACTION:</b> Approve the Board Letter to authorize acceptance of HIV/AIDS Services grant funding, extend HIV services contracts, competitively procure HIV/AIDS services contracts, and authorize application for new funding	<b>Motion:</b> Approve recommendations 3 and 5 of the HIV/AIDS services Board Letter <b>Motion/Second/Count (M/S/C):</b> Jacobs / Ransom / 14-0 <b>Abstentions:</b> Lochner, Yancey <b>Motion carries</b>	
d. <b>ACTION</b> (Priority Setting and Resource Allocation Committee): Approve allocations for FY24	None	
e. Presentation: San Diego County Initiative to Eliminate	Andrea Tomada and Scott Suckow reviewed the current state of Hepatitis C Virus (HCV) in	

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

Agenda Item	Discussion/Action	Follow-Up
<p>Hepatitis C – Andrea R. Tomada</p>	<p>San Diego County. For more information, they can be contacted at <a href="mailto:AndreaR.Tomada@sdcounty.ca.gov">AndreaR.Tomada@sdcounty.ca.gov</a> and <a href="mailto:scott@livercoalition.org">scott@livercoalition.org</a>, respectively.</p> <p>The following questions and concerns were brought up by the HPG members and members of the public:</p> <ul style="list-style-type: none"> <li>- Whether data on children living with HCV are available. Data are available, and the County is collaborating with the Rady Children’s Hospital. It was also noted that some communities will need more support than others.</li> <li>- Housing has always been a big factor among clients accessing services, and it would be interesting to see how those living with HCV are impacted too.</li> <li>- Important to work on breaking down silos and integrating the efforts to eliminate HCV with other countywide efforts.</li> <li>- Are there any upcoming procurements for prevention services. The Recipients’ Office commented that there is an effort to implement a Whole Person Care approach via a Health Resources and Services Administration (HRSA) grant, and those involved are thinking through ways to integrate prevention into the care continuum.</li> </ul>	
<p>f. <b>ACTION:</b> Approve Vice-Chair Elections</p>	<p><b>Motion:</b> Approve Cinnamon Kubricky’s appointment to a Vice-Chair position for a two-year term.  <b>Motion/Second/Count (M/S/C):</b> Yancey / Jacobs / 13-0  <b>Abstentions:</b> Lochner  <b>Discussion:</b> Tyra commended Cinnamon Kubricky for stepping up and using her voice as well as offering support to new consumer members.  <b>Motion carries</b></p>	
<p>10. Routine Business</p>		
<p>a. <b>ACTION:</b> Approval of consent agenda for March 27, 2024 which includes:</p>	<p><b>Motion:</b> Approve consent agenda for March 27, 2024.</p>	



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

Agenda Item	Discussion/Action	Follow-Up
<ul style="list-style-type: none"> <li>i. Approval of HPG minutes from January 24, 2024</li> <li>ii. Acceptance of the following committee minutes: Steering Committee (January 20, 2024); Membership Committee (December 13, 2023); Medical Standards and Evaluation Committee (November 14, 2023); Community Engagement Group (January 17, 2024)</li> <li>iii. (The following is for HPG information, not for acceptance): CARE Partnership (January 8, 2024).</li> </ul>	<p><b>Motion/Second/Count (M/S/C):</b> Davenport / Weber / 14-0</p> <p><b>Abstentions:</b> Lochner</p> <p><b>Motion carries</b></p>	
<p>11. HIV, STD, and Hepatitis Branch (HSHB) Report – Patrick Loose, Maritza Herrera</p>	<p>Patrick Loose provided the following updates on behalf of the Recipients’ Office:</p> <ul style="list-style-type: none"> <li>- The final award will be known in several weeks.</li> <li>- HSHB was denied carryover funding.</li> <li>- HRSA is in the process of hiring a new Ryan White Project Officer.</li> <li>- HIV, STD, and Hepatitis Branch (HSHB) conducted a site visit with a consulting firm to implement a Status Neutral Approach (SNA) across the entire HIV services continuum as part of the HRSA-awarded grant. The grant will cover the next 2.5 years. HSHB plans to provide presentations and continuous updates to the HPG regarding this implementation process.</li> </ul> <p>Additional updates from the Recipients’ Office included:</p> <ul style="list-style-type: none"> <li>- Total clients served (3,363) and viral suppression (94%) data for the entire FY 23 (March 1, 2023 – February 29, 2024) was provided via a utilization report dashboard.</li> <li>- There are currently 89 people in PARS.</li> </ul>	

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

Agenda Item	Discussion/Action	Follow-Up
	<p>An HPG member made a comment that several people came up to them during A Women’s Conference to mention that they didn’t know they can sign up for PARS once the drop off it upon the end of the four-year mark. The information on PARS is fragmented and incomplete among the public.</p> <p>Another HPG member mentioned that the 2024 San Diego Conference on HIV and Aging is coming up and expressed a need to collaborate and leverage this as a community.</p>	
12. HPG Support Staff Report – Dasha Dahdouh	<p>The following updates were provided by the HPG Support Staff Lead:</p> <ul style="list-style-type: none"> <li>- Two new staff have been hired to support HPG: a certified temporary office assistant will start on April 19, 2024 and the permanent Health Information Specialist will start on May 3, 2024. Another position (Community Health Promotion Specialist) has been approved for the HPG Support Staff (HPG SS). Recruitment is ongoing.</li> <li>- The FY23 administrative budget was reviewed.</li> </ul>	HPG SS will follow up with the fiscal team regarding the personnel line item on the HPG administrative budget.
a. Administrative Budget Review		
b. Staffing update		
c. Needs Assessment	<p>All attendees were encouraged to take printed surveys and flyers for posting and distribution. A member of the public commented on the need to have prevention questions in the survey.</p> <p>An HPG member commented on the need to have training with the providers.</p> <p>The Recipients’ Office mentioned that we are currently on hold with the service standard revisions due to active procurements.</p>	
13. Committee Reports		
a. HPG committees	The summary is available to all in the packet.	
b. State Office of AIDS (OA) and AIDS Drug Assistance Program (ADAP) – Abigail West	All updates are available in the report.	
c. Housing Committee Report – Freddy Villafan	Tabled	

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

Agenda Item	Discussion/Action	Follow-Up
d. California HIV Planning Group (CHPG) – Mikie Lochner	<ul style="list-style-type: none"> <li>- The next Sacramento meeting is in June 2024.</li> <li>- Project PEARL held a reunion.</li> </ul>	
14. Announcements	<ul style="list-style-type: none"> <li>- An HPG Orientation will take place virtually on April 18, 2024 at 2:00 PM. Registration is required.</li> <li>- The 2024 HPG retreat will take place in lieu of the May meeting on May 22, 2024 at 1:00 PM – 5:00 PM.</li> </ul>	
15. Next meeting date	<p><b>Date:</b> Wednesday, April 24, 2024  <b>Time:</b> 3:00 PM – 5:00 PM  <b>Location:</b> Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A) and via Zoom.</p>	
16. Adjournment	The meeting was adjourned at 5:01 PM.	

**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)*

A quorum for this meeting is fourteen (14).

**Committee Members Present (17):** Marco Aguirre Mendoza | Amy Applebaum | Beth Davenport | Tyra Fleming | Felipe Garcia-Bigley | Delores Jacobs | Cinnamen Kubricky | Michael Lochner | Moira Mar-Tang | Veronica Nava | Karla Quezada-Torres | Ivy Rooney | Winston Tilghman | Freddy Villafan | Jeffery Weber | Michael Wimpie | Adrienne Yancey

**Committee Members Absent (8):** Allan Acevedo | Pamela Highfill | Robert Lewis | Shannon Ransom | Raul Robles | Stephen Spector | Regina Underwood | Rhea Van Brocklin

**Committee Members Joining Virtually (2):** Raul Robles (Just Cause) | Abigail West (Just Cause)

**ORDER OF BUSINESS**

Agenda Item	Discussion/Action	Follow-Up
1. Call to order	Mikie Lochner called the meeting to order at 2:37 PM and noted the presence of an in-person quorum.	
2. Welcome, roll call, moment of silence	Introductions were given by members and all in attendance in person. A moment of silence was observed.	
3. Matters from the Chair	The Chair reminded the members of the following items: <ul style="list-style-type: none"> <li>- To silence cell phones during the meeting as answering emails and messages is perceived as unprofessional.</li> <li>- To respond to quorum checks in a timely manner as quorum is required for the meetings to take place.</li> <li>- May and June birthdays were acknowledged.</li> <li>- Two appointments and one reappointment are likely going to be on the July Board of Supervisors agenda. The delay has been due to the budget hearings.</li> <li>- A Spanish interpreter is available virtually.</li> </ul>	
4. Public comment	An HPG member mentioned that a Spanish interpreter should be available in person.	
5. HPG Member Open Forum	An HPG member shared the following: <ul style="list-style-type: none"> <li>- A concern about the rising costs of utility expenses and urged the community to pay</li> </ul>	

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

Agenda Item	Discussion/Action	Follow-Up
	<p>utilities on time as they will be disconnected due to failure to pay.</p> <ul style="list-style-type: none"> <li>- A reminder to support women, children, and men from Haiti and to offer support to the refugee population newly diagnosed with HIV in San Diego who may struggle to navigate the US resources.</li> </ul>	
<p>6. <b>ACTION:</b> Approve the HPG agenda for June 26, 2024</p>	<p><b>Motion:</b> Approve the HPG agenda for June 26, 2024  <b>Motion/Second/Count (M/S/C):</b> Jacobs / Fleming / 16-0  <b>Discussion:</b> none  <b>Abstentions:</b> Lochner  <b>Motion carries</b></p>	
<p>7. Routine Business</p>	<p>None</p>	
<p>8. New Business</p>	<p>A committee mem</p>	
<p>a. <b>ACTION</b> (<i>Membership Committee</i>): Approve recommendation for HPG membership – appointment of Skyler Miles to Seat 32 to begin September 14, 2024</p>	<p><b>Motion:</b> Approve recommendation to appoint Skyler Miles to HPG Seat 32 to begin September 14, 2024  <b>M/S/C:</b> Membership Committee / 17-0  <b>Discussion:</b> none  <b>Abstentions:</b> Lochner  <b>Motion carries</b></p>	
<p>b. <b>ACTION</b> (<i>Membership Committee</i>): Approve recommendation for HPG membership – appointment of Benjamin Santillan Ignalino, Jr. to Seat 39 to begin September 14, 2024</p>	<p><b>Motion:</b> Approve recommendation to appoint Benjamin Santillan Ignalino, Jr. to HPG Seat 32 to begin September 14, 2024  <b>M/S/C:</b> Membership Committee / 18-0  <b>Discussion:</b> none  <b>Abstentions:</b> Lochner  <b>Motion carries</b></p>	
<p>c. <b>ACTION</b> (<i>Membership Committee</i>): Approve recommendation to remove Allan Acevedo from General Member Seat 8</p>	<p><b>Motion:</b> Approve recommendation to remove Allan Acevedo from General Member Seat 8  <b>M/S/C:</b> Membership Committee / 13-0  <b>Discussion:</b> HPG member inquired whether Allan Acevedo is doing ok. The Chair confirmed that they are.  <b>Abstentions:</b> Aguirre Mendoza, Kubricky, Lochner, Robles, West, Wimpie  <b>Motion carries</b></p>	
<p>d. HPG Retreat</p>	<p>Karen Harris from the County of San Diego Knowledge Center (TKC) introduced herself as today’s HPG retreat facilitator. She provided a framework around the retreat’s goals and the three-step plan focused on recruitment and retention. A detailed summary is being</p>	<p>HPG SS will finalize the summary of the retreat and present at the</p>

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

Agenda Item	Discussion/Action	Follow-Up
	<p>prepared by the HPG Support Staff (SS), but below are the highlights.</p> <p>As part of Phase one of the retreat, the members engaged in an exercise “what motivates you” aimed to facilitate a dialogue around factors that motivate the members to stay engaged with the HPG. The following reasons were shared:</p> <ul style="list-style-type: none"> <li>- Community; wanting to give back</li> <li>- Curiosity to learn and grow</li> <li>- Knowledge to share</li> <li>- Engagement and collaboration</li> <li>- Learning and growing</li> <li>- Wanting to feel valued for contributions</li> <li>- Representation of disadvantaged communities</li> <li>- Passion and connection to people</li> <li>- Thriving, not just surviving</li> </ul> <p>The following reasons were shared regarding recruitment challenges:</p> <ul style="list-style-type: none"> <li>- Support from the organization</li> <li>- Lack of awareness in the community about HPG</li> <li>- Stigma</li> <li>- Time commitment</li> <li>- Financial support to participate</li> <li>- Incentive to participate (travel time, inability to have virtual meetings)</li> <li>- Bureaucracy gets in the way</li> <li>- Lack of communication/follow-up</li> <li>- Can be intimidating; may make consumers feel they are not smart enough</li> <li>- Unfamiliar words and terms</li> <li>- Structure may be a deterrent</li> <li>- Process is archaic</li> </ul> <p>The following reasons were shared regarding engagement barriers:</p> <ul style="list-style-type: none"> <li>- Leadership empowerment</li> <li>- Unable to reach certain community members in some regions (specifically certain locations that are Ryan White contracted agencies)</li> <li>- Mentorship program is not effective</li> <li>- Sustained effort over time</li> </ul>	<p>September Steering Committee meeting.</p>

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

Agenda Item	Discussion/Action	Follow-Up
	<p>As part of Phases two and three of the retreat, the members engaged in a small group activity to discuss challenges and create a realistic goal to address that challenge. The top two recruitment goals were: 1) improving the meeting accessibility (locations and virtually), and 2) continuing funding leadership development opportunities. The top two retention goals were: 1) increasing engagement with the Community Engagement Group (CEG) and building trust among consumers and service provider members, and 2) providing/accepting incentives from donors and sponsors. The top two onboarding goals were: 1) developing a peer-to-peer program, and 2) identifying funding opportunities for compensation and consumer trainings.</p> <p>The HPG SS will finalize the retreat summary and bring it to the Steering Committee in September. Once approved by the HPG, the summary will become a standard item on the CEG’s agenda for next steps and implementation.</p> <p>An HPG member inquired about the incentives and what is allowed. The following discussion was held:</p> <ul style="list-style-type: none"> <li>- More discussion is needed with the Recipients’ Office and the HPG SS.</li> <li>- Visa/Mastercard gift cards are not allowed, and only store cards are permissible.</li> </ul>	
9. Adjournment	The meeting was adjourned at 5:33 PM.	
Next meeting date	Date: Wednesday, July 24, 2024 Time: 3:00 PM – 5:00 PM Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)	

## STEERING COMMITTEE



Tuesday, February 20, 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 three (3).

**Members Present:** Bob Lewis | Mikie Lochner | Shannon Ransom | Dr. Winston Tilghman | Rhea Van Brocklin

### ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Chair called the meeting to order at 11:00 AM. A moment of silence was observed.	
2. Public comment (for members of the public)	A member of the public expressed concern about the number of meetings in a year and attendance guidelines per AB 2449. He noted that the HIV Planning Group (HPG) bylaws need to be updated.	
3. Sharing our concerns (for committee members)	A committee member noted that the packet was not accessible online.	
4. <b>ACTION:</b> Approve the Steering Committee agenda for February 20, 2024	<b>Motion:</b> Approve the Steering Committee agenda for February 20, 2024 as presented with the noted change: Change agenda item #6 to “Discuss cancelling the February 2024 HPG meeting”. <b>Motion/Second/Count (M/S/C):</b> Lewis/Ransom/4-0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
5. <b>ACTION:</b> Approve meeting minutes from January 16, 2024	<b>Motion:</b> Approve meeting minutes for January 16, 2024 as presented. <b>M/S/C:</b> Lewis/Tilghman/4-0 <b>Abstentions:</b> Lochner <b>Motion carries</b>	
6. <b>ACTION:</b> Approve the HIV Planning Group (HPG) agenda for February 28, 2024	The committee discussed the reasons to consider cancelling the February 28, 2024 HPG meeting. <b>Motion:</b> Cancel the February 28, 2024 HPG meeting. <b>M/S/C:</b> Lewis/Ransom/4-0	



## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<p><b>Abstentions:</b> Lochner</p> <p><b>Motion carries</b></p>	
7. Committee reports and recommendations	<p><u>Membership Committee:</u> Bob Lewis expressed concern regarding the future of HPG with 10 total seats terming in 2024: 1 seat in July, 8 seats in September, and 1 seat in October. It is important to aggressively recruit new HPG members and get some clarity from the Clerk of the Board regarding a strategy to ensure no gaps in appointment. All the District seats will be vacant at that time. Any interested individuals are encouraged to attend one committee and one HPG meeting to be considered for appointment.</p> <p><u>Strategies and Standards Committee:</u> Shannon Ransom expressed concern regarding not having a co-chair for the Strategies Committee; the tasks of finding her replacement and the co-chair replacement are stressful.</p> <p><u>Medical Standards and Evaluation Committee:</u> Succession planning will be discussed, and some medical service standards need to be reviewed and revised.</p>	
8. Old Business		
a. Needs Assessment Working Group – updates	<p>Five people have been appointed to the second Needs Assessment working group, whose primary function will be distribution of the survey. The first meeting will be on Thursday, February 22, 2024 at 1:00 PM – 3:00 PM via Zoom.</p> <p>It was noted that HPG members are not allowed to go to service provider locations and request to speak to consumers about the survey. Mileage reimbursement will be provided to those consumers who drive the surveys to the locations for drop-off.</p>	
b. Discussion: CARE Partnership – updates, support needs, 2024	<p><u>Public comment:</u> A member of the public clarified that CARE Partnership was asked to become an independent</p>	

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
meeting schedule	group based on the Health Resources and Services Administration (HRSA) recommendation due to not meeting a requirement for an HPG committee. CARE Partnership leaders met to discuss the future of the group. At this time, they will continue to function independently and not as a committee of the HPG. There is a lot of participation and interest in the group. A Memorandum of Agreement (MOA) will need to be created, which the Recipient's Office will support.	
c. 2024 Workplan/training schedule and meeting calendar – available in packet	The plan was reviewed and was included in the meeting materials packet.	
<b>9. New Business</b>		
a. Review of Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	The committee reviewed public comments and HPG member comments from the January 24, 2024 HPG meeting.	
b. Discussion: April 2024 HPG Retreat	<p>The committee discussed the following topics related to the HPG Retreat:</p> <ul style="list-style-type: none"> <li>• A trainer will need to be identified.</li> <li>• Potential topics could include “change management”, “strategic planning”, and “creating more engaging HPG meetings”.</li> <li>• Recommended having the retreat in lieu of the May 22, 2024 HPG meeting, which will be held from 1:00 PM until 5:00 PM with time to settle in, food, and a short break.</li> </ul>	The Recipients' Office will research a potential facilitator.
c. Discussion: In-person interpreter expenses and equipment costs	<p>HPG Support Staff and the committee discussed the following:</p> <ul style="list-style-type: none"> <li>• In-person interpretation may be needed at all the HPG and committee meetings.</li> </ul>	

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> <li>• Having bilingual documents available is very important as this removes a barrier.</li> <li>• The Southeastern Live Well Center is not a permanent meeting space, but meetings will continue there regularly, as available.</li> <li>• The HPG SS will need to find two more quotes for fiscal approval.</li> <li>• The committee recommended using any available unspent FY 23 funds to purchase the equipment presented by staff.</li> </ul>	
10. Routine Business		
a. <b>ACTION:</b> (Priority Setting and Resource Allocation Committee): Re-allocations for FY 23 or budget changes for FY 24	None	
b. Discussion: Getting to Zero Community Engagement Project and next steps	Tabled	
c. Discussion: HPG Leadership transition process and mentorship training	Tabled	
d. Review committee attendance	Tabled	
11. HIV, STD, and Hepatitis Branch (HSHB) Report	Patrick Loose reported: <ul style="list-style-type: none"> <li>• There is a possible government shutdown in a week. HRSA is unable to provide a final FY 24 Part A award because Congress has not yet decided on the amount.</li> <li>• Seventy five percent (75%) of the FY 23 award has been expended at 75% of the fiscal year.</li> <li>• HIV Prevention funding comes from the Centers for Disease Control and Prevention (CDC).</li> </ul>	

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> <li>• Viral suppression among Ryan White patients is 95%, consistent with the national goal.</li> <li>• The Part A application will be issued in July and will be due in October 2024.</li> </ul>	
12. HPG Support Staff Report		
a. Administrative budget review	Tabled	
13. Future agenda items for consideration	None	
14. Announcements	<ul style="list-style-type: none"> <li>• The HPG Orientation will be Thursday, April 18, 2024 2:00 PM – 4:00 PM via Zoom. Please contact HPG Support Staff to register or for more information.</li> <li>• The Women’s Conference is March 9, 2024 at the Handlery Hotel. For more information, please go to <a href="http://awomansvoice.org">awomansvoice.org</a>.</li> </ul>	
15. Next meeting date	<p><b>Date:</b> Tuesday, March 19, 2024  <b>Time:</b> 11:00 AM – 1:00 PM  <b>Location:</b> In-person and via Zoom            County Operations Center, 5530 Overland Ave, San Diego, CA 92123 (Training Room 124)</p>	
16. Adjournment	The meeting adjourned at 1:06 PM.	

## STEERING COMMITTEE



Tuesday, April 16, 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 four (4).

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

**Members Absent:** Dr. Winston Tilghman

### 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. A moment of silence was observed.	
2. Public comment (for members of the public)	A member of the public requested clarification on the Community Engagement Group (CEG) Chair. The Steering Committee Chair clarified that he is currently an acting Chair of that committee and will be making an appointment over the next several weeks.	
3. Sharing our concerns (for committee members)	A committee member expressed concern about the need to have a location navigator for those on PARS. It is important to ensure that consumers are self-sufficient, but it's hard to accomplish without proper referral resources. The Recipients' Office clarified that the HPG does not fund entities, but rather allocates funds towards categories.	
4. <b>ACTION:</b> Approve the Steering Committee agenda for April 16, 2024	The Chair requested that the motion include a new agenda item to discuss the meeting attendance policy for the Strategies and Standards Committee as well as the Priority Setting and Resource Allocation Committee (PSRAC). <b>Motion:</b> Approve the Steering Committee agenda with an additional discussion item for April 16, 2024.	

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<p><b>Motion/Second/Count (M/S/C):</b> Lewis / Van Brocklin / 3-0</p> <p><b>Abstentions:</b> Lochner</p> <p><b>Motion carries</b></p>	
5. <b>ACTION:</b> Approve meeting minutes from March 19, 2024	<p><b>Motion:</b> Approve meeting minutes for March 19, 2024.</p> <p><b>M/S/C:</b> Van Brocklin / Lewis / 2-0</p> <p><b>Abstentions:</b> Kubricky, Lochner</p> <p><b>Motion carries</b></p>	
6. <b>ACTION:</b> Approve the HIV Planning Group agenda for April 24, 2024	<p><b>Discussion:</b> A member of the committee inquired about the need to meet if there are no allocation items. The following discussion was held:</p> <ul style="list-style-type: none"> <li>- If Dr. Tweeten is available to attend the HPG meeting in April, it will make it more engaging.</li> <li>- It doesn't make sense to require consumers to commute to a meeting that doesn't have any action items.</li> <li>- If the HPG gets cancelled, can training/presentations be available to the public during the time that an HPG meeting would have taken place.</li> <li>- Plan to have an in-depth review of the service categories and their deployment across the county. This would be beneficial and engaging for new and prospective members.</li> <li>- Request for hard copies of training materials.</li> <li>- How can we include youth in future meetings.</li> </ul> <p><b>Motion:</b> Cancel the April 24, 2024 HPG meeting.</p> <p><b>M/S/C:</b> Lewis / Ransom / 2-0</p> <p><b>Abstentions:</b> Kubricky / Lochner</p> <p><b>Motion carries</b></p>	<p>HPG Support Staff (HPG SS) will add a Board Letter to the agenda for the June HIV Planning Group (HPG) meeting.</p> <p>HPG SS to work with the HPG Chair to add more items to the June HPG agenda, including the following new items:</p> <ol style="list-style-type: none"> <li>1) How to review data.</li> <li>2) In-depth review of 1-2 service categories.</li> </ol> <p>Work with Mikie to revise the training plan.</p>
7. Committee reports and recommendations	<p><u>Strategies and Standards Committee:</u> the next meeting is on Tuesday, May 7. There is a need for a new Chair.</p> <p><u>Membership Committee:</u> four members were appointed/reappointed at the April</p>	

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<p>Board of Supervisors meeting. Active membership is currently at 27.</p> <p><u>PSRAC</u>: there will be four meetings on budgeting: June 6, June 13, July 11, and July 18. All meetings will take place at the County Administration Center on Pacific Hwy. In May, Dr. Tweeten will present epidemiology data.</p> <p><u>Medical Standards and Evaluation Committee (MSEC)</u>: The next meeting will be held on June 11, 2024.</p> <p><u>Community Engagement Group (CEG)</u>: The HPG Chair will be appointing Veronica Nava, a newly appointed member, and a prospective member Skyler Miles to the committee. The HPG Chair will also be stepping down. It was recommended that the community be reminded of the mileage reimbursement and snacks/food at CEG and HPG meetings.</p>	
8. Old Business		
a. Annual Forms – update	HPG SS provided an update on the status of the annual form requirement as well as the ethics training. If there is consistent noncompliance, the members are subject to a fine from the Clerk of the Board.	
9. New Business		
a. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)	<p><u>Public Comment</u>: A member of the public expressed concern about the changes in the monthly schedule and the number of meetings being cancelled and rescheduled.</p> <p><u>Sharing Concerns</u>:</p> <ol style="list-style-type: none"> <li>1. An HPG member expressed concern about the availability of support services for the increasing population of aging women living with and impacted by HIV.</li> </ol>	

## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<p>2. An HPG member emphasized the need to prioritize housing when allocating funds.</p> <p><u>Suggestions:</u> None</p>	
b. Future Steering Committee meeting cadence	<p>The following recommendations were made for the PSRAC and Strategies and Standards Committee attendance policies:</p> <ul style="list-style-type: none"> <li>- Members cannot miss more than two (2) consecutive meetings to be in good standing.</li> <li>- Members must attend two (2) consecutive meetings to return to good standing.</li> <li>- If a member misses four (4) meetings in a 12-month period, they will be subject to removal.</li> </ul> <p>MSEC has another policy due to their meeting frequency.</p> <p>The following discussion was held:</p> <ul style="list-style-type: none"> <li>- The policy to return to good standing seems to be complicated and punitive in nature.</li> <li>- Increasing complexity of what is required to participate in the HPG will make it harder to recruit and retain members.</li> <li>- All meetings happen during business hours, making it difficult for consumers to commit.</li> <li>- It may be easier to follow the Board of Supervisors policy instead of recreating a new one.</li> </ul> <p>A member of the public expressed concern about the attendance policy and the personal responsibility of those who are on the committees.</p>	<p>HPG SS and the Chair will work on the attendance policy language to update the Membership Guidelines.</p>
10. Routine Business		
a. <b>ACTION:</b> (Priority Setting and Resource Allocation Committee): Allocations for FY 24	None	



## STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
b. <b>Discussion:</b> Getting to Zero Community Engagement Project and next steps	Tabled There are conflicting priorities, but the work can be done internally. The recommendations are operational in nature. A member of the public expressed concern about the CEG's role in consumer engagement efforts.	
c. <b>Discussion:</b> HPG new member recruitment	The Chair reviewed the timeline for all appointments/reappointments.	
d. <b>Review:</b> committee attendance	Tabled	
11. HIV, STD, and Hepatitis Branch (HSHB) Report	There are currently five (5) outstanding invoices from last year. There is no report available at this time. There are savings due to staff turnover, and the Recipients' Office will be bringing the recommendations for distributing the savings to the HPG for discussion and vote. Congress has adopted the budget, and the County of San Diego will be receiving the award soon.	
12. HPG Support Staff Report		
a. Administrative budget review	Tabled Mikie noted the hard work of HPG SS while they are short staffed.	
13. Future agenda items for consideration	None	
14. Announcements	The Clerk of the Board orientation is going to take place on April 24 at the County Administrative Center on Pacific Hwy. The HPG orientation is going to take place virtually on April 18 at 2:00 PM.	
15. Next meeting date	<b>Date:</b> Tuesday, May 21, 2024 <b>Time:</b> 11:00 AM – 1:00 PM <b>Location:</b> In-person and via Zoom Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room C)	
16. Adjournment	Meeting adjourned at 1:00 PM.	

## 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		
<p>a. <b>Discussion:</b> Future Steering Committee meeting cadence</p>	<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>	
<p>b. <b>Discussion:</b> Recruitment of new HPG members</p>	<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>	
<b>9. New Business</b>		
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.	
<b>10. Routine Business</b>		
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
<b>11. HIV, STD, and Hepatitis Branch (HSHB) Report</b>	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  
 SAN DIEGO HIV PLANNING GROUP (HPG)  
 MEMBERSHIP COMMITTEE  
 MEETING MINUTES  
**WEDNESDAY, FEBRUARY 14, 2024, 11:00 AM – 1:00 PM**  
 SOUTHEASTERN LIVE WELL CENTER  
 5101 MARKET ST. SAN DIEGO, CA 92114 (TUBMAN CHAVEZ ROOM A)

**To participate remotely via Zoom:**

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

**Join the meeting via phone: 1-669-444-9171 Meeting ID: 83939793722#**

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

A quorum for this meeting is Three (3)

**Committee Members:** Bob Lewis | Regina Underwood | Rhea Van Brocklin

**Committee Members Absent:** Mikie Lochner

Agenda Item	Action	Follow-up
<b>1. Call to order</b>	Bob Lewis called the meeting to order at 11:00 AM and noted that an in-person quorum was established.	
<b>2. Public Comment on non-agenda items (for Members of the public)</b>	A member of the public expressed concern that most members of the committee are on the Steering Committee.	
<b>3. Sharing our concerns (for committee members)</b>	None	
<b>4. Action:</b> Review and approve the December 13, 2023 agenda	<b>Action:</b> Approve the February 14, 2024 meeting agenda as presented. Public comment: A Member of the public recommended moving the action items down on the agenda after old business. <b>Motion/Second/Count (M/S/C):</b> Van Brocklin/Underwood 2/0 <b>Abstentions:</b> Lewis <b>Motion carries</b>	
<b>5. Action:</b> Interview and approve Lori Jones for new HPG membership	<b>Action:</b> Interview and approve Lori Jones for New HPG Membership (in person) <b>M/S/C:</b> Van Brocklin/Underwood 2/0 <b>Abstentions:</b> Lewis <b>Motion: carries</b>	Forward the recommendation to the HPG for approval at the

Agenda Item	Action	Follow-up
		<p>meeting on February 28, 2024.</p> <p>HPG SS will follow up with the recipients' office on Lori Jones's involvement with Christie's Place, which could be a potential conflict of interest regarding voting.</p>
<p><b>6. Action:</b> Interview and approve David Grelotti for HPG membership reappointment</p>	<p><b>Action:</b> Interview and approve David Grelotti for HPG membership reappointment  <b>M/S/C:</b> Van Brocklin/Underwood 2/0  <b>Abstentions:</b> Lewis  <b>Motion carries</b></p>	<p>Forward the recommendation to the HPG for approval at the meeting on February 28, 2024.</p>
<p><b>7. Action:</b> Review and approve the December 13, 2023 meeting minutes</p>	<p><b>Action:</b> Approve the December 13, 2023 meeting minutes as presented.  <b>M/S/C:</b> Underwood/Van Brocklin 2/0  <b>Abstentions:</b> Lewis  <b>Motion carries</b></p>	
<p><b>8. Action:</b> Review follow-up items</p>	<p>Mikie Lochner will continue to follow up with Districts 1 and 2 for new membership updates.</p>	
<p><b>9. Old Business</b></p>		
<p>a. <b>ACTION ITEM:</b> Finalize and approve Membership Committee Operating Guidelines</p>	<p><b>Action:</b> Finalize and approve Membership Committee Operating Guidelines with the recommended changes  <b>M/S/C:</b> Van Brocklin/Underwood 2/0  <b>Abstentions:</b> Lewis  <b>Motion carries</b></p> <p>A member of the public requested clarification on the interview process and the next steps if there is a decision not to recommend an applicant.</p> <p>The committee recommended the following changes:</p> <ul style="list-style-type: none"> <li>- Add to the interview section that there is an opportunity to appeal the decision.</li> <li>- Changes to the Medical Standards and Evaluation Committee (MSEC) attendance policy will be updated after it is finalized at the February MSEC meeting.</li> </ul>	

Agenda Item	Action	Follow-up
b. ACTION: Finalize and approve the Second Term HPG Membership Application	<p><b>Action:</b> Finalize and approve the Second Term HPG Membership Application with the recommended changes.</p> <ul style="list-style-type: none"> <li>• Add Trans-female and trans-male as gender options</li> </ul> <p><b>M/S/C:</b> Van Brocklin/Underwood 2/0  <b>Abstentions:</b> Lewis  <b>Motion carries</b></p>	HPG Support Staff to make changes
c. Discussion and review of Mentor and Mentee Guidelines	<p>The committee discussed and recommended the following changes:</p> <ul style="list-style-type: none"> <li>- Allow mentees to choose from the available mentors and their backgrounds/areas of expertise.</li> <li>- Add timelines, possibly 6 months, for the mentorship with a possibility to extend.</li> <li>- Consider creating group mentorship opportunities as well as one-on-one.</li> <li>- A possibility of having termed members be mentors.</li> <li>- Consider having each member undergo a six-week Project PEARL at Christie's Place to learn about the Ryan White planning process. The series can also be self-led; thus, individual mentorship might not be necessary.</li> <li>- How to make it appealing for members to become involved as mentors.</li> <li>- This may not be a priority due to so many seats terming out.</li> </ul>	The committee decided to hold off on making changes until later in the year.
d. Focused Recruitment		
i. Open Seats		HPG SS will confirm with the Clerk of the Board if interviews can be conducted and if the approval process can begin for seats that still need to be selected to avoid a gap in seat appointment.
ii. Term Expired dates	It has been challenging to reach District representatives.	
iii. New Committee members	Reviewed	



Agenda Item	Action	Follow-up
iv. Underrepresented Groups (demographics)	Reviewed	
<b>10. New Business</b>		
a. None		
<b>11. Routine Business</b>		
a. Attendance		
i. HPG Attendance	HPG SS reviewed attendance. The committee recommended clarifying the Strategies and Standards Committee spreadsheet to black out the months the committee is not scheduled to meet.	
ii. Committee Attendance		
<b>12. Suggested item for the future committee agenda</b>	None	
<b>13. Announcement</b>	<ul style="list-style-type: none"> <li>- The HPG Orientation will occur on Thursday, April 18, 2024, from 2:00 – 4:00 p.m. via Zoom.</li> <li>- HPG SS currently has limited HPG website management and social media engagement.</li> <li>- HPG SS is working on identifying members interested in having an HPG table at the Women’s Conference on March 9, 2024.</li> <li>- Two HPG members have completed and submitted all required forms. HPG SS has been sending weekly reminders to all; the deadline is March 25.</li> <li>- The ethics training is a requirement, and members are asked to log in to complete the modules even though the website states that the training is not being provided.</li> </ul>	HPG SS to print and provide HPG materials to Rhea for the March 9 conference.
<b>14. Next Meeting Date</b>	<p><b>When: March 13, 2024, from 11:00 AM - 1:00 PM.</b></p> <p><b>Location:</b> County Operations Center, 5530 Overland Ave, San Diego, CA 92123, Training Room 124</p>	
<b>15. Adjourn</b>	The meeting adjourned at 12:55 PM.	

## 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
<b>1. Call to order</b>	Bob Lewis called the meeting to order at 11:02 AM and noted that an in-person quorum was established.	
<b>2. Public Comment on non-agenda items (for Members of the public)</b>	None	
<b>3. Sharing our concerns (for committee members)</b>	None	
<b>4. Action:</b> Review and approve the April 10, 2024 agenda	<b>Motion:</b> Approve the April 10, 2024 meeting agenda as presented. <b>Motion/Second/Count (M/S/C):</b> Van Brocklin / Underwood / 3-0 <b>Abstentions:</b> Lewis <b>Motion carries</b>	
<b>5. Action:</b> Review and approve the February 14, 2024 meeting minutes	<b>Motion:</b> Approve the February 14, 2024 meeting minutes as presented. <b>M/S/C:</b> Van Brocklin / Underwood / 2-0 <b>Abstentions:</b> Lewis / Lochner <b>Motion carries</b>	
<b>6. New Business</b>		
<b>a. Discussion:</b> 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"> <li>• Some members can move to hard-to-fill seats.</li> <li>• District seats have historically been more challenging to fill.</li> <li>• The entire Board of Supervisors votes for District seats.</li> <li>• The current lived experience percentage among HPG members is 24% percent.</li> <li>• General Member seats should be prioritized.</li> </ul>	
<b>7. Old Business</b>		
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"> <li>• Dr. Grelotti's 2<sup>nd</sup> reappointment</li> <li>• Lori Jones's new appointment to the Seat 26 Prevention Services Consumer/Advocate</li> </ul>	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"> <li>• Chris Nolan – District 2</li> <li>• Eva Matthews – District 2</li> <li>• Ben Ignalino – pending a Virtual Interview</li> <li>• Skyler Miles – pending a virtual interview</li> <li>• Myshell Thomas – pending application</li> </ul>	
d. Underrepresented Groups (Demographics)	No updates	
<b>8. Routine Business</b>		
a. HIV Planning Group Attendance	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The HPG Chair recommended continuing to send the attendance reminder to all members who have missed three meetings, copying the committee chairs.</li> </ul>	HPG SS will draft and send Allan Acevedo a formal notice of removal.
b. Committee Attendance	Tabled	

Agenda Item	Action	Follow-up
<p>i. <b>ACTION:</b> 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"> <li>• The Priority Setting &amp; 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.”</li> <li>• Strategies &amp; 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.</li> <li>• The Medical Standards &amp; 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.</li> </ul> <p>The Committee members recommended that PSRAC and the Strategies &amp; 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><b>9. Suggested item for the future committee agenda</b></p>	<ul style="list-style-type: none"> <li>• The Committee Chair has recommended that the committee begin thinking about the onboarding plans to help retain new members.</li> <li>• 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.</li> <li>• A committee member expressed concern about the number of required items that members must complete, which can be too much and overwhelming.</li> </ul>	<p>HPG SS will remind those HPG members who still need to complete the mandatory Clerk of the Board Orientation.</p>
<p><b>10. Announcements</b></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
<b>11. Next meeting date</b>	<b>When:</b> May 8, 2024, at 11:00 AM – 1:00 PM. <b>Location:</b> County Operations Center, 5570 Overland Ave, San Diego, CA 92123 (Medical Examiner Conference Room 1047)	
<b>12. Adjournment</b>	The meeting was adjourned at 12:36 PM.	

## PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)



Thursday, January 11, 2024, 3:00 PM – 5:00 PM  
County Operations Center  
5530 Overland Ave, San Diego, CA 92123  
(Room 124)

### A quorum for this meeting is seven (7)

**Committee Members Present:** Alberto Cortes | Dr. Beth Davenport | Felipe Garcia-Bigley | Pam Highfill | Dr. Delores Jacobs (Chair) | Cinnamen Kubricky | Chris Mueller | Karla Quezada-Torres | Raul Robles | Regina Underwood | Rhea Van Brocklin | Freddy Villafan

**Committee Members Absent:** Reginald Carroll

### MEETING MINUTES

Agenda Item	Action	Follow-up
1. Call to order	Dr. Jacobs called the meeting to order at 3:04 PM and noted that a quorum was established.	
2. Reminders	Dr. Jacobs reviewed conflicts of interest. The Committee Charge was read by Chris Mueller.	
3. Public Comment on non-agenda items (for members of the public)	<ul style="list-style-type: none"><li>A member of the public noted that the County is using 2019 fair public rate payment standards for the Partial Assistance Rental Subsidy (PARS), which makes the PARS budget numbers off by 20%- 23%. They also mentioned the importance of the Emergency Housing issue, spending \$120/night in substandard hotels, and the need for HIV testing for the homeless population.</li><li>A member of the public expressed concern about the fair market value of hotel vouchers for single-occupancy hotel stays in Emergency Housing.</li><li>A member of the public asked for clarification regarding the public's ability to make comments on the agenda items.</li></ul>	
4. Sharing our concerns (for committee members)	A member of the committee expressed concern that all consumers are not being informed about non-Ryan White public housing in a timely manner.	
5. <b>Action:</b> Review and approve the agenda for January 11, 2024	<b>Action:</b> Approve the January 11, 2024 meeting agenda as presented with the noted change: The action item on the needs assessment survey is an action to accept, not approve.	

For any inquiries, please send an email to [HPG.HHSA@sdcounty.ca.gov](mailto:HPG.HHSA@sdcounty.ca.gov)  
You may also visit our website at [sdplanning.org](http://sdplanning.org)

**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

Agenda Item	Action	Follow-up
	<p><b>Motion/Second/Count (M/S/C):</b> Cortes/Kubricky/10-0  <b>Public comment:</b> A member of the public expressed concern about this committee not having a co-chair.  <b>Abstentions:</b> Jacobs  <b>Motion carries</b></p>	
<p>6. <b>Action:</b> Review and approve the meeting minutes for November 9, 2023</p>	<p><b>Action:</b> Review and approve the meeting minutes from November 9, 2023 as presented.  <b>M/S/C:</b> Mueller/Quezada-Torres/6-0  <b>Public comment:</b> Members of the public requested that the minutes be amended to reflect a discussion on PARS so they can be referenced in the future. They also asked that the follow-up items be tracked and addressed in a timely manner. Dr. Jacobs noted there is a standard practice for the follow-up items.  <b>Abstentions:</b> Jacobs, Davenport, Garcia-Bigley, Quezada-Torres, Villafan, Underwood  <b>Motion carries</b></p>	<p>HPG Support Staff (HPG SS) will amend the minutes to reflect that there was no discussion regarding the chair/vice chair. HPG Support Staff will amend the minutes to reflect a discussion of the public comment regarding PARS.</p>
<p>7. Review follow-up items from the last meeting minutes</p>	<p>HPG SS reviewed the follow-up items from the meeting minutes from November 9, 2023.</p>	
<p><b>8. Old Business</b></p>		
<p>a) Discussion on PSRAC Co-Chair election and Chair appointment</p>	<p>Rhea Van Brocklin has been identified as someone interested in a Chair position. The HPG Chair will appoint her.  A consumer usually holds the HPG Vice-Chair position. Members whose seats are terming out this year are not eligible.</p>	

**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

Agenda Item	Action	Follow-up
	<p>HPG Chair reminded the committee that the Chair and Vice-Chair must communicate regularly on coverage at bimonthly meetings.</p> <p><b>Action:</b> Approve Tyra Fleming’s election as PSRAC Co-Chair.  <b>M/S/C:</b> Cortes/Quesada-Torres/9-0  <b>Abstentions:</b> Van Brocklin  <b>Motion carries</b></p> <p><b>Action:</b> Approve the recommendation to forward Rhea Van Brocklin’s name to the HPG Chair for appointment as PSRAC Chair.  <b>M/S/C:</b> Cortes/Quezada-Torres/10-0  <b>Abstentions:</b> Jacobs  <b>Motion carries</b></p>	
b) Committee Attendance	The committee reviewed attendance, and Dr. Jacobs reminded members to be mindful of absences.	
<b>9. New Business</b>		
a. <b>Action:</b> Recommendations for FY 23 or FY 24	None	
b. Review, discuss, and plan for the three components of the Needs Assessment process	<p>Dr. Beth Davenport and Shannon Ransom summarized the process of the working group to review and revise the 2024 Survey of HIV Impact. The group removed several data collection questions and combined some feasible questions, yet acknowledged the survey is lengthy.</p> <p><b>Public comment:</b></p> <ul style="list-style-type: none"> <li>• A member of the public recommended that the first question include “symptomatic” and “asymptomatic.”</li> <li>• A member of the public recommended that question 64 be reviewed and revised.</li> </ul> <p>The committee discussed the Survey of HIV Impact and recommended that the working group consider the following regarding:</p> <ul style="list-style-type: none"> <li>• The word “activating” may not translate well to Spanish. Perhaps, “uncomfortable”.</li> <li>• In future surveys, consider asking about Post-Exposure Prophylaxis (PEP) and</li> </ul>	<p>HPG SS will bring the survey to the Steering Committee for discussion and vote.</p> <p>Committee to bring ideas on data requests to the March meeting.</p>



**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

Agenda Item	Action	Follow-up
	<p>subsequent follow-up for Pre-Exposure Prophylaxis (PrEP).</p> <ul style="list-style-type: none"> <li>• Tools be provided to assist in completion.</li> <li>• What is the response rate goal? HPG SS mentioned that around 1,200 people responded to the survey in 2017.</li> <li>• In the past, the survey was distributed to support groups, case managers, and clinics.</li> <li>• Utilize Mama’s Kitchen.</li> <li>• In the past, timing made a difference (utilizing retreats and afternoon teas).</li> <li>• Compensation should be considered in the future.</li> </ul> <p>Mikie Lochner noted that the next working group for survey distribution must include consumers. He asked that Karla Quezada-Torres and Shannon Ransom lead the working group. It was recommended that the working group also have providers.</p>	
<p>i. Regional Community Meetings (timeframe)</p>	<p>The committee noted that historically held in the spring, the Regional Community Meetings will need to be postponed until 2025 due to a staff shortage and numerous pending tasks in 2024 (Orientation planning, HPG retreat planning, PSRA process, Part A application). Moving forward, the committee recommended realigning with the survey and holding Regional Community Meetings before the Survey of HIV Impact.</p>	
<p>ii. <b>Action:</b> Review and approve the draft 2024 Survey of HIV Impact</p>	<p><b>Action:</b> Accept the 2024 Survey of HIV Impact as presented.  <b>M/S/C:</b> Van Brocklin/Mueller/10-0  <b>Abstentions:</b> Jacobs  <b>Motion carries</b></p>	
<p>iii. Provider Survey (timeframe)</p>	<p>The committee briefly discussed the plan for the Provider Survey, which will occur in 2025.</p>	
<p>c. Data request from the Recipient</p>	<p>Committee members were advised to review the PSRAC Work Plan and note if additional data requests were needed at the next meeting.</p>	
<p><b>10. Routine Business</b></p>		
<p>a. Review Monthly and Year to Date expenditures and assess for</p>	<p>Patrick Loose reviewed:</p> <ul style="list-style-type: none"> <li>• As of September 30, 2023, there is an anticipation of a need for \$425,000 in HIV</li> </ul>	

For any inquiries, please send an email to [HPG.HHSA@sdcounty.ca.gov](mailto:HPG.HHSA@sdcounty.ca.gov)  
 You may also visit our website at [sdplanning.org](http://sdplanning.org)

**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

Agenda Item	Action	Follow-up
recommended reallocations	<p>Primary Care as the number of clients is increasing as people return to care.</p> <ul style="list-style-type: none"> <li>As of November 30, 2023, 71% of the Part A budget has been spent, with 75% of the year spent.</li> <li>Emergency Housing has expended \$300K of \$800K.</li> <li>The Ryan White Part A application will be due this year, also applying for End the HIV Epidemic (EHE) funding.</li> <li>Regarding the Part A award for FY 24, San Diego County will receive a partial award until the federal budget has been established.</li> <li>We have received HIV prevention funding through May 2024.</li> </ul>	
<p>b. Partial Assistance Rent Subsidy Program (PARS) and Emergency Housing update</p>	<p>PARS report:</p> <ul style="list-style-type: none"> <li><b>57</b> currently on the waitlist</li> <li><b>12</b> previously enrolled</li> <li><b>1</b> new applicant since the last report</li> <li>Demographics of clients on the waitlist: <ul style="list-style-type: none"> <li>Gender: <b>42</b> male, <b>10</b> female, <b>5</b> transgender</li> <li>Race/ethnicity: <b>9</b> Black, <b>28</b> Hispanic/Latino, <b>20</b> white, <b>0</b> Asian</li> <li>Age: <b>33</b> over 45, <b>22</b> ages 31-44, <b>2</b> ages 18-30</li> <li>Central region <b>41</b>, East <b>6</b>, South <b>4</b>, North <b>6</b></li> </ul> </li> <li><b>103</b> currently enrolled</li> </ul> <p>The Recipients' Office provided an update on Emergency Housing. At the March meeting, the Recipients' Office will recommend reallocating for FY 24.</p>	
<p>c. Review Monthly and TYD service utilization report</p>	<p>The service utilization report was included in the meeting materials packet. There is an increase in service utilization in HIV Primary Care, Early Intervention Services, and Mental Health services.</p> <p><b>Public comment:</b> A member of the public expressed concern about fair market rates being incorrect for PARS. The Recipients' Office will investigate.</p>	<p>The recipients' Office will investigate the fair market rates for PARS.</p>

**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

<b>Agenda Item</b>	<b>Action</b>	<b>Follow-up</b>
d. Review the FY 24 PSRAC work plan and make any needed changes.	The committee reviewed the FY 24 work plan. <b>Public comment:</b> A member of the public recommended that testing for the homeless population be prioritized. Patrick Loose, the Recipient, commented that there is currently no data on the increase in the housing population.	
11. Suggested items for the PSRAC agenda	None	
12. Announcements	<ul style="list-style-type: none"> <li>The Women’s Conference will be held on March 9, 2024. More information and registration are available at <a href="http://www.awomansvoice.org">www.awomansvoice.org</a>.</li> <li>A California survey on LGBTQIA+ and the aging population has gone out and will be sent to all committees and HPG staff, including community members.</li> <li>POZabilities is holding a Town Hall on “Aging with HIV” at The LGBT Center on Saturday, February 3, 2024, from 9:00 AM to 5:00 PM. For more information, please contact <a href="mailto:michael@pozabilities.org">michael@pozabilities.org</a>.</li> <li>Alberto Cortes announced his retirement and has invited everyone to join his retirement party on Saturday, January 20, 2024, 12:00 PM – 3:00 PM at Bahia Resort.</li> <li>The HPG email distribution lists are presently down, but staff are attempting to reconstruct them.</li> </ul>	HPG SS will send an email to all regarding the LGBTQIA+ survey.
13. Next Meeting:	<p><b>Date:</b> Thursday, March 14, 2024, 3:00 PM – 5:00 PM</p> <p><b>Location:</b> County Operations Center (COC, 5570 Overland Ave, San Diego, CA 92123 (Medical Examiner Conference Room 1047) and online via Zoom.</p>	
14. Adjournment	Meeting adjourned at 4:52 pm.	

## PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)



Thursday, April 11, 2024, 3:00 PM – 5:00 PM  
Southeastern Live Well Center  
5101 Market Street, San Diego, CA 92114  
(Tubman Chavez Room C)

### A quorum for this meeting is seven (7)

**Committee Members Present:** | Tyra Fleming (Co-Chair) | Felipe Garcia-Bigley | Pam Highfill | Dr. Delores Jacobs | Cinnamen Kubricky | Marco Aguirre Mendoza | Chris Mueller | Regina Underwood | Rhea Van Brocklin (Chair) | Freddy Villafan

**Committee Members Joining Virtually:** Karla Quezada-Torres (Just Cause)

**Committee Members Absent:** Dr. Beth Davenport | Raul Robles

### MEETING MINUTES

Agenda Item	Action	Follow-up
1. Call to order	Rhea Van Brocklin called the meeting to order at 3:00 PM and noted that a quorum was established.	
2. Reminders	Rhea Van Brocklin reviewed conflicts of interest. Pam Highfill read the Committee Charge.	
3. Public Comment on non-agenda items (for members of the public)	None	
4. Sharing our concerns (for committee members)	A committee member shared a concern about mental health concerns among the community. They also expressed interest in prioritizing housing for those living with HIV. The last concern shared was regarding costs for utilities and food, requesting access to updated information on food service locations. Another committee member has expressed concern about housing and requested that it be prioritized, as rent increases are forcing residents to move out of the immediate service area.	
5. <b>Action:</b> Review and approve the agenda for April 11, 2024	<b>Motion:</b> Approve the April 11, 2024 meeting agenda as presented with the noted change: <b>Motion/Second/Count (M/S/C):</b> Jacobs / Garcia-Bigley / 7-0 <b>Discussion:</b> none <b>Abstentions:</b> Van Brocklin <b>Motion carries</b>	

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**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

Agenda Item	Action	Follow-up
6. <b>Action:</b> Review and approve the meeting minutes for January 11, 2024	<b>Motion:</b> Review and approve the meeting minutes from January 11, 2024 as presented. <b>M/S/C:</b> Villafan / Mueller / 7-0 <b>Discussion:</b> none <b>Abstentions:</b> Van Brocklin <b>Motion carries</b>	
7. Review follow-up items from the last meeting minutes	<ul style="list-style-type: none"> <li>• HPG Support Staff (HPG SS) will amend the November minutes to reflect no discussion regarding the chair/co-chair – <b>Completed</b></li> <li>• HPG Support Staff will amend the November minutes to reflect a discussion of the public comment regarding PARS – <b>Completed</b></li> <li>• HPG SS will bring the survey to the Steering Committee for discussion and vote – <b>Completed</b></li> <li>• The committee will bring ideas on data requests to the March meeting – <b>Pending</b></li> <li>• The recipients’ Office will investigate the fair market rates for PARS – <b>Pending</b></li> <li>• HPG SS will send an email to all regarding the LGBTQIA+ survey. – <b>Completed</b></li> <li>• PSRAC members have requested additional demographic data, including recent HIV migration data, language breakdown among those entering the US, new HIV diagnosis, and San Diego demographics by region.</li> </ul>	HPG SS will follow up with Dr. Tweeten for additional demographic information requested
<b>8. Old Business</b>		
a) Committee Attendance	<p>The Chair reviewed the current attendance policy: To remain in good standing and eligible to vote, the committee member may not miss 3 consecutive meetings or 6 meetings within 12 months.</p> <p>The following discussion was held:</p> <ul style="list-style-type: none"> <li>- Two consecutive absences are not grounds for removal, but members cannot vote until they attend two consecutive meetings.</li> <li>- A clear policy is essential, as the membership committee has indicated a need to create alignment.</li> </ul>	Steering Committee to discuss PSRAC and Strategies during the April meeting
b) 2024 Needs Assessment	HPG SS provided an update on the status of the survey. The Chair encouraged the	

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**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

<b>Agenda Item</b>	<b>Action</b>	<b>Follow-up</b>
Survey of HIV Impact Update	committee to continue distributing the information and collecting the surveys from the sites where they dropped them off. HPG SS is working to enter the surveys online.	
c) Review and update the 2024 PSRAC workplan (budget planning dates/times)	The Chair reviewed the updated PSRAC budget planning meeting dates: <ul style="list-style-type: none"> <li>• June 6<sup>th</sup> 1-4 pm @ County Administration Center (CAC) Room 301</li> <li>• June 13<sup>th</sup> 1-4 pm @ CAC Room 310 BOS Chambers</li> <li>• July 11<sup>th</sup> 1-4 pm @ CAC Room 310 BOS Chambers</li> <li>• July 18<sup>th</sup> 1-4 pm @ CAC Room 402A</li> </ul> Members agreed with the dates and times but requested hard copies of the expenditure reports for review during the meetings.	
<b>9. New Business</b>		
a. <b>Action:</b> Recommendations for reallocations for FY 24 (the current fiscal year, March 1, 2024 – February 28, 2025)	None: <ul style="list-style-type: none"> <li>• The Recipients' Office updated that the funding has not yet been received for FY 24.</li> </ul>	
b. Integrated/Getting to Zero Plan – update	None	
c. <b>ACTION:</b> Review and approve the draft key findings (KF) for the Ryan White Program (RWP) Regional Service Availability 2024	<b>Motion:</b> Approve the 2024 Key Findings for the Ryan White Program Regional Service Availability <b>M/S/C:</b> Highfill / Garcia-Bigley / 7-0 <b>Discussion:</b> none <b>Abstentions:</b> Van Brocklin <b>Motion carries</b>	
d. <b>ACTION:</b> Review and approve the draft KF Service Eligibility Criteria and Service Guidelines 2024	<b>Motion:</b> Approve the 2024 Key Findings Service Eligibility Criteria <b>M/S/C:</b> Kubricky / Mueller / 7-0 <b>Discussion:</b> none <b>Abstentions:</b> Van Brocklin <b>Motion carries</b>	

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**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

Agenda Item	Action	Follow-up
<b>10. Routine Business</b>		
a. Review Monthly and Year to Date expenditures and assess for recommended reallocations	The updated report will be provided at the next committee meeting. The Recipients' Office reminded the committee members that all invoices are due July 1, 2024. They also commented that specific services must be cut in the coming months.	
b. Partial Assistance Rent Subsidy Program (PARS) and Emergency Housing update	<p>The Recipients' Office provided an update on the current PARS list:</p> <ul style="list-style-type: none"> <li>• 69 is currently on the waitlist</li> <li>• 13 previously enrolled</li> <li>• 5 new applicants</li> <li>• Demographics of clients on the waitlist:               <ul style="list-style-type: none"> <li>69                   <ul style="list-style-type: none"> <li>• Gender: 51 male, 11 female, 7 transgender</li> <li>• Race/ethnicity: 11 Black, 38 Hispanic/Latino, 20 white, 0 Asian</li> <li>• Age: 38 over 45, 29 ages 31-44, 2 ages 18-30</li> <li>• Region breakdown: Central region 51, East 7, South 4, North 7</li> </ul> </li> <li>• 88 currently enrolled</li> </ul> </li> </ul> <p>The request for carryover was denied for San Diego County.</p>	
c. Review Monthly and TYD service utilization report	The Recipients' Office reviewed the service utilization and current viral suppression rates.	
11. Suggested items for the PSRAC agenda	<p>The committee members shared the following items:</p> <ul style="list-style-type: none"> <li>• A program or service that celebrates transitions from temporary housing to permanent and stable housing is needed.</li> <li>• Patience and grace are key for those needing emergency housing to help them get to permanent options.</li> </ul>	

**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

Agenda Item	Action	Follow-up
12. Announcements	<ul style="list-style-type: none"> <li>• HPG Orientation April 18<sup>th</sup> via Zoom</li> <li>• HPG Retreat May 22<sup>nd</sup> @ County Operations Center (COC)</li> <li>• The Family Health Centers of San Diego is collaborating with the Pride festival; anyone interested in participating or volunteering, please contact Felipe Garcia-Bigley</li> <li>• Christie’s Place is holding a Lotus training from April 30<sup>th</sup> – May 3<sup>rd</sup> to train women living with HIV to become peer navigators/advocates</li> <li>• End the Epidemic Event on April 23<sup>rd</sup> in Sacramento</li> </ul>	HPG SS will email HPG orientation registration information
13. Next Meeting:	<p><b>Date:</b> Thursday, May 9, 2024, 3:00 PM – 5:00 PM</p> <p><b>Location:</b> Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)</p>	
14. Adjournment	The meeting adjourned at 4:33 PM.	



**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**



Thursday, May 9, 2024, 3:00 PM – 5:00 PM  
Southeastern Live Well Center  
5101 Market Street, San Diego, CA 92114  
**(Tubman Chavez Rooms A and B)**

**A quorum for this meeting is seven (7).**

**Committee Members Present:** Dr. Beth Davenport | Tyra Fleming (Co-Chair) | Felipe Garcia-Bigley | Dr. Delores Jacobs | Cinnamen Kubricky | Marco Aguirre Mendoza | Chris Mueller | Raul Robles | Regina Underwood | Rhea Van Brocklin (Chair) | Freddy Villafan

**Committee Members Absent:** Pam Highfill | Karla Quezada-Torres

**MEETING MINUTES**

<b>Agenda Item</b>	<b>Action</b>	<b>Follow-up</b>
1. Call to order	Rhea Van Brocklin called the meeting to order at 3:01 PM and noted that a quorum was established.	
2. Reminders	Rhea Van Brocklin reviewed conflicts of interest. Felipe Garcia-Bigley read the Committee Charge.	
3. Public Comment on non-agenda items (for members of the public)	A member of the public expressed concern on behalf of a client's inability to access transportation services in Poway.	
4. Sharing our concerns (for committee members)	<p>A committee member expressed concerns about medical referral issues, getting approved for services, and being denied services without a clear explanation.</p> <p>A committee member provided an update on the Sacramento Epidemic and Policy Decision event, during which they discussed the work San Diego County is doing.</p> <p>The committee welcomed the new HIV Planning Group support staff: Ling Yang, Office Assistant, and Krystle Diaz, Health Information Specialist I.</p>	
5. <b>Action:</b> Review and approve the agenda for May 9, 2024	<p><b>Motion:</b> Approve the May 9, 2024 meeting agenda as presented.</p> <p><b>Motion/Second/Count (M/S/C):</b> Garcia-Bigley/ Fleming 8-0</p>	

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**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

Agenda Item	Action	Follow-up
	<b>Abstentions:</b> Van Brocklin <b>Motion carries</b>	
6. <b>Action:</b> Review and approve the meeting minutes for April 11, 2024	<b>Motion:</b> Review and approve the presented April 11, 2024 meeting minutes. <b>M/S/C:</b> Jacobs/Garcia-Bigley 9-0 <b>Abstentions:</b> Kubricky, Van Brocklin/ <b>Motion carries</b>	
7. Review follow-up items from the last meeting minutes	A committee member recommended requesting overall data on Minority AIDS Initiative (MAI) funding and its uses for services in all regions. How are decisions made to put certain money in certain areas, and why?  The recipient office recommended a 20-minute overview of MAI services for the June 6, 2024, meeting and will include a comparison of the Ryan White Funding vs. MAI funding.  The committee recommended a 5-minute presentation explaining the MAI model instead of a 20-minute presentation at r the next meeting.	The Recipients' Office will provide a brief presentation on the MAI Regional funds, including a comparison of Ryan White funding to MAI funding.
<b>8. New Business</b>		
a. <b>ACTION:</b> Recommendations for reallocations for FY 24 (the current fiscal year, March 1, 2024 – February 28, 2025).	None	
b. Integrated/Getting to Zero Plan – update	None:  The Recipients' Office discussed the Steering Committee's work on implementing the recommendations, survey interviews, and feedback. The recipient office will work with the HIV Planning Group staff to develop a plan to gather information and track the Getting to Zero Plan accomplishments.	HPG SS to work with the Recipients' Office to set a plan to track Getting to Zero goals and achievements
c. Review Co-occurring Conditions, Poverty, and	The data presentation was rescheduled to be presented at the next PSRAC meeting on June 6, 2024.	The Recipient's office will provide updated Key

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**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

Agenda Item	Action	Follow-up
Insurance data and discuss findings.		Findings on the Co-occurring Conditions, Poverty, and insurance data by June 6, 2024
d. Review HIV/AIDS Epidemiology Data	<p>Dr. Tweeten presented the 2023 HIV epidemiology data in San Diego County.</p> <ul style="list-style-type: none"> <li>• Data from 2023 enhanced HIV/AIDS Reporting System (eHARS)</li> <li>• Persons Living with HIV disease (PLWH)               <ul style="list-style-type: none"> <li>• HIV disease diagnosis and living as of 12/31/2023</li> <li>• Current address listed as SD County; could be diagnosed anywhere</li> <li>• N=15,035</li> </ul> </li> <li>• SD Incident Cases</li> <li>• HIV diagnoses amongst SD County residents only               <ul style="list-style-type: none"> <li>• Cumulative cases</li> <li>• N=25,458</li> </ul> </li> <li>• SD Recent Cases</li> <li>• HIV diagnosis 2019-2023 amongst SD Incident Cases               <ul style="list-style-type: none"> <li>• N=2,142</li> </ul> </li> </ul> <p>Dr. Tweeten also mentioned the following:</p> <ul style="list-style-type: none"> <li>• Tracking patients' health, current care, and continuation care is complex due to the lack of current contacts.</li> <li>• The VA and Navy data will quickly become available due to the large population seeking care from these areas.</li> </ul>	Dr. Tweeten will provide additional data information on how the aging population and health issues can impact specific demographics when seeking care.
<b>9. Routine Business</b>		
a. Committee Attendance	The committee reviewed the attendance report.	
b. 2024 Needs Assessment Survey of HIV Impact Update	<p>The HPG SS provided the following update on the status of the Needs Assessment Survey HIV Impact: Estimate 180 completed and approx. 30 surveys still need to be entered</p> <p>The committee recommended the following:</p>	HPG SS will provide preliminary qualitative data from the

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**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

Agenda Item	Action	Follow-up
	<ul style="list-style-type: none"> <li>• Extend the timeframe for collecting the surveys to gather more data until the end of July/August.</li> <li>• Provide preliminary qualitative data at the June 13, 2024, meeting to get an idea of San Diego's demographic needs before preparing for next year's budgeting planning.</li> <li>• Provide preliminary quantitative data with an expectation that results and qualitative data will be available later.</li> <li>• Add incentives to promote more survey responses and work with other support services.               <ul style="list-style-type: none"> <li>○ Perhaps giving out laundry soap, hygiene kits, meals</li> </ul> </li> <li>• Partner with organizations to link up to encourage more survey participation, connect with San Diego Pride to reach out for an opportunity for free tickets</li> </ul>	<p>June 13th meeting HPG SS will work with providers on how to collect as many surveys as possible</p>
<p>c. Review Monthly and Year to Date expenditures and assess for recommended reallocations</p>	<p>The Recipients' Office reminded the committee that the expenditure data are always two months behind. The fiscal department is working on finalizing the FY23 numbers. The Recipient's office noted that the funding from last year will not be carried over to this year.</p>	
<p>d. Partial Assistance Rent Subsidy Program (PARS) and Emergency Housing update</p>	<p>PARS report:</p> <ul style="list-style-type: none"> <li>• 76 currently on the waitlist               <ul style="list-style-type: none"> <li>○ 13 previously enrolled</li> <li>○ 64 New Clients</li> </ul> </li> <li>• Demographics of clients on the waitlist               <ul style="list-style-type: none"> <li>○ Gender 57 male, 12 female, 7 transgender</li> <li>○ Race/ethnicity 13 Black, 42 Hispanic/Latino, 21 white, 0 Asian 1 AM Indian</li> <li>○ Age: 43 over 45, 30 ages 31-44, 3 ages 18-30</li> <li>○ Central region 54, East 10, South 5, North 7</li> </ul> </li> <li>• 84 currently enrolled</li> </ul>	
<p>e. Review Monthly and TYD service utilization report</p>	<p>Reviewed</p>	<p>.</p>

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**PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRAC)**

<b>Agenda Item</b>	<b>Action</b>	<b>Follow-up</b>
10. Suggested items for the PSRAC agenda	None	
11. Announcements	<b>HIV Planning Group Retreat</b> (open to the public) Date: Wednesday, May 22, 2024, Lunch: 12:15 – 5:00 PM, with lunch at 12: 15 PM Location: County Operations Center, 5570 Overland Ave, San Diego, CA 92123, Medical Examiner Conference Room 1047	
12. Next Meeting:	<b>Date:</b> Thursday, June 6, 2024, 1:00 PM-5:00 PM <b>Location:</b> County Administration Building, 1600 Pacific Hwy, San Diego, CA 92101 (Room 301)	
13. Adjournment	The meeting adjourned at 4:35 PM.	

**MEDICAL STANDARDS AND EVALUATION COMMITTEE (MSEC)**

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Tuesday, February 27, 2024, 4:00 PM – 5:30 PM  
Southeastern Live Well Center  
5101 Market Street, San Diego, CA 92114  
(Tubman Chavez Room A)

**A quorum for this meeting is six (6).**

**Committee Members present:** Dr. David Grelotti | Bob Lewis | Mikie Lochner | Ivy Rooney | Dr. Stephen Spector | Lisa Stangl | Dr. Winston Tilghman (Chair) | Karla Quezada-Torres

**Committee Members absent:** Dr. Jeannette Aldous (Co-Chair) | Yessica Hernández

**Committee Members joining virtually:** Dr. Laura Bamford (Just Cause)

**Meeting Minutes**

Agenda Item	Action	Follow-up
1. Welcome and moment of silence, comments from the Chair	Dr. Tilghman called the meeting to order at 4:18 PM and noted the presence of an in-person quorum. A moment of silence was observed. <ul style="list-style-type: none"> <li>- Due to the frequency of this committee’s meetings, its attendance policy will be if a member misses two consecutive meetings their voting is suspended until the attendance is back in compliance.</li> <li>- Finalized Practice Guidelines were sent to all committee members via email along with the meeting reminder.</li> </ul>	
2. Public comment	None	
3. Sharing our concerns	A committee member shared their concern about access to medical services for the aging population.	
4. <b>Action:</b> Review and approve the February 27, 2024 meeting agenda	<b>Motion:</b> Approve the February 27, 2024 meeting agenda as presented. <b>Motion/Second/Count (M/S/C):</b> Lochner/Lewis/6-0 <b>Abstentions:</b> Tilghman <b>Motion carries</b>	
5. <b>Action:</b> Review and approve the November 14, 2023 meeting minutes	<b>Motion:</b> Approve the November 14, 2023 meeting minutes as presented. <b>M/S/C:</b> Stangl/Quezada-Torres/5-0 <b>Abstentions:</b> Lochner, Tilghman <b>Motion carries</b>	

**MEDICAL STANDARDS AND EVALUATION COMMITTEE (MSEC)**

Agenda Item	Action	Follow-up
<b>6. Old Business:</b>		
<p><b>a. Discussion:</b> Getting to Zero (GTZ) Community Engagement – Next Steps</p>	<p>Dr. Tilghman discussed the GTZ Community Engagement Plan and noted no specific tasks for the MSEC, but the committee will continue to review the goals and objectives to determine if any might apply to the committee.</p>	
<p><b>b. Discussion:</b> MSEC committee meeting logistics</p>	<p>The committee held a discussion about the time of day, the frequency, and the day of the week that this committee meets and noted the following:</p> <ul style="list-style-type: none"> <li>- Consider holding these meetings at the County Operations Center as a better option. Providers traveling from Hillcrest and La Jolla area experience heavy traffic.</li> <li>- Start the meetings at 4:30 PM.</li> <li>- If MSEC chooses to become a working group independent of the HIV Planning Group (HPG), there may be more flexibility.</li> <li>- Requested that the Southeastern Live Well Center not be used for future meetings.</li> </ul> <p>Patrick Loose, the Recipient, noted that it is more complicated for the staff to use non-County approved facilities. The committee decided to continue meeting 4:00 PM – 5:30 PM.</p>	<p>HPG Support Staff (HPG SS) will schedule the May/June committee meeting and all future MSEC meetings at the location other than the Southeastern Live Well Center.</p>
<b>7. New Business:</b>		
<p><b>a. Action:</b> Approve 2024 work plan</p>	<p><b>Motion:</b> Approve the 2024 work plan, pending the May date change.  <b>M/S/C:</b> Quezada-Torres/Grelotti/8-0  <b>Discussion:</b> Dr. Tilghman reviewed the work plan and clarified that medical specialty service standards are part of the Outpatient/Ambulatory Health Service (OAHS) Standards.  <b>Abstentions:</b> Tilghman  <b>Motion carries</b></p>	
<p><b>b. Discussion:</b> Review Outpatient/Ambulatory Health Service</p>	<p>Dr. Tilghman reviewed the OAHS Standards.</p>	<p>MSEC members to review the Standards</p>

**MEDICAL STANDARDS AND EVALUATION COMMITTEE (MSEC)**

Agenda Item	Action	Follow-up
<p>(OAHs) Standards and identify needed revisions</p>	<p>The committee made the following comments:</p> <ul style="list-style-type: none"> <li>- Recommendation to add the GTZ app under referrals/linkage on page 6.</li> <li>- The Ryan White legislation requires that a certain percentage be spent on core medical services.</li> </ul> <p>The AIDS Regional Information &amp; Evaluation System (ARIES) will be replaced by HIV Care Connect, which will go live in May 2024. There will be a two-month overlap with ARIES, which is scheduled to sunset at the end of June 2024.</p> <p>The committee was asked to review the OAHs Standards and provide feedback to HPG SS prior to the next meeting.</p>	<p>before the next meeting and send any feedback to HPG SS.</p> <p>HPG SS to send a word version to the committee.</p>
<p><b>c. Discussion:</b> MSEC leadership succession planning</p>	<p>Dr. Tilghman provided an update regarding several HPG seats that will be terming out in 2024, including his own seat. He will not be able to continue serving as Chair but will remain on the committee. The new MSEC Chair will be required to serve also on the Steering Committee which meets on the third Tuesday of every month. He encouraged committee members to consider becoming the MSEC Chair.</p> <p>The committee will have a discussion and will make recommendations if possible. Presently, Dr. Grelotti and Dr. Spector are eligible as current HPG members to become MSEC Chair.</p>	
<p><b>8. Other Updates:</b></p>		
<p><b>a.</b> STI and Mpox Update (Dr. Tilghman)</p>	<p>Dr. Tilghman reviewed the County of San Diego Monthly Sexually Transmitted Infection (STI) Report, which was included in the meeting materials packet.</p>	
<p><b>b.</b> Committee member updates</p>	<p>None</p>	



**MEDICAL STANDARDS AND EVALUATION COMMITTEE (MSEC)**

<b>Agenda Item</b>	<b>Action</b>	<b>Follow-up</b>
<b>9.</b> Future agenda items for consideration	None	
<b>10.</b> Announcements	The 2024 Needs Assessment Survey of HIV Impact is available. Please encourage clients to take the survey.	
<b>11.</b> Next meeting date:	<b>Date:</b> May or June TBD, 2024 <b>Time:</b> 4:00 PM <b>Location:</b> TBD The committee recommended May 7, 2024 or June 11, 2024.	HPG SS to finalize the next committee meeting date.
<b>12. Adjournment</b>	The meeting was adjourned at 5:29 PM.	

## COMMUNITY ENGAGEMENT GROUP



*Wednesday, February 21, 2024, 3:00 PM – 5:00 PM*  
*Southeastern Live Well Center*  
*5101 Market Street, San Diego, CA 92114*  
*(Tubman Chavez Room C)*

**A quorum for this meeting is three (3)**

**Committee Members Present:** Michael Donovan | Michael Lochner (Acting Chair) | Jen Lothridge (Vice-Chair)

**Committee Members Absent:** Allan Acevedo

### MEETING MINUTES

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence.	Jen Lothridge, the committee co-chair, called the meeting to order at 3:03 PM and noted the presence of an in-person quorum. A moment of silence was observed.	
2. <u>Review:</u> Background, Mission Statement, Goals, and Agreement of Meeting Decorum	Committee members read the Mission Statement and the Community Engagement Group (CEG) Charge. The Chair reviewed the meeting decorum.	
3. Introductions (Name, Role with HPG/Consumer, Pronouns), Icebreaker	Members and participants introduced themselves.	
4. Public comment (for members of the public)	An HPG Support Staff member recommended having a brainstorming at a future meeting to consider ways to increase participation in the CEG.	
5. Sharing our concerns (for committee members)	A member of the committee recommended not reviewing all the ground rules at each meeting.	
6. <b>Action:</b> Approve the Community Engagement Group agenda for February 21, 2024	<b>Action:</b> Approve the Community Engagement Group agenda for February 21, 2024 as presented. <b>Motion/Second/Count (M/S/C):</b> Lochner/Donovan 2/0 <b>Abstention(s):</b> Lothridge <b>Motion carries</b>	

## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
7. <b>Action:</b> Approve the Community Engagement Group minutes for January 17, 2024.	<p><b>Action:</b> Approve the Community Engagement Group minutes for January 17, 2024 as presented.</p> <p><b>M/S/C:</b> Donavan/Lochner 2/0</p> <p><b>Abstention(s):</b> Lothridge</p> <p><b>Motion carries</b></p>	
a. Review the 2024 Training Plan	<p>The committee reviewed the 2024 CEG Training Plan and made the following recommendations:</p> <ul style="list-style-type: none"> <li>• Instead of covering all the service categories at the April 2024 meeting, cover 4 – 5 topics at each meeting.</li> <li>• Add to the April 2024 meeting “Brainstorm increased participation in the CEG meetings.”</li> <li>• Move Robert’s Rules/Parliamentary Procedure to May</li> <li>• Move Ryan White to July</li> </ul> <p>The committee also canceled the March 2024 meeting due to a lack of quorum.</p>	HPG Support Staff will update the training plan-
8. Old Business	None	
9. New Business		
a. Housing: Upcoming housing developments; First time home buyer programs; Landlord/Tenant Rights - Freddy Villafan, County Housing Program Analyst Housing and Community Development Services	<p>Freddy Villafan presented information on housing for low-income, elderly, and disabled persons. For additional information, Freddy Villafan can be contacted at <a href="mailto:Freddy.villafan@sdcounty.ca.gov">Freddy.villafan@sdcounty.ca.gov</a>.</p>	HPG Support staff will place the training on the HPG website, <a href="http://www.sdplanning.org">www.sdplanning.org</a>
10. Committee Updates		
a. CARE Partnership	The committee has decided to remain independent of the HPG. A committee	

## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
	member noted that one reason CARE Partnership is popular may be the mid-day time of the meeting seems to work for many people.	
b. Membership Committee	The committee interviewed a candidate for the HIV Prevention Consumer/Advocate seat and an HPG member for reappointment. It updated the Membership Committee Guidelines, the HPG application, and the HPG reappointment application.	
c. Strategies and Standards Committee	The committee will meet on March 5, 2024, to address the strategies in the Getting to Zero (GTZ) Community Engagement Plan and begin reviewing service standards.	
d. Medical Standards and Evaluation Committee (MSEC)	The committee will be meeting on May 27, 2024, to discuss the next steps for the Getting to Zero (GTZ) Community Engagement; consider adding occlusal guards, including hard appliance (D9944) and soft appliance (D9945), to the list of covered oral health care services; discuss the MSEC attendance policy and update their 2024 Work Plan.	
e. Priority Settings and Resource Allocation Committee	The committee will meet on March 14, 2024, to begin reviewing data in preparation for the FY 25 priority setting and budget allocation process; Rhea Van Brocklin was appointed Chair, and Tyra Fleming was elected Vice-Chair.	
f. Steering Committee	The committee discussed the need for increased recruitment of HPG members and planning for the May 22, 2024, HPG Retreat.	
g. HIV Planning Group	Cancelled for February 2024.	
h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	The CEG will need to elect a new representative to the Housing Committee.	

## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
11. Announcements	<ul style="list-style-type: none"> <li>• POZabilities is presenting HIV Heroes – recognizing people living with HIV, support persons, and persons who have passed on. For more information, go to <a href="http://hivheroes.org">hivheroes.org</a>.</li> <li>• The HPG Orientation will be Thursday, April 18, 2024, 2:00 – 4:00 PM via Zoom.</li> <li>• HRSA will conduct a series of recruitment trainings from March to May 2024. Members will receive an email with the details.</li> <li>• Additional HPG Support Staff, including a Health Information Specialist and an Outreach Worker, are pending.</li> <li>• Christie’s Place had a graduation for its Project PEARL Spanish cohort.</li> <li>• Christie’s Place is sponsoring a Black History Month event on Friday, February 23, 2024, from 12:00 to 3:00 PM.</li> <li>• The Women’s Conference will be on Saturday, March 9, 2024. For more information, visit <a href="http://awomansvoice.org">awomansvoice.org</a>.</li> <li>• The HPG Retreat will be Wednesday, May 22, 2024, 1:00 – 5:00 PM.</li> <li>• There will be a retirement party for John Keasler and Jerry Turner on Saturday, March 30, 2024.</li> </ul>	
12. Next meeting date	<p>Next Meeting: <b>Wednesday, April 17, 2024, 3:00 PM- 5:00 PM.</b>, in-person and via Zoom.</p> <p>Location:            County Operation Center            5570 Overland Ave.            San Diego, CA 92123; (Medical Examiner Conference Room 1047)</p>	

## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
	(Note: the March 20, 2024, meeting has been cancelled).	
13. Adjournment	Meeting was adjourned at 4:29 PM.	

## COMMUNITY ENGAGEMENT GROUP



*Wednesday, April 17, 2024, 3:00 PM – 5:00 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:** Michael Donovan | Michael Lochner (Acting Chair) | Jen Lothridge (Co-Chair)

**Committee Members Absent:** Allan Acevedo

### MEETING MINUTES

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	The Co-Chair called the meeting to order at 3:00 PM and noted the presence of a quorum in person.	
2. Review Background, Mission Statement, Goals, and Agreement of Meeting Decorum	Committee members read the Mission Statement and the Community Engagement Group (CEG) Charge. The Co-Chair reviewed the meeting decorum.	
3. Introductions (Name, Role with HPG/Consumer, Pronouns), Icebreaker	Members and participants introduced themselves.	
4. Public comment (for members of the public)	None	
5. Sharing our concerns (for committee members)	The HPG Chair made an announcement that he will be stepping down from the committee and will be appointing a new CEG chair in the coming weeks.	
6. <b>ACTION:</b> Approve the CEG agenda for April 17, 2024	<b>Motion:</b> Approve the CEG agenda for April 17, 2024 as presented. <b>Public comment:</b> none <b>Motion/Second/Count (M/S/C):</b> Lochner / Donovan / 2-0 <b>Abstention(s):</b> Lothridge <b>Motion carries</b>	
7. <b>ACTION:</b> Approve the CEG minutes for February 21, 2024	<b>Motion:</b> Approve the CEG minutes for February 21, 2024. <b>Public comment:</b> none <b>M/S/C:</b> Lochner / Donovan / 2-0 <b>Abstention(s):</b> Lothridge	

**COMMUNITY ENGAGEMENT GROUP**

Agenda Item	Discussion/Action	Follow-Up
	<b>Motion carries</b>	
Follow-Up Items:	HPG Support Staff (HPG SS) will update the training plan – <b>completed</b> HPG SS will place the training on the HPG website ( <a href="http://www.sdplanning.org">www.sdplanning.org</a> ) – <b>in progress</b>	
8. Old Business		
a. Review: 2024 CEG Training Plan	<p>The HPG Chair made a recommendation for the CEG members to consider event outreach and to co-host the annual Truax awards.</p> <p>A member of the public inquired whether:</p> <ul style="list-style-type: none"> <li>- The CEG reaches out to the homeless population.</li> <li>- If there are data by race/ethnicity, data on those living with HIV and those experiencing homelessness.</li> </ul> <p>The HPG Chair requested that the HPG SS begin advertising availability of food and mileage reimbursement for all CEG and HPG meetings in effort to engage the public. It was also suggested that the Happyville exercise be promoted in the community.</p> <p>The committee also discussed the opportunity to meet in various regions throughout the county. There are certain rules to follow when choosing a meeting space. Some options include: La Mesa Police Department; America Indian Health Center; LGBT Center; VAW; Family Health Centers; AHF; UC San Diego Owen Clinic; St. Vincent de Paul; Catholic Charities; Jewish Family Services.</p>	<p>HPG SS to provide requested data to the June CEG meeting.</p> <p>HPG SS to create a community event calendar.</p> <p>HPG SS to provide flyers and needs assessment surveys to Michael Donovan.</p>



## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
b. Committee Attendance	The committee reviewed the attendance summary. Allan Acevedo and Mikie Lochner will be removed. In May, there will be an additional three new members (including the newly appointed chair), for a total of six CEG members.	
9. New Business		
a. In-depth review of 4-5 service categories	<p>Tabled until June.</p> <p>The committee requested an in-depth review of the following service categories:</p> <ul style="list-style-type: none"> <li>- Case management (non-medical, medical, housing)</li> <li>- Peer navigation</li> </ul>	This item to be added to the June CEG agenda
b. <b>Discussion:</b> 2024 Membership Recruitment Planning	The vacant seats were reviewed. The HPG Chair addressed the need to recruit general members.	
10. Committee Updates		
a. CARE Partnership	The next meeting will be held in May at the South Live Well Center in National City.	
b. Membership Committee	Four members were appointed/reappointed at the April Board of Supervisors meeting. Two members, Lori Jones and Dr. Grelotti, are going through the routing process.	
c. Strategies and Standards Committee	The next meeting will be held on May 7, 2024.	
d. Medical Standards and Evaluation Committee	The next meeting will be held in June, and the committee will review the ambulatory outpatient service standards.	
e. Priority Settings and Resource Allocation Committee	Next meeting will be held on May 9, 2024. The members will begin reviewing the data. There will be two meetings in June and two meetings in July – all four will be held at the County Administrative Center on Pacific Hwy.	
f. Steering Committee	The committee had a lengthy discussion on recruitment as well as	

**COMMUNITY ENGAGEMENT GROUP**

Agenda Item	Discussion/Action	Follow-Up
	opportunities to make the HPG meetings more consumer focused.	
g. HIV Planning Group	The April 24 <sup>th</sup> meeting has been cancelled. The consent agenda item has been condensed. There will also be an open forum to discuss and recommend future topics. Moving forward, two service categories will be reviewed at each meeting. In lieu of the meeting, there will be an annual retreat on May 22 at 1:00 PM – 5:00 PM.	
h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	There is currently no member on CEG that is involved with HOPWA.	
11. Announcements	<ul style="list-style-type: none"> <li>- The HPG orientation will be held on Thursday, April 18.</li> <li>- UCSD/CFAR is hosting a townhall meeting. HPG SS will send out the email with the registration link.</li> <li>- The HIV Needs Assessment Survey is currently ongoing.</li> <li>- The Lotus Project is a multi-week series that is going to be hosted by Christie’s Place for individuals who identify as females.</li> <li>- The Ryan White Conference is going to be held in Washington, DC in August. HPG SS will provide an update at the September meetings.</li> </ul>	
12. Next meeting date	<p><b>Next Meeting:</b> Wednesday, May 15, 2024, at 3:00 PM – 5:00 PM, in-person and via Zoom.</p> <p><b>Location:</b> Southeastern Live Well Center; 5101 Market Street, San Diego, CA 92114; (Tubman Chavez Room C)</p>	
13. Adjournment	Meeting was adjourned at 4:41 PM.	

**COMMUNITY ENGAGEMENT GROUP**



*Wednesday, May 15, 2024, 3:00 PM – 5:00 PM*  
*Southeastern Live Well Center*  
 5101 Market Street, San Diego, CA 92114  
*Tubman Chavez Room C*

A quorum for this meeting is three (3).

**Committee Members Present:** Michael Donovan | Jen Lothridge (Co-Chair) | Veronica Nava

**Committee Members Absent:** Mikie Lochner (Acting Chair)

**MEETING MINUTES**

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Jen Lothridge, Co-Chair called the meeting to order at 3:04 PM and noted the presence of an in-person quorum.	
2. Review Background, Mission Statement, Goals, and Agreement of Meeting Decorum	Committee members read the Mission Statement and the Community Engagement Group (CEG) Charge. The Co-Chair reviewed the meeting decorum.	
3. Introductions (Name, Role with HIV Planning Group (HPG)/Consumer, Pronouns), Icebreaker	Members and participants introduced themselves.	
4. Public comment (for members of the public)	None	
5. Sharing our concerns (for committee members)	None	
6. <b>ACTION:</b> Approve the Community Engagement Group (CEG) agenda for May 15, 2024	<b>Motion:</b> Approve the CEG agenda for May 15, 2024 as presented. <b>Motion/Second/Count (M/S/C):</b> Donovan / Nava / 2-0 <b>Abstention(s):</b> Lothridge <b>Motion carries</b>	
7. <b>ACTION:</b> Approve the CEG minutes for April 17, 2024	<b>Motion:</b> Approve the CEG minutes for April 17, 2024. <b>M/S/C:</b> Nava / Donovan / 2-0 <b>Abstention(s):</b> Lothridge <b>Motion carries</b>	
a. Follow-Up Items:	1. HPG Support Staff (HPG SS) will provide requested data for the June CEG meeting – not started	HPG SS will update the CEG Training plan as

**COMMUNITY ENGAGEMENT GROUP**

Agenda Item	Discussion/Action	Follow-Up
	<p>2. HPG SS will create a community event calendar – in progress</p> <p>3. HPG SS to provide flyers and needs assessment surveys to Michael Donovan – completed</p> <p>4. HPG SS will add an in-depth review of the following service categories to the June agenda: Case Management (non-medical, medical, housing) and Peer Navigation – not started</p> <p>HPG SS noted that the June training plan as presented was extremely full and recommended to only include the epidemiology data review and the training on the expenditure/budget sheet. The committee recommended the following:</p> <ul style="list-style-type: none"> <li>- Remove in-depth review of 4-5 service categories</li> <li>- If feasible, include data on people experiencing homelessness and living with HIV if available in June.</li> <li>- Move the Happyville exercise to July.</li> <li>- Move review of Dental services and Transportation services in November.</li> <li>- Move review of HPG Bylaws to September.</li> </ul>	<p>noted in the recommendations.</p>
<p>8. Committee Updates</p>		
<p>a. CARE Partnership</p>	<p>The meeting is held every other month, and the next meeting is going to be held in National City.</p>	
<p>b. Membership Committee</p>	<p>The May meeting was cancelled due to lack of quorum. The next meeting will have a recommendation to move two HPG candidates forward to appointments.</p>	
<p>c. Strategies and Standards Committee</p>	<p>The May meeting was cancelled due to lack of quorum. The next meeting will be June 4, 2024.</p>	
<p>d. Medical Standards and Evaluation</p>	<p>At its June 11, 2024 meeting the committee will discuss service standards</p>	

**COMMUNITY ENGAGEMENT GROUP**

Agenda Item	Discussion/Action	Follow-Up
Committee	for Outpatient Ambulatory Health Services (OAHS).	
e. Priority Settings and Resource Allocation Committee	The committee met on May 9, 2024. Dr. Tweeten presented updated HIV epidemiology data. The committee will meet twice in June and twice in July for 4 hours each meeting to review datasets and develop recommendations for FY 25 (next fiscal years) priority rankings and budget allocations.	
f. Steering Committee	The committee met on April 16, 2024 and approved the agenda for the HPG Retreat. The next meeting is May 21, 2024.	
g. HIV Planning Group	On May 22, 2024 the HPG will hold its annual Retreat at 12:15 PM – 5:00 PM in lieu of a regular meeting, which will include lunch. The County of San Diego Knowledge Center will facilitate the discussion focused on recruitment, retention, and engagement.	
h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	Currently there are no CEG members assigned to the Housing/HOPWA committee. There are no updates.	
<b>9. Old Business</b>		
a. Committee Attendance	<p>The committee reviewed attendance and noted the following:</p> <ul style="list-style-type: none"> <li>• Allan Acevedo’s name will be removed from the attendance after this month.</li> <li>• Mikie Lochner will remain on the committee as an acting chair until a new chair is appointed.</li> <li>• Skyler Miles will be added as a CEG member in June 2024.</li> <li>• Veronica Nava will be added as a CEG member as of May 2024.</li> </ul>	
<b>10. New Business</b>		
a. Discussion: Resources and materials for community event	HPG SS presented a summary of recurring events at which the committee could outreach/set up a table. CEG members interested in outreach, were	Reach out to food sponsors or community if they can provide

**COMMUNITY ENGAGEMENT GROUP**

Agenda Item	Discussion/Action	Follow-Up
<p align="center">outreach efforts</p>	<p>encouraged to contact the HPG SS to discuss future setup or equipment needs.</p> <p>The committee discussed and recommended considering the following:</p> <ul style="list-style-type: none"> <li>• 3” x 5” laminated cards with “What the Heck is HPG?”</li> <li>• A sheet with a QR code for digital download.</li> <li>• The HPG Trifold is being revised by staff and will be presented at the future CEG meeting.</li> <li>• A mailing list with an electronic form for signing.</li> <li>• Videos of HPG members. HPG SS will review if the budget can support creating a profile video of HPG members.</li> <li>• Device to display videos and rolling materials.</li> <li>• Buttons with HPG and a QR code from Vibrant Uptown.</li> <li>• A spinning wheel with HIV facts to present giveaways and help better inform the public.</li> <li>• Separate flyers, postcards, or cards for the older demographics and younger generations who are more tech savvy.</li> </ul> <p>Are there any resources outside of the County that can provide funds for opportunity drawing.</p>	<p>giveaways. HPG SS to reach out to Mikie Lochner about this.</p>
<p>b. Presentation: Robert’s Rules of Order/Parliamentary Procedure – Delores Jacobs, PhD</p>	<p>Dr. Jacobs reviewed the history of Robert’s Rules of Order. These are a set of guidelines to get things done at the meetings, without being disorganized or having the meeting take longer than needed. The primary purpose of Robert’s Rules is to provide opportunities for participation/inclusion in meetings.</p>	<p>HPG SS to share the HPG approved materials/Policies and Procedures (P&amp;Ps) related to Robert’s Rules of Order after review and update.</p>

**COMMUNITY ENGAGEMENT GROUP**

Agenda Item	Discussion/Action	Follow-Up
11. Announcements	<ul style="list-style-type: none"> <li>• 2024 HPG Retreat is Wednesday, May 22, 2024 at 1:00 PM – 5:00 PM (lunch served at 12:15 PM) At the County Operations Center, 5570 Overland Ave, San Diego, CA 92123 (Medical Examiner’s Training Room 1047)</li> <li>• Virtual Live Panel Discussion with People Living with HIV: Zoom ID: 922 9494 1023 Password: 646653</li> </ul>	
12. Next meeting	<p><b>Date:</b> Wednesday, June 12, 2024, at 3:00 PM – 5:00 PM, in-person and via Zoom.</p> <p><b>Location:</b> Southeastern Live Well Center; 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)</p>	
13. Adjournment	Meeting was adjourned at 4:50 PM.	

## STRATEGIES & STANDARDS COMMITTEE



Tuesday, October 3, 2023, 3:00 PM – 4:30 PM  
County Operations Center  
5560 Overland Ave, San Diego, CA 92123  
(Training Room 171)

**A quorum for this meeting is six (6).**

**Committee Members Present:** Amy Applebaum | Dr. Beth Davenport | Moira Mar-Tang | Shannon Ransom (Chair) | Dr. Winston Tilghman | Michael Wimpie

**Committee Members Absent:** Allan Acevedo (Co-Chair) | Lucia Franco | Joseph Mora | Jeffery Weber

### ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Shannon Ransom called the meeting to order at 3:06 PM and noted the presence of a quorum in person.	
2. Public comment	A member of the public expressed their concern for procedures on how individuals can enroll in the Ryan White system. There was information shared about how it is supposed to be the agency responsible for enrolling individuals to Ryan White. It was stated that there is a service standard requiring that agencies verify enrollment of Ryan White for clients.	
3. Sharing our concerns	None	
4. Review and approve the agenda for October 3, 2023	<b>Motion:</b> Approve the agenda for the October 3, 2023 meeting with Mental Health Services discussion to 7a. <b>Motion/Second/Count (M/S/C):</b> Tilghman / Applebaum / 7-0 <b>Abstention(s):</b> None <b>Motion carries</b>	
5. Review and approve the Minutes for August 1, 2023	<b>Motion:</b> Approve the minutes for the August 1, 2023 meeting as presented. <b>M/S/C:</b> Tilghman / Wimpie / 8-0 <b>Abstention(s):</b> Applebaum <b>Motion carries</b>	



**STRATEGIES & STANDARDS COMMITTEE**

Agenda Item	Discussion/Action	Follow-Up
6. Review follow up items from last meeting:		
a. Recipient's Office to reach out to Dr. Samantha Tweeten regarding data on predictors of nonviral suppression.	There are currently no updates from the Recipient's office.	Item to remain on the agenda as a follow-up.
<b>7. Old Business</b>		
a. Getting to Zero (GTZ) Community Engagement Plan		
i. Progress and next steps	<p>Dr. Delores Jacobs discussed eligibility of services and how there has been a challenge with receiving timely access.</p> <p>A member of the public commented on the difference between PARS and Emergency Financial Assistance, and both cannot be used simultaneously unless in a particular situation.</p>	
b. Review draft changes to Universal Standards:		
i. <b>Discussion:</b> Review draft changes to Trauma-Informed care (Shannon Ransom/Rhea Van Brocklin)	<p>The draft changes to Trauma-Informed Care are in progress.</p> <p>It was reminded from the previous discussion that the group had decided on having two (2) separate standards on Cultural Humility and Trauma-Informed Care.</p> <p>Volunteers from the committee will assist with the Trauma Informed Care standards are greatly appreciated.</p> <p>The group hopes to review a draft by the December meeting.</p>	Draft changes of Trauma Informed Care will be brought to next meeting
c. Consider changes to Transportation Standards	The Recipient's office reported that they have received approval from the HRSA officer on how to deploy transportation services. Guidance	The Recipient's office will bring forward

**STRATEGIES & STANDARDS COMMITTEE**

Agenda Item	Discussion/Action	Follow-Up
	<p>has reported that transportation is an allowable cost to any service category. A memo will be sent out to notify subrecipients that they will be able to amend their existing budget to add additional funding for transportation.</p> <p>There is support for mass transit; however, authorization for monthly transit passes is not allowable and is only for core medical and support services. The Recipient’s office will continue to investigate the issue for transit passes.</p> <p>It was also noted that there is support for any mass transit trip that would require more than one hour to or from the destination and that ridesharing is allowable. It was suggested to survey Ryan White clients who are over the age of 50 as they might have different transportation needs as well as look into the use of the Pronto ticketing system for public transit.</p>	<p>changes to the Transportation Services standards at the December meeting.</p>
<p>d. California Statewide Integrated Strategic Plan</p>		
<p>i. Next steps</p>	<p>Jurisdictions under the Ending the HIV Epidemic (EHE) grant met on October 3, 2023 with the Centers for Disease Control and Prevention (CDC) as well as the California Department of Public Health (CDPH) to discuss the integrated strategic plan. California’s Integrated Statewide Plan is focusing on social determinants of health such as stigma, medical mistreatment, racism, and systems on how to address that.</p>	<p>Recipient’s office may invite members from CDPH to report on the statewide plan as well as invite The Recipient’s Office staff to present information.</p>
<p>e. Mental Health Services – Request from Priority</p>	<p>Dr. Jacobs provided overview on the consumer recommendations and</p>	<p>The Recipient’s</p>

**STRATEGIES & STANDARDS COMMITTEE**

Agenda Item	Discussion/Action	Follow-Up
<p>Settings and Resource Allocation Committee (PSRAC)</p>	<p>ongoing consumer comments that consider challenges with mental health services and substance use treatment. There are several primary challenges for individuals, including information regarding availability of services allowable by Ryan White and other communications to let people know that the services are available.</p> <p>Another challenge is timely access, which refers to the limits for how long you must wait for a service in California. It was iterated that mental health treatment is not exclusively for people who are using substances. Ryan White services are used for those who are diagnosed with HIV and experiencing mental health issues. Substance use treatment is used for individuals using any substances. Medical standards should address screening so long as there are those qualified for screening.</p> <p>It was recommended to include standards regarding response time from initial contact until that intake appointment occurs. There is a suggestion for aligning standards with the standards set by the California Department of Healthcare Services.</p> <p>Opportunities to screen people for mental health services and substance use treatment – should be a recommendation made in areas where Ryan White clients are most likely to be encountered such as Emergency Financial Assistance. It would be helpful to have a standard, that at least for Ryan White Services, that there is a</p>	<p>office will bring forward changes to the Mental Health Services standards for review at the December meeting.</p>

**STRATEGIES & STANDARDS COMMITTEE**

Agenda Item	Discussion/Action	Follow-Up
	<p>dedicated space available in which to provide those services.                      The Recipient's office had reported on a grant that was awarded by Health Resources and Services Administration (HRSA) for Status Neutral Approach. One of the objectives is working with the HIV Planning Group to create universal standards regardless of people's HIV status.</p>	
<b>8. New Business</b>		
<p>a. <b>Discussion:</b> Additional recommendations from PSRAC:</p>		
<p>i. Emergency financial assistance</p>	<p>Dr. Jacobs asked what the criteria are for people who may feel an urgent need for the same-day financial assistance. There needs to be specific eligibility for same-day or next-day assistance so that everyone understands what is required for that to happen.                      A member of the public brought up that PARS and Emergency Financial Assistance are two separate entities and cannot both be used except in extremely rare cases.</p>	
<p>ii. Reevaluate eligibility criteria for basic needs support categories</p>	<p>Dr. Jacobs provided an overview of the eligibility criteria for basic needs support categories and clarified the importance of keeping the terms for basic support simply in effort to ensure that the categories do not negatively impact someone's ability to prioritize their health care and remaining care.</p>	
<p>b. <b>Discussion:</b> Service Standards to be updated:</p>		
<p>i. Testing Standard</p>	<p>Testing Standards have not been completed yet.</p>	
<p>ii. Emergency Financial Assistance and Housing</p>	<p>Discussed in Item 7e.</p>	

**STRATEGIES & STANDARDS COMMITTEE**

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-Up</b>
iii. Mental Health Services	Discussed in Item 8a.	
9. Recommendations to HPG, HPG committees and requests of recipient	No recommendations.	
10. Suggested items for the future committee agenda	<p>It was recommended for discussion on the committee workplan for the year 2024 and to include the following topics: HIV and Aging, and the Consumer Needs Assessment.</p> <p>Dr. Davenport and Shannon Ransom are the co-chairs for the committee overseeing the review of the tool utilized for surveying the community.</p>	Discussion on Needs Assessment committee to remain on agenda for next meeting in December.
11. Announcements	<p>Acceptance of Truax Awards nominations have been extended to October 13, 2023.</p> <p>A committee member thanked the HIV Planning Group support staff for keeping them updated and uplifted while being a member of the committee.</p>	
12. Next meeting date	<p><b>Date:</b> December 5, 2023  <b>Time:</b> 3:00 PM – 4:30 PM</p> <p><b>Location:</b>  Southeastern Live Well Center  5101 Market St.  San Diego, CA 92114  Tubman Chavez Room A</p> <p>And remotely/virtually via <b>Zoom</b>.</p>	
13. Adjournment	4:30 PM	

# Joint City/ County HIV Housing Committee Meeting Minutes

January 17, 2024

Housing and Community Development Services

In Person / Virtual

3989 Ruffin Road, Sycamore Room, San Diego, CA 92123

11:00 AM to 12:30 PM

## IX. Updates: HOPWA Providers

- FJV –
  - 62 active clients, 8 vacancies - intakes set up next week to fill
  - Waitlist is at 8 = 2 to 3 weeks turnaround
  
- Mama’s Kitchen -
  - Month of December – meals to 51 HOPWA clients = 4,677 meals
  - Still accepting clients diagnosed with AIDS and HIV that are unable to prepare their meals
  - CEO is retiring and will be replaced
  
- Townspeople -
  - Emergency Housing filled for January; February can take 8 referrals
  - PSH – 2 vacancy – uses CES to fill
  - Partnered with Housing Innovation and added peer support position
  - Shared Housing portal up and running; 70 active clients and 30 have completed profile; Made 2-3 matches so far; client lead
  - Public Comment from Alex “Sasha” Lippman regarding voucher holders still struggle due to the amount of rent
  - Open question regarding referral process and coordinated entry system/access sites; Townspeople is not an access site but they receive the referral from RTFH
  
- Fraternity House, Michelle House, and Independent Living Apartments (Fraternity House Inc.) -
  - Apartments are full; few slots open in houses however paused from taking new clients as there is a mold issue; may take up to 2 weeks to fix
  - Executive Director Danni - May have hired new case manager; will know by next meeting
  - New Board President – Scott Guiltner
  
- HHSA ICM -
  - Open for referrals

## Joint City/ County HIV Housing Committee Meeting Minutes

**January 17, 2024**

Housing and Community Development Services

In Person / Virtual

3989 Ruffin Road, Sycamore Room, San Diego, CA 92123

11:00 AM to 12:30 PM

Committee Members Present:	Representing:	Community Members Present	Representing:	Virtual Attendee:	Representing:
James Cassidy	HOPWA Providers	Stacey Drew	Townspeople	Ateia Mojadidi	HCDS
Patrick Anderson	Seniors	Pamela De Leon	Mama's Kitchen	Lolita Thomas	HCDS
Loren Goldstein	Formerly Incarcerated	Mollie Dennehy	Stepping Stone	Dennis Dickens	FJV
Marc d'Hondt	San Diego Housing Commission			Christina Madriles	FJV
Chris Mueller	Substance Abuse	<b>County Staff Present:</b>	<b>Representing:</b>	Judy Bokhari	FJV
Cinnamen Kubricky	HIV Planning	Nicole Aguilar	HCDS	Dana Derderian	FJV
		Karen Wachowiak	HCDS	Denise Cabanas	Townspeople
<b>Committee Members Absent:</b>	<b>Representing:</b>	Anita Walia	HCDS	Nadine Hassoun	City of SD
Juanita Villalvazo	Families and Children	Rosyo Ramierz	HCDS		
Allan Acevedo	Consumer	Vanessa De La Torre	HCDS		
		Meliza Terones	HCDS		

## Joint City/ County HIV Housing Committee Meeting Minutes

**January 17, 2024**

Housing and Community Development Services

In Person / Virtual

3989 Ruffin Road, Sycamore Room, San Diego, CA 92123

11:00 AM to 12:30 PM

Item/ Topic	Discussion	Action
<b>I &amp; II Call to order/ Welcome &amp; Introductions</b>	Meeting Called to order - 11:04 AM Introductions: In person / Virtual	
<b>III. Moment in Silence &amp; Public Comment</b>	Moment of Silence Observed - 11:07AM Public Comment: In Person Request by Alex “Sasha” Lippman <ul style="list-style-type: none"> <li>• Handed out an open letter regarding San Diego HOPWA Administration and Public Records Request regarding data with San Diego HOPWA Administration</li> </ul>	Spoke for 6 minutes
<b>IV. ACTION: Approval of Agenda: January 17, 2024</b>	<ul style="list-style-type: none"> <li>• January 17, 2024, Agenda</li> </ul>	1 <sup>st</sup> : Jim 2 <sup>nd</sup> : Marc
<b>V. ACTION: Approval of Agenda: November 15, 2023</b>	<ul style="list-style-type: none"> <li>• November 15, 2023, Agenda</li> </ul>	1 <sup>st</sup> : Marc 2 <sup>nd</sup> : Loren
<b>VI. ACTION: Approval of Minutes: November 15, 2023</b>	<ul style="list-style-type: none"> <li>• November 15, 2023, Minutes</li> </ul>	1 <sup>st</sup> : Marc 2 <sup>nd</sup> : Jim
<b>VII. ACTION: Approval of Minutes: September 20, 2023</b>	<ul style="list-style-type: none"> <li>• September 20, 2023, Minutes</li> </ul>	1 <sup>st</sup> : Marc 2 <sup>nd</sup> : Chris
<b>VIII. HOPWA TBRA Lease- up and Waiting List update (HCDS)</b>	<ul style="list-style-type: none"> <li>• 85 active households leased in unit, 23 searching for housing</li> <li>• 4,050 on waitlist; Last Pull was 10/25/2023</li> <li>• Encourage to have individuals update information i.e. address, phone number, status</li> <li>• Public comment from Alex “Sasha” Lippman regarding the change of housing specialists and prioritization</li> <li>• Townspeople asked - are vouchers holders connected to landlord engagement program?</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Being Alive -             <ul style="list-style-type: none"> <li>○ Still taking referrals for moving program and utility assistance program</li> </ul> </li> <li>• San Diego Housing Commission –             <ul style="list-style-type: none"> <li>○ City Council is Housing Authority and identified Lisa Jones to fill CEO position</li> </ul> </li> <li>• Stepping Stone –             <ul style="list-style-type: none"> <li>○ 2 openings; active waitlist</li> </ul> </li> <li>• Ryan White – PHS             <ul style="list-style-type: none"> <li>○ N/A</li> </ul> </li> <li>• Public Comment made by Alex “Sasha” Lippman statements were made regarding:             <ul style="list-style-type: none"> <li>○ the emergency housing assistance program doesn’t have long term contracts with motels and spending money on rooms higher than regular rate</li> <li>○ the emergency housing leaves people back on street without case management or transition to permanent housing</li> <li>○ wants to know emergency housing assistance program successful and unsuccessful cases</li> <li>○ the procurement process is inflexible and ineffective for planning</li> </ul> </li> </ul>	
<b>IX. Committee Member Comments on items not on Agenda</b>	<ul style="list-style-type: none"> <li>• HPG has budget until May; could put thousand people back on the streets</li> <li>• Election of Co-Chairs will happen at next meeting; announced and received names of Jim and Patrick</li> </ul>	1st: Loren 2nd: Marc
<b>X. HCDS Staff Updates</b>	<ul style="list-style-type: none"> <li>• Lolita and Ateia are working on monitoring activities; look out for emails regarding polices and procedures.</li> </ul>	
<b>XI. Adjournment</b>	The meeting was adjourned at 11:57 AM	

**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