



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

WEDNESDAY, SEPTEMBER 13, 2023, 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 Webex:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=m80a849f5e4d624a16034189cb91617c2>

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

Meeting ID: 2632 423 7131

Password: Member.20

Language translation services are available upon request at least 96 hours prior to the meeting. Please contact HPG Support Staff at 619-403-8809 or via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is Three (3)

Present: Bob Lewis, Mikie Lochner, Regina Underwood, Rhea Van Brocklin (Virtually - Just Cause)

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:02 AM and noted that a quorum was established.	
2. Public Comment on non-agenda items (for Members of the public)	A member of the public expressed their concern about the voting requirements for meetings, especially for meetings that meet no more than 6 times a year.	
3. Sharing our concerns (for committee members)	None	
4. Action: Review and approve the September 13, 2023 agenda	Motion: Approve the September 13, 2023 meeting agenda as presented. M/S/C: Lochner/Underwood 3/0 Abstentions: Lewis Motion: carries	
5. Action: Review and approve the July 12, 2023 meeting minutes	Action: Approve the July 12, 2023 meeting minutes as presented. M/S/C: Lochner/Underwood 3/0 Abstentions: Lewis Motion carries	

Agenda Item	Action	Follow-up
<p>6. Action: Review follow-up Items from the last meeting</p>	<p>There are possibly new applications coming from 2 peer navigators who recently graduated from Project PEARL (both work at San Ysidro, and both are consumers)</p> <p>Rhea Van Brocklin’s second term application is pending approval with the Board of Supervisors.</p> <p>The committee had a brief discussion regarding Tyra Fleming’s seat, where the term is associated with the seat and not the member and is partially expired and ends March 10, 2024. She will need to be reappointed for her membership to extend beyond this date.</p>	<p>HPG Support Staff will follow up with the Clerk of the Board to update the Committees - PrimeGov Portal</p> <p>-Vacancies are incorrect - Member seat names are incorrect; they all say HIV Planning Group Membership Committee</p> <p>HPG Support Staff will follow up with the recipient office on the steps for Tyra Fleming's reappointment application process.</p>
<p>7. Action: Interview Marco Aguirre Mendoza's New Application</p>	<p>The committee interviewed Marco Aguirre Mendoza</p> <p>Action: Recommend Marco Aguirre Mendoza for a new HPG appointment Motion: Lochner/Underwood 3/0 Abstentions: Lewis Motion carries</p>	<p>The committee strongly recommended him for membership. HPG Support Staff will draft the Action Item for Marco Aguirre Mendoza and forward it to the Steering Committee.</p> <p>HPG Support Staff will follow up with Marco Aguirre Mendoza on the next step of the application process.</p>
<p>8. Old Business</p>		
<p>a. HPG Discussion and review: Membership Committee Operating Guidelines</p>	<p>The Membership Committee discussed and agreed on the following changes to the Membership Committee Guidelines:</p> <ul style="list-style-type: none"> Remove the letter of reference requirement. 	<p>HPG Support Staff will meet with the Membership Chair to update section 1 from the Membership</p>

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	<ul style="list-style-type: none"> • The application section, Approval Process, and Board of Supervisors appointment can be consolidated into one shorter section. • Add the Attendance requirement language: “To remain in good standing with the right to vote, members must not have more than three (3) HPG absences in a row or six (6) absences in 12 months. • On section 3. B: Form 700; add “If you have any questions or would like assistance completing these forms, please contact HPG Support Staff.” <p>The committee discussed the following:</p> <ul style="list-style-type: none"> - Per the HRSA Project Officer, all members must be in good standing with ALL committees. - A Leave of Absence policy needs to be developed, reviewed, and approved by the Steering Committee to add to the membership Committee Guidelines 	<p>Committee Guidelines application process. HPG Support Staff will follow up with the Clerk of the Board to clarify what happens/next steps when Form 700 is not completed on time. (Does the COB automatically remove them? Does the information get sent to the district attorney's office?)</p> <p>HPG Support Staff will follow up with the recipient office regarding the Leave of Absence option.</p> <p>Chair Lochner will follow up with the HRSA Project Officer regarding the option of Leave of Absence and the need for the Interview Application process.</p>
<p>b. Discussion and review: Membership Application</p>	<p>The Membership Committee agreed by consensus on the following:</p> <p>Page one: Remove the following:</p> <ul style="list-style-type: none"> • Home Address information • Work Address information • Work and cell phone number • Email information • Question #2 • Change #5 into checkboxes <p>To keep the following:</p> <ul style="list-style-type: none"> • Name • Question: “I live with HIV/AIDS.” 	<p>HPG Support Staff will update membership applications email to members for final review, suggested.</p> <p>HPG Support Staff will create a condensed version of the HPG member application</p>

Agenda Item	Action	Follow-up
		for those reapplying for a second term
c. Getting to Zero (GTZ) 3-Year Action Plan	Reviewed	
i. Membership Committee Plan/Strategy for Recruitment (Dr. Jacobs)	The Membership Committee recommends that Chairs of the Membership and Community Engagement Group meet and start a discussion on the recruitment plan, decide what the recruitment responsibilities of each committee	Chair Lewis will reach out to Chair Acevedo regarding the recruitment plan.
d. Focused Recruitment	Reviewed	
i. Open Seats	<p>The Membership Committee discussed the open seats.</p> <p>No seat is currently available for Jen Lorthridge (who works for Christie's Place to apply since we still need to reach the 33% of General Members' seats.</p> <p>For the Hospital Association Seat:</p> <ul style="list-style-type: none"> - The committee discussed that there is someone available for the seat. However, they can only attend 6 out of 12 meetings a year and would be out of compliance with the HPG attendance requirement after 1 year. The committee must decide if this is acceptable or if another candidate needs to be sought. Inform the HRSA Project Officer regarding this. <p>For the Government MediCal Seat: There may be County Staff who work on the CalAIM rollout who could fill the vacant seat.</p>	<p>HPG Support Staff will follow up with the Board clerk regarding the list of unexpired seats.</p> <p>HPG Support Staff will update the vacant seat list by adding the unexpired term dates</p> <p>Chair Lochner will follow up with the recipient office regarding seating State Government Medi-Cal.</p> <p>Rhea Van Brocklin will follow up with a prospective member for the #43 seat (Prevention Intervention Representative)</p>
ii. New Committee Members	Tabled	
iii. Underrepresented Groups (demographics)	Tabled	
iv. Consumer Recruitment	Reviewed	

Agenda Item	Action	Follow-up
e. Terms Expired Dates	<p>In 2024, 10 HPG members will term out. The committee recommended that each member create a succession plan to recruit their replacement.</p> <p>There was a discussion regarding the appointment process/timeline for those filling the vacant seats. Efforts must be made to ensure seats are occupied during the transition. Clarification is needed from the Clerk of the Board or Recipient.</p>	<p>Chair Lochner will follow up with Alberto Cortes on recruitment strategies for his seat.</p> <p>HPG Support Staff will contact those members terming out next year and ask for replacement recommendations.</p> <p>HPG Support Staff will check with the recipient regarding the best way to transition between members as the number is termed out at the same time in 2024.</p>
9. New Business		
a. Review Mentor and Mentee Guidelines	Tabled	
10. Routine Business		
a. Attendance	Tabled	
b. Mentor Appointments	Tabled	
i. Evaluation for Mentors	Tabled	
ii. Continue discussion: How to bring current HPG members into the Mentorship program.	Tabled	
11. Suggested item for the future committee agenda	Continue with the final review of Membership Committee Guidelines and Membership Application.	
12. Announcement	Truax Award Nominations are due October 1, 2023.	
13. Next Meeting Date	<p>When: October 11, 2023, from 11:00 AM - 1:00 PM.</p> <p>Location: Southeast Live Well Center 5101 Market St. San Diego, CA 92117 (Tubman Chavez Room A) and online via WebEx.</p>	
14. Adjourn	1:01 PM	