COMMUNITY ENGAGEMENT GROUP (CEG)

Wednesday, September 18, 2024, 3:00 PM – 5:00 PM
North Clairemont Library
4616 Clairemont Drive, San Diego, CA 92117 Meeting Room

NOTE: This meeting is audio and video recorded.
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

TABLE OF CONTENTS

Meeting Location & Directions:

Community Engagement Group
Wednesday, September 18, 2024
3:00 PM - 5:00 PM

North Clairemont Library
4616 Clairemont Drive
San Diego, CA 92117
(Meeting Room)

Parking: The library parking lot has 15 spaces, including one disability-accessible space. Plenty of street parking is available all day.

FROM I-5 N:

1. Follow I-5 S to Regents Rd.
2. Take Exit 1B from CA-52 E.
3. Continue on Regents Rd. Take Clairemont Mesa Blvd to Clairemont Dr.
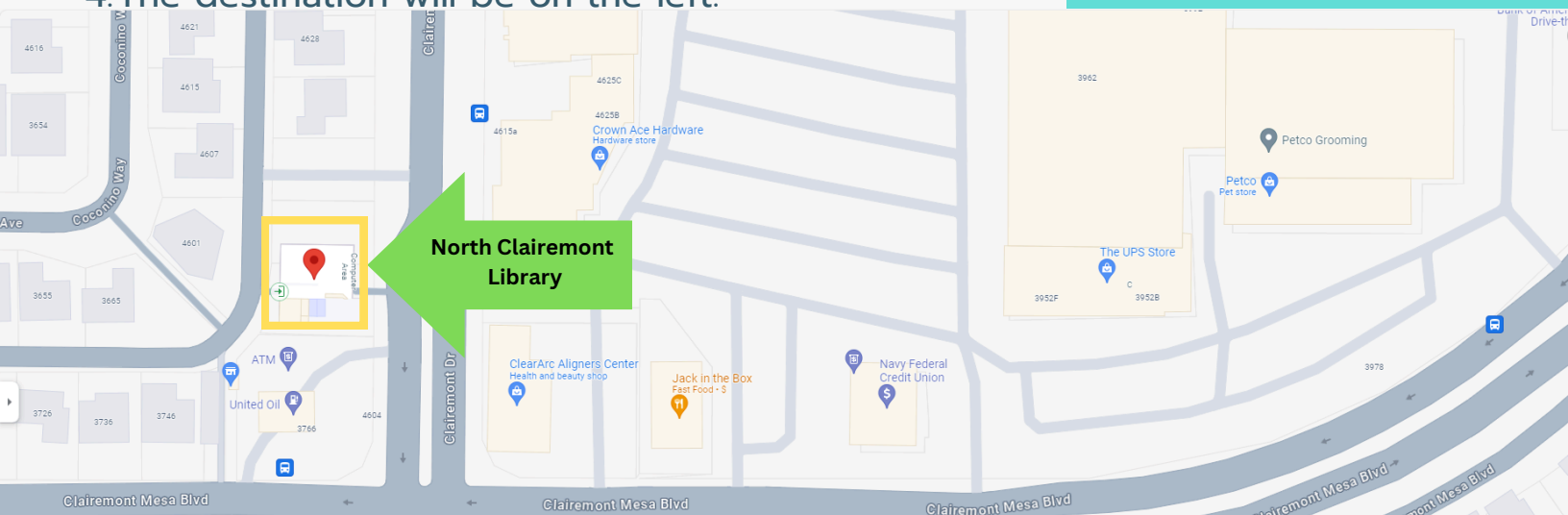4. The destination will be on the right.

FROM I-805 S:

1. Take I-805 N to Clairemont Mesa Blvd.
2. Take Exit 22 from I-805 N.
3. Continue on Clairemont Mesa Blvd. Drive to Clairemont Dr.
4. The destination will be on the left.

PUBLIC TRANSPORTATION

MTS Bus Routes:
43, 105

North Clairemont Library

COMMUNITY ENGAGEMENT GROUP (CEG)

Wednesday, September 18, 2024, 3:00 PM – 5:00 PM
North Clairemont Library
4616 Clairemont Drive, San Diego, CA 92117 Meeting Room

To participate remotely via Zoom:

https://us06web.zoom.us/j/89778142157?pwd=5G57jMW0b1b1V8l8KVbljbAqedPsWV.1

Call in: US Toll +1 669 444 9171

Meeting ID: 897 7814 2157   **Passcode:** 106514

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

A quorum for this meeting is three (3)
Committee Members: Michael Donovan (Chair) | Michael Lochner | Jen Lothridge (Co-Chair) | Skyler Miles | Veronica Nava

MEETING AGENDA
ORDER OF BUSINESS

1. Call to order, roll call, comments from the chair, and a moment of silence
2. Review Background, Mission Statement, Goals, and Agreement of Meeting Decorum
3. Introductions and Icebreaker
4. Public comment (for members of the public)
5. Sharing our concerns (for committee members)
6. **Action:** Approve the Community Engagement Group agenda for September 19, 2024
7. **Action:** Approve the Community Engagement Group minutes for July 17, 2024 (Review follow-up items from the minutes)
8. Committee Updates
   a. CARE Partnership
   b. Membership Committee
   c. Strategies and Standards Committee
   d. Medical Standards and Evaluation Committee
   e. Priority Settings and Resource Allocation
   f. Steering Committee
   g. HIV Planning Group
   h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)

9. Old Business
   a. Committee Attendance
   b. Resources and materials for community event outreach efforts
      1. **ACTION:** Review and approve the final revised HPG Trifold Brochure
      2. **ACTION:** Review and approve the final "Join Us" CEG flyer/postcard. Consider adding the recommended phrase.

sdplanning.org

10. <u>New Business</u>
    a. HPG Bylaws Training – Lauren Brookshire
    b. Truax Award Ceremony planning – the role of CEG
    c. Role of CEG in the onboarding process of new or returning HPG members.
    d. What are the requirements of the CEG training sessions?
    e. Review/develop an HPG Anti-racism statement in preparation for the HPG discussion. (recommendation from the Strategies and Standards Committee)
11. Announcements

12. **Next meeting date:** Wednesday, October 16, 2024, at 3:00 PM – 5:00 PM.
    Location: *Southeastern Live Well Center 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)*

13. Adjournment

Community Engagement Group Charge:

1) **Educate Community Members**

   - Educate/train community members about the HIV Planning Group's local HIV services planning process and prepare them for and support them in increased involvement throughout the HIV Planning Group Process: committees, task forces, working groups, and other opportunities, as well as HIV Planning Group membership.

2) **Increase Community Members' Participation**

   - Increase the level and diversity of community involvement, including from under-served and under-represented populations.
   - Represent the needs of all community members, including those unable to participate in meetings.
   - Provide linkages to regional and population-specific community groups and ensure communication between those groups and the Community Engagement Group.
   - Identify and seek to overcome barriers to community participation.

3) **Represent Community Member Needs Throughout the HIV Planning Group Process**

   - Provide community representation on HIV Planning Group committees, task forces, etc., and ensure the flow of information from those groups to the Community Engagement Group.
   - Encourage maximum community involvement in the Priority Setting Committee and other established venues for the annual priority setting and budget allocations process; the Community Engagement Group will not develop separate budget recommendations.
   - Serve as a venue for providing community feedback regarding HIV Planning Group issues (e.g., task forces).

COMMUNITY ENGAGEMENT GROUP

Wednesday, July 17, 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) | Skyler Miles | Veronica Nava | Mikie Lochner (Acting Committee Chair)

MEETING MINUTES

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Mikie Lochner, Acting Committee Chair called the meeting to order at 3:00 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. Mikie Lochner reviewed the meeting decorum.	
3. Introductions (Name, Role with HPG/Consumer, Pronouns), Icebreaker	Committee members were identified by roll call.	
4. Public comment (for members of the public)	Members of the public shared the following comments/requests: • Increase the allocation to Emergency Housing (EH) services to last throughout the month, vs the first 10 days of each month. • Add security deposit assistance to Ryan White Emergency Housing services. • Increase funds to the Partial Assistance Rental Subsidy (PARS) service category to aid moving clients up on the waiting list • Have Food Services begin home-delivered meals 3 days after the case manager referral vs. 2 months after.	HIV Planning Group Support Staff (HPG SS) will forward the public comments/ recommendations to the Priority Setting and Resource Allocation Committee (PSRAC) meeting on July 18, 2024.

Agenda Item	Discussion/Action	Follow-Up
	• Increase funding for PRONTO card services, allow LYFT to provide medical appointment transport, and provide day passes to clients to get to medical appointments. • Increase funding to Emergency Housing (EH) and create an information website for EH and PARS.	
5. Sharing our concerns (for committee members)	A committee member thanked staff for having CEG meetings in an easily accessible site and requested to add to the September CEG agenda "How the CEG can be more supportive to incoming HPG members".	HPG SS will add the requested agenda item to the September CEG agenda.
6. **ACTION:** Approve the CEG agenda for July 17, 2024	**Motion:** Approve the CEG agenda for July 17, 2024 as presented. **Motion/Second/Count (M/S/C):** Donovan/Miles/4-0 **Abstention(s)**: Lochner **Motion carries**	
7. **ACTION:** Approve the CEG minutes for June 12, 2024	**Motion:** Approve the CEG minutes for June 12, 2024 as presented. **M/S/C:** Lothridge/Miles/4-0 **Abstention(s):** Lochner **Motion carries**	
a. Follow-Up Items from the minutes:	Tabled	
8. Committee Updates		
a. CARE Partnership	The committee had 2 presentations, One by Social Advocates for Youth on the Fentanyl crises, and one on Disability Assistance.	
b. Membership Committee	The committee conducted 2 interviews of HPG candidates and reviewed/updated the Membership Application form.	
c. Strategies and Standards Committee	The committee met June 20, 2024 and discussed the status of the 2024 Needs Assessment Survey of HIV Impact, considered changes to	

Agenda Item	Discussion/Action	Follow-Up
	Transportation service standards, discussed the status of the Statewide Integrated Strategic Plan, and had a discussion on HIV and Aging.	
d. Medical Standards and Evaluation Committee	The last meeting took place in June 2024 and the next meeting will take place in September.	
e. Priority Settings and Resource Allocation Committee (PSRAC)	PSRAC will meet on July 18, 2024 1:30-4:30 pm to make FY 24 reallocation recommendations and FY 25 budget allocations recommendations.	
f. Steering Committee	The committee will next meet September 17, 2024.	
g. HIV Planning Group	The HPG retreat occurred on June 26, 2024. The next HPG meeting will be July 24, 2024; 3 – 5 pm and will include a presentation on Women and HIV.	
h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	A representative encouraged participants to join the Housing Committee, attend the meetings to show the need for increased funding for this program, and encourage committee members to consider applying to fill the vacant CEG representative seat on the Housing Committee.	
9. Old Business		
a. Committee Attendance	Reviewed. Mikie Lochner announced that he will be stepping down as chair of CEG in September, and Michael Donovan will be appointed the new CEG Chair.	
b. Discussion: Resources and materials for community event outreach efforts		
1. **ACTION:** Review and finalize the revised HPG Trifold Brochure and the "Join Us" CEG flyer/postcard	The committee reviewed the updated HPG Trifold Brochure and recommended including the phrase "people at risk for and living with HIV"	HPG SS to update the Trifold Brochure as noted, revise the Zoom QR code to

Agenda Item	Discussion/Action	Follow-Up
	The committee reviewed the "Join CEG" flyer and recommended to switch the existing Zoom QR code to lead to the CEG page on the HPG website instead of to the meeting and shorten the Zoom link. . **Motion:** Approve both documents with the noted recommended changes. **M/S/C:** Donovan/Lothridge/4-0 **Public comment:** Recommendation to consider including the phrase, "advocacy never felt better". Another public member suggested to have this phrase printed on a sticker, instead of including it directly on the flyer. **Abstention(s):** Lochner **Motion carries**	lead to CEG page of the HPG website, and shorten the Zoom link HPG SS to provide a draft copy of the palm cards by the next meeting. Put on the September CEG agenda to discuss including the phrase "advocacy never felt better" to the CEG flyer
2. Discussion: Brainstorm on future HPG promotional items giveaways, (i.e. pens, lanyards, keychains, buttons, etc.)	The committee reviewed the potential promotional items and voted as follows: - 7 - the bottle opener - 9 - hand sanitizer - 6 – SPF blocking cream - 0 - RFID data blocking sleeve - 9 – for the mints The committee recommended forwarding this to the Steering Committee for approval.	HPG SS will forward to the September Steering Committee for approval.
10. New Business		
a. Presentation: Happyville Exercises and "A Day in Happyville" – Ken Riley, MD	Lori Jones led the group in the "A Day in Happyville" scenario/ Prevention training and Dr. Ken Riley led the Happyville priority setting and budget allocation exercise. Both were well received. Recommendations for future presentations: • Assign roles 1 month beforehand	

Agenda Item	Discussion/Action	Follow-Up
	• Arrange the agenda to be primarily focused on the Happyville exercise, which needs to take 2 hours.	
11. Announcements		
12. Next meeting date	**Next Meeting:** Wednesday, September 18 , 2024 3:00 PM – 5:00 PM (Note: There is no meeting in August 2024) North Clairmont Library 4616 Clairemont Drive, San Diego, CA 92117 Meeting Room and via Zoom	
13. Adjournment	Meeting was adjourned at 5:02 PM.	

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
September 2023 - August 2024

Community Engagement Group	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	#
Total Meetings	1	1	1	1	1	1	0	1	1	1	1	0	**10**
Member													
Donovan, Michael											*	NM	**0**
Lochner, Mikie [c]	*	*	*	*	*	*	NM	*	**1**	**1**	*	NM	**2**
Lothridge, Jen [cc]	*	*	*	*	*	*	NM	*	*	*	*	NM	**0**
Miles, Skyler										*	*	NM	**0**
Nava, Veronica									*	*	*	NM	**0**

To remain in good standing and eligible to vote, the committee member may not miss 3 consecutive meetings or 6 meetings within 12 months.

* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least one (1) meeting for attendance to count for that month.

JC = Just Cause

EC = Emergency Circumstance

NM = No Meeting

NQ = No Quorum

San Diego HIV Planning Group

LET'S GET CONNECTED

🌐 WWW.SDPLANNING.ORG

📷 INSTAGRAM @SDHPG

f SAN DIEGO HIV PLANNING GROUP

✉ HPG.HHSA@SDCounty.ca.gov

SCAN ME TO VISIT OUR WEBSITE

COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY

LIVE WELL SAN DIEGO

HOW TO GET INVOLVED

THE HIV PLANNING GROUP IS LOOKING FOR NEW MEMBERS! YOU CAN BE INVOLVED AND HAVE YOUR VOICE HEARD. WE VALUE AND APPRECIATE OUR COMMUNITY'S THOUGHTS!

WE WELCOME YOU TO JOIN ONE OF OUR MEETINGS. ALL MEETINGS ARE OPEN TO THE PUBLIC.

OUR COMMITTEES & MEETING TIMES

▶ **HIV Planning Group**
4th Wednesday/month, 3:00 – 5:00PM

▶ **Priority Setting & Resource Allocation Committee**
2nd Thursday every other month, 3:00 – 5:00PM, except for June/July
In June/July, twice a month, 1:00 – 5:00PM

▶ **Steering Committee**
3rd Tuesday every other month, 11:00AM – 1:00PM

▶ **Membership Committee**
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3rd Wednesday/month, 3:00 – 5:00PM

▶ **Strategies and Standards Committee**
1st Tuesday every other month, 3:00 – 4:30PM

▶ **Medical Standards & Evaluation Committee**
2nd Tuesday/4 times a year, 4:00 – 5:30PM

THE HIV PLANNING GROUP

OUR MISSION IS TO PREVENT HIV INFECTIONS, AND TO PROVIDE CARE AND TREATMENT SERVICES TO REDUCE THE IMPACT OF HIV IN SAN DIEGO COUNTY.

WHAT WE DO

- We identify needs of people at risk for and living with HIV/AIDS in San Diego County
- We prioritize needs, develop plans, and allocate money to provide services to people at risk for and living with HIV/AIDS in San Diego County

WHAT IS THE

HIV PLANNING GROUP?

The San Diego HIV Planning Group (HPG) is centered in the principles of justice, equity, diversity, and inclusion. Composed of volunteer community members, people impacted by, living with or vulnerable to HIV, and other HIV related experts, the HPG allocates annual federal funds to ensure that people with or vulnerable to HIV have access to the quality services they need.

The HPG has 44 volunteer members that are appointed by the County of San Diego Board of Supervisors. Each member represents a specific part of the community.

1/3 of the HPG's membership must be "general members", which is someone who falls in all of these categories:

✅ Receives HIV-related services from at least one Ryan White Part A funded provider.

✅ Is not an officer, employee, or consultant to any agency receiving Ryan White Part A funds, and does not represent such an entity.

✅ Reflects the demographics of the population of individuals living with HIV/AIDS in San Diego County.

THE 6 COMMITTEES OF HPG

Steering Committee:
▶ Sets agendas for the HPG meetings and addresses HPG governance issues.

Priority Setting & Resource Allocation Committee:
▶ Reviews data and recommends service priorities, delivery, and funding allocations.

Membership Committee:
▶ Recruits, interviews, selects, and trains members.

Community Engagement Group:
▶ Educates consumers to increase consumer participation and represents consumer needs throughout the HIV planning process.
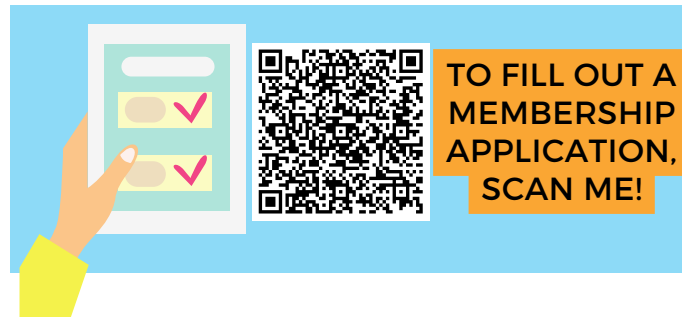
Strategies & Standards Committee:
▶ Oversees the Integrated Getting to Zero Plan and makes recommendations to adjust objectives, strategies, and activities to promote Getting to Zero.

Medical Standards & Evaluation Committee:
▶ Determines and evaluates standards for medical services.

TO FILL OUT A MEMBERSHIP APPLICATION, SCAN ME!

GETTING TO ZERO

Getting to Zero is a comprehensive initiative approved by the San Diego County Board of Supervisors that seeks to eliminate all new HIV Infections in San Diego County within 10 years

THE GETTING TO ZERO INITATIVE IS COMPOSED OF 4 PRIMARY STRATEGIES TO HELP END THE EPIDEMIC:

GETTING 2 ZERO STOP HIV

DIAGNOSE   TREAT   PREVENT   RESPOND

RYAN WHITE HIV/AIDS PROGRAM

The Ryan White HIV/AIDS Program is the largest federal program focused on providing care and treatment services for people living with HIV/AIDS. Funds are directed to areas most heavily impacted by HIV/AIDS to provide care for people living with HIV who are uninsured or underinsured.

ENDING THE HIV EPIDEMIC

The Centers for Disease Control and Prevention (CDC), Division of HIV/AIDS prevention (DHAP) has developed a roadmap. The CDC funds programs to achieve the following goals:

- Reduce new HIV infections.
- Increase access to care and improve health outcomes for people living with HIV.
- Reduce HIV-related health disparities.

HOW TO GET INVOLVED

The San Diego **HIV Planning Group (HPG)** is looking for new members! You can be involved and have your voice heard. we value and appreciate our community's thoughts!

We welcome you to join one of our meetings. All meetings are open to the public.

COMMITTEES & MEETING TIMES

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LET'S GET CONNECTED

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📷 INSTAGRAM @SDHPG

📘 SAN DIEGO HIV PLANNING GROUP

✉️ HPG.HHSA@SDCOUNTY.CA.GOV

FOR MORE INFORMATION

Visit us online at www.SDplanning.org, or by scanning the QR code with your mobile device.

COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY

LIVE WELL SAN DIEGO

SAN DIEGO HIV PLANNING GROUP

▶ **OUR MISSION**

OUR MISSION IS TO PLAN HIV PREVENTION, AND TO PROVIDE CARE AND TREATMENT SERVICES TO REDUCE THE IMPACT OF HIV IN SAN DIEGO COUNTY.

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- We identify needs of people at risk for and living with HIV/AIDS in San Diego County
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THE 6 COMMITTEES OF HPG

▶ **Steering Committee:** Sets agendas for the HPG meetings and addresses HPG governance issues.

▶ **Priority Setting & Resource Allocation Committee:** Review data and recommends service priorities, delivery, and funding allocations.

▶ **Membership Committee:** Recruits, interviews, selects, and trains members.

▶ **Community Engagement Group:** Educates consumers to increase consumer participation and represents consumer needs throughout the HIV planning process.

▶ **Strategies & Standards Committee:** Oversees the Integrated Getting to Zero Plan and recommends objectives, strategies, and activities to support getting to zero new infections in the region.

▶ **Medical Standards & Evaluation Committee:** Determines and evaluates standards for medical services.

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San Diego HIV Planning Group

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Our Mission

Our mission is to plan HIV prevention and to provide care and treatment services to reduce the impact of HIV in San Diego County.

What is the HIV Planning Group?

HPG is composed of volunteer community members, people impacted by, living with or vulnerable to HIV, and other HIV related experts. The HPG allocates annual federal funds to ensure that people with or vulnerable to HIV have access to the quality services they need.

What We Do

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HIV Planning Group Meets
4th Wednesday/month, 3:00PM - 5:00PM

We also have 6 committees!
Scan the QR code to fill out a membership application

Or visit us online at
www.SDplanning.org

HPG.HHSA@sdcounty.ca.gov

The 6 Committees of HPG

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Reviews data and recommends service priorities, delivery, and funding allocations

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1st Tuesday every other month, 3:00PM - 4:30PM

Medical Standards & Evaluation Committee
Determines and evaluates standards for medical services

2nd Tuesday 4 times a year, 4:00PM - 5:30PM

THE HIV PLANNING GROUP NEEDS YOU!

JOIN THE COMMUNITY ENGAGEMENT GROUP

ABOUT THE COMMUNITY ENGAGEMENT GROUP (CEG)

THE CEG PLAYS AN IMPORTANT ROLE BY INCREASING PARTICIPATION IN THE PLANNING FOR HIV PREVENTION AND TREATMENT SERVICES AND ENSURING THAT INDIVIDUALS AT RISK OF OR LIVING WITH HIV/AIDS HAVE INPUT INTO THAT PROCESS.
WE NEED THE VOICES OF OUR COMMUNITY!

JOIN OUR MONTHLY MEETINGS EVERY 3RD WEDNESDAY AT 3-5PM!

OUR MEETINGS ARE OPEN TO THE PUBLIC AND ARE BOTH IN-PERSON AND VIRTUAL.

FOR **IN PERSON MEETING** DETAILS, PLEASE VISIT SDPLANNING.ORG AND GO TO THE COMMUNITY ENGAGEMENT GROUP PAGE.

TO **JOIN US VIRTUALLY ON ZOOM**, USE THE LINK BELOW OR SCAN THE QR CODE WITH YOUR MOBILE DEVICE'S CAMERA.
https://tinyurl.com/3bhsm6kn

Scan to visit us on our website!

ÚNETE AL GRUPO DE PARTICIPACIÓN COMUNITARIA

ACERCA DEL GRUPO DE PARTICIPACIÓN COMUNITARIA (CEG)

EL CEG DESEMPEÑA UN PAPEL IMPORTANTE AL AUMENTAR LA PARTICIPACIÓN EN LA PLANIFICACIÓN DE LOS SERVICIOS DE PREVENCIÓN Y TRATAMIENTO DEL VIH Y GARANTIZAR QUE LAS PERSONAS EN RIESGO DE CONTRAER EL VIH/SIDA O QUE VIVEN CON ÉL PARTICIPEN EN ESE PROCESO. ¡NECESITAMOS LAS VOCES DE NUESTRA COMUNIDAD!

ÚNASE A NUESTRAS REUNIONES MENSUALES CADA ¡3ER MIÉRCOLES A LAS 3-5PM!

NUESTRAS REUNIONES ESTÁN ABIERTAS AL PÚBLICO Y SON TANTO PRESENCIALES COMO VIRTUALES.

PARA CONOCER LOS DETALLES DE LA REUNIÓN EN PERSONA, VISITE SDPLANNING.ORG Y VE A LA PÁGINA GRUPO DE PARTICIPACIÓN COMUNITARIA (CEG).

PARA UNIRSE A NOSOTROS VIRTUALMENTE EN ZOOM, USE EL ENLACE A CONTINUACIÓN O ESCANEE EL CÓDIGO QR CON LA CÁMARA DE SU DISPOSITIVO MÓVIL.

https://tinyurl.com/3bhsm6kn

¡Escanea para visitarnos en nuestro sitio web!

COMMUNITY ENGAGEMENT GROUP (CEG)

2024 Training Plan

Month	Presentation / Training
~~January~~	• ~~Insurance Programs~~
~~February~~	• ~~Housing~~
~~March~~	*~~No meeting~~*
~~April~~	• ~~In depth review of 4-5 service categories~~
~~May~~	• ~~Robert's Rules of Order / Parliamentary Procedure (Dr. Delores Jacobs)~~ • ~~In depth review of 4-5 service categories~~
~~June~~	• ~~Epidemiology data (using to make decisions) (Dr. Ken Riley)~~ • ~~Expenditure Sheets and budget sheets (Dr. Ken Riley)~~
~~July~~	• ~~Happyville exercise / "Another Day in Happyville" (Dr. Ken Riley)~~ • ~~In depth review of 4-5 service categories~~
~~August~~	*~~None, due to weekly HPG meetings~~*
September	▪ HPG Bylaws Training / Ryan White (Lauren Brookshire)
October	▪ Ryan White Program (Maritza Herrara) ▪ In-depth review of the 4-5 service categories ▪ Data on people experiencing homelessness and living with HIV (time permitting and data availability)
November	▪ Dental services ▪ Transportation ▪ In-depth review of the 4-5 service categories
December	▪ None

Topics without a set date
▪ HIV Prevention topics (include in several trainings) ▪ Conflict of interest

Updated 09.10.2024

APPENDIX

(Pages <mark>020 - 023</mark>)

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
Just Cause	• There is a childcare or caregiving need (for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner) that requires the member to participate remotely • A contagious illness prevents the member from attending the meeting in • There is a need related to a defined physical or mental disability that is not otherwise accommodated for • Traveling while on official business of the legislative body or another state or local agency	A member is limited to **two (2)** virtual attendances based on "just cause" per calendar year
Emergency Circumstances	"A physical or family medical emergency that prevents a member from attending the meeting in person." A member is not required to disclose any medical diagnosis or disability, or any personal medical information that is already exempt from existing law.	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. 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*.

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)

<u>Procedures for Public Participation</u>

☐   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

<u>Procedures for Member to Teleconference from a Remote Location</u>

☐   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 <u>just cause</u>. 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 <u>emergency circumstances</u>, 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

☐   <u>Limits per Member</u>: 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.

<u>Procedures for the Board/Commission/Committee/Group</u>

☐   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 <u>emergency circumstances</u>; 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 _and_ in person	Call-in or internet-based _and_ 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