



SAN DIEGO HIV PLANNING GROUP (HPG)
MEMBERSHIP COMMITTEE
DRAFT MEETING MINUTES
WEDNESDAY, NOVEMBER 15, 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 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.

A quorum for this meeting is Three (3)

Present: Bob Lewis, Regina Underwood, Rhea Van Brocklin

Agenda Item	Action	Follow-up
1. Call to order	Bob Lewis called the meeting to order at 11:01 AM and noted that a quorum was established.	
2. Public Comment on non-agenda items (for Members of the public)	None	
3. Sharing our concerns (for committee members)	None	
4. Action: Review and approve the November 15, 2023 agenda	Motion: Approve the November 15, 2023, meeting agenda as presented. M/S/C: Van Brocklin/Underwood /3-0 Abstentions: Motion: carries	
5. Action: Interview and approve Tyra Fleming for 2 nd Term HPG Membership	Tabled	
6. Action: Review and approve the September 13, 2023 meeting minutes	Action: Approve the September 13, 2023 meeting minutes as presented. M/S/C: Van Brocklin/Underwood, 3-0 Abstentions: Motion carries	
7. Action: Review follow-up items from the last meeting	The HPG Support Staff reviewed the follow-up items from the previous meeting.	

Agenda Item	Action	Follow-up
8. Old Business		
a. Final review: Membership Committee Operating Guidelines	The Membership Committee reviewed the Guidelines and made additional changes. A member of the public mentioned that the guidelines have changed over time and has asked that the HPG Chair discuss this with the County and request that it go back to the way it used to be. Bob Lewis mentioned that HPG has no control over the Clerk of the Board's decisions.	
b. ACTION: Approve the Membership Application	Motion: Approve the Membership Application M/S/C: Van Brocklin / Underwood, 3-0 Abstentions: Motion carries	HPG Support Staff will add an agenda item to the November 15, 2023, meeting to review and approve the interview process.
c. Getting to Zero (GTZ) 3-Year Action Plan	Reviewed	
i. Membership Committee Plan/Strategy for Recruitment (Dr. Jacobs)	A public member expressed concern about the vacant seats and their role in the action plan.	HPG Support Staff will reach out to Dr. Spector for his availability to be interviewed in December for a second term
ii. Consumer Recruitment		
d. Focused Recruitment	<ul style="list-style-type: none"> • Add to the December Agenda: Dr. Spector's term expires on 1/14/2024. • Chris Nolan – interested in being a member of Dist. 1 or seat 34 • Marco Aguirre Seat 10- received 11/1 - pending COB approval to add to the agenda • Rhea VanBrocklin Seat 18 – pending re-appointment letter from the COB 	
i. Open Seats	General member seats, 2, 5, 6, 9, 11, 12, 13, 14, 15 & 24 Seat #24 - Hospital Planning Agency or Health Care Planning Agency Seat #26- Prevention Services Consumer/Advocate Seat #27- Prevention Services Consumer	

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	Seat #28- State Government-State Medicaid Seat #33- Board of Supervisors Designee: District 1 Seat #37- Board of Supervisors Designee: District 5 Seat #42- HIV Testing Representative Seat #43- HIV Testing Representative	
ii. Term Expired dates	The committee discussed that 14 seats will be terming out 2024, and ten will have completed a 2 nd term.	
iii. New Committee members	None	
iv. Underrepresented Groups (demographics)	Reviewed	
9. New Business		
a. Discussion and review of Mentor and Mentee Guidelines	Tabled and will be discussed at the December 13, 2023, Membership Committee meeting. Rhea Van Brocklin will lead the current Mentor and Mentee Guidelines update.	
10. Routine Business		
a. Attendance	The following committee and HPG members have resigned since the last meetings. <ul style="list-style-type: none"> • Dr. Adam Zweig – MSEC on 9/19/2023 • Shannon Ransom – MSEC on 11/7/2023 • Esteban Duarte HPG/CEG on 10/26/2023 	
i. HPG Attendance	HPG Support Staff provided an update on the HPG member absences over the last 12 months: <ul style="list-style-type: none"> • Pam Highfill - 3 • Bob Lewis 3 • Venice Price 4 • Karla Quezada- Torres 3 • Raul Robles 4 	HPG Support Staff will send attendance email notices to those with three or more absences.
ii. Committees Attendance	HPG Support Staff provided an update on the Committee member absences over the last 12 months: Strategies <ul style="list-style-type: none"> • Allan Acevedo - 4 Steering <ul style="list-style-type: none"> • Allan Acevedo - 4 PSRAC <ul style="list-style-type: none"> • Chris Mueller - 3 	

Agenda Item	Action	Follow-up
	<ul style="list-style-type: none"> • Raul Robles - 3 <p>Community Engagement Group</p> <ul style="list-style-type: none"> • Alfredo de Jesus – 5 	
b. Mentor Appointments	The committee reviewed and updated the mentor and mentee list.	
i. Evaluation for Mentors	Tabled	
ii. Continue discussion: How to bring current HPG members into the Mentorship program.	Tabled	
11. Suggested items for the future committee agenda		
12. Announcement	<p>The 34th Annual Dr. A. Brad Truax Award Ceremony and Reception will take place on Friday, December 1, 2023, from 3:00 PM – 5:00 PM at the LGBT Center at 3909 Centre Street, San Diego, CA 92103</p> <p>The Tree of Life Ceremony at Mama’s Kitchen will follow the event.</p>	
13. Next Meeting Date	<p>When: December 13, 2023, 11:00 AM - 1:00 PM.</p> <p>Location: Southeastern Live Well Center 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A)</p>	
14. Adjourn	The meeting adjourned at 12:39 PM.	