

## COMMUNITY ENGAGEMENT GROUP (CEG)



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

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

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# Meeting Location & Directions:

## Community Engagement Group

Wednesday, December 11, 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:**

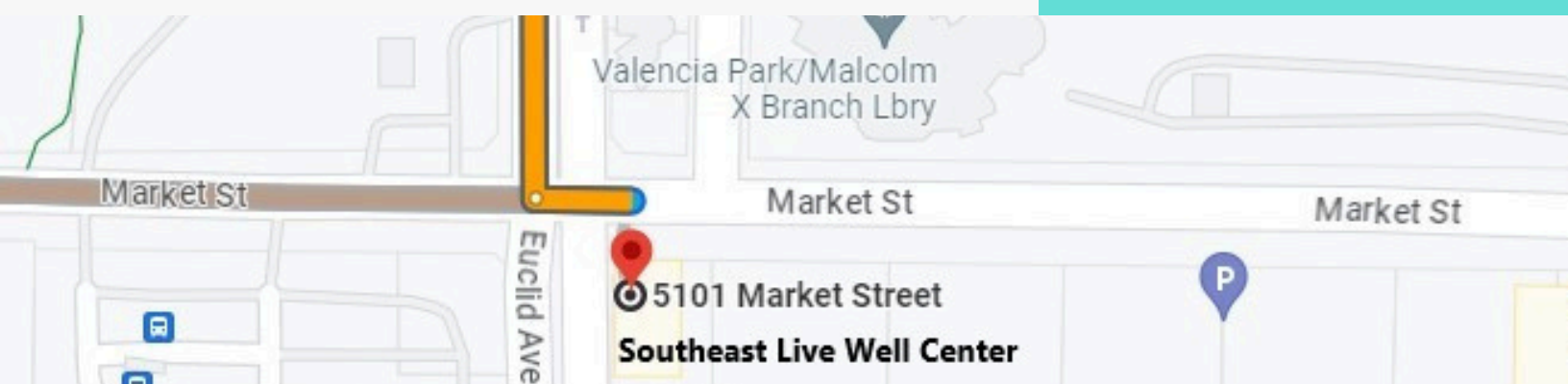
1. Head southeast on I-805 South.
2. Take exit 13A for CA-94-E/M L King Jr. Fwy.
3. Merge onto CA-94 E.
4. Take exit 4A for Euclid Ave.
5. Turn left onto Euclid Ave.
6. Use the left 2 lanes to turn left onto Market St.
7. The destination will be on your right.



## **PUBLIC TRANSPORTATION**

**MTS Trolley:**  
Orange Line

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



## COMMUNITY ENGAGEMENT GROUP (CEG)



Wednesday, December 11, 2024, 3:00 PM – 5:00 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/89778142157?pwd=5G57jMW0b1b1V8l8KVbljbAgedPsWV.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](mailto:hpg.hhsa@sdcounty.ca.gov).

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

**Committee Members:** Michael Donovan (Chair) | 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 consent CEG agenda for December 11, 2024 (which includes the December 11, 2024 agenda and the October 16, 2024 minutes)
7. Updates
  - a. Committee Updates:
    - i. Membership Committee
    - ii. Strategies and Standards Committee
    - iii. Medical Standards and Evaluation Committee
    - iv. Priority Setting and Resource Allocation Committee
    - v. Steering Committee
    - vi. HIV Planning Group
  - b. Community Updates:
    - i. CARE Partnership
    - ii. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)
    - iii. Additional community groups
8. Old Business
  - a. Committee Attendance
  - b. **Action:** Approve HPG Anti-racism statement in preparation for the HPG discussion. (recommendation from the Strategies and Standards Committee)
  - c. Review the 2025 Community Engagement Group Working/Training Plan

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**COMMUNITY ENGAGEMENT GROUP (CEG)**

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9. New Business

- a. None

## 10. Announcements

- a. Holiday Party

11. **Next meeting date:** Wednesday, January 15, 2025, from 3:00 PM – 5:00 PM

**Location:** Southeastern Live Well Center; 5101 Market St, San Diego, CA 92114 (Tubman Chavez Room A)

12. Adjournment

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**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, October 16, 2024, 3:00 PM – 5:00 PM  
Southeastern Live Well Center  
1501 Market St, San Diego, Ca (2114 (Tubman Chavez Room  
A)

A quorum for this meeting is three (3).

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

**Committee Members Absent:** Mikie Lochner

### MEETING MINUTES

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	The chair called the meeting to order at 3:02PM 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 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)	Committee Member want to thank the HPG SS for continuing to provide a supportive and accessible location for the meeting.	
6. <b>ACTION:</b> Approve the consent agenda for October 16, 2024 (which includes the CEG meeting agenda for October 16, 2024 and the minutes for September 18, 2024)	<b>Motion:</b> Approve the consent agenda for October 16, 2024 as presented. <b>Motion/Second/Count (M/S/C):</b> Lothridge/ Miles/3-0 <b>Public comment:</b> <b>Abstention(s):</b> Donovan <b>Motion carries</b>	
Follow-Up Items from minutes:	<ul style="list-style-type: none"> <li>HPG SS will add the continued item to the October CEG agenda (Role of CEG in the onboarding process of</li> </ul>	

## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
	<p>new or returning HPG members) completed.</p> <ul style="list-style-type: none"> <li>• HPGSS will add the continued item to the October CEG agenda (Review/develop an HPG Anti-racism statement in preparation for the HPG discussion. (recommendation from the Strategies and Standards Committee).</li> <li>• The Tri-fold Spanish version is in-progress.</li> </ul>	
<b>7a. Committee Updates</b>		
I. Membership Committee	<ul style="list-style-type: none"> <li>• 5 members term out in September.</li> <li>• 3 members appointed to HPG in September</li> <li>• 2 upcoming interviews.</li> <li>• 2 appointments from HPG and waiting to be appointed.</li> <li>• 21 HPG members and 7 unaffiliated consumers</li> </ul>	
II. Strategies and Standards Committee	<ul style="list-style-type: none"> <li>• Reviewed mental health and universal standards. Both service standards will be integrated into the WHOLE Person Care Program.</li> <li>• Dr. Karris presented on the Aging population with HIV and she will be also joining our committee in the future.</li> </ul>	
III. Medical Standards and Evaluation Committee (MSEC)	MSEC did not meet this month. Next meeting will be held in November.	
IV. Priority Settings and Resource Allocation Committee (PSRAC)	<ul style="list-style-type: none"> <li>• Updated and reviewed their workplan.</li> <li>• Discussed and recommended eight service deliveries topic to present to the Strategies and Standards meeting.</li> <li>• Debrief on the past budget allocations meetings of what works and didn't.</li> </ul>	
V. Steering Committee	Starting September they will be meeting every other month. Next meeting will be held in November.	
VI. HIV Planning Group	<ul style="list-style-type: none"> <li>• Last meeting UCSD MCAP program and Christies Place presented on HIV impact on Women's and Youth.</li> <li>• Next meeting there will be a Whole Person Approach to Care</li> </ul>	

## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
	Presentation and will take place on Wednesday, October 23, 2024	
7b. Community Updates		
I. CARE Partnership	Next meeting will be held in November.	
II. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	Skyler Miles has volunteered to be in the HOPWA committee and his status is in-progress with an interview in October 7, 2024, and will be voted in on November 20, 2024 with a January start date.	
III. Additional community groups	None	
8. Old Business		
a. Committee Attendance	None	
b. Role of CEG in the onboarding process of new or returning HPG members	<p>Committee Members discuss the following:</p> <ul style="list-style-type: none"> <li>- CEG Members attending other committees and can provide future updates. i.e. Miles in housing, Donovan in Steering, etc.</li> <li>- It is recommended CEG members attend at least one of the other HPG committee meetings other than the CEG meeting.</li> <li>- New and returning members attend at least one of CEG meeting while they are in-progress of getting Appointed to HPG. This would be part of the onboarding process.</li> <li>- Some jobs will not allow certain CEG members to attend more than one additional HPG meeting.</li> </ul> <p>CEG Chair recommend these three items as part of the onboarding process and referred it to Membership and Steering Meeting</p> <p><b>Part of the Onboarding</b></p> <ol style="list-style-type: none"> <li><b>1. Every new and returning HPG members must attend one of the CEG meeting their first year.</b></li> <li><b>2. Members who are not assigned or in process of becoming full member, should consider attending CEG meeting.</b></li> </ol>	HPG SS to forward this to Membership and to Steering Meeting.

## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
	<p><b>3. Every member of CEG attend at least one additional committee of HPG meeting</b></p> <p>HPG SS mentioned the following:</p> <ul style="list-style-type: none"> <li>- Previously Membership Chair and CEG Chair work together on outreach.</li> <li>- Membership Committee is updating the Committee members expectation.</li> <li>- Mentorship draft is in-progress. Recommend CEG members to become mentors to guide, text, email etc. to new onboarding members.</li> </ul>	
<p>c. Review/develop an HPG Anti-racism statement in preparation for the HPG discussion. (recommendation from the Strategies and Standards Committee)</p>	<p>Committee Members recommend the Anti-racism statement as followed:</p> <ul style="list-style-type: none"> <li>• To create a supportive environment where all members can feel heard, valued, and respected with acknowledgement to the voice and differential treatment of all cultural background.</li> </ul>	<p>HPG SS put in ACTION Item for next meeting to approve statement.</p>
<b>9. New Business</b>		
<p>a. Data on People Experiencing Homelessness and Living with HIV</p>	<p>Dasha Dahdouh from HPG SS presented the data on People Experiencing Homelessness and Living with HIV from three fiscal year: March 1, 2021 to February 28 or 29<sup>th</sup>, 2023 from Ryan White clients:</p> <ul style="list-style-type: none"> <li>- Ryan White Client's facing homelessness has an overall 9% living with HIV within the 3 fiscal year.</li> <li>- Comparing 2021 and 2023 data: <ul style="list-style-type: none"> <li>○ <b>Race:</b> Hispanic, White, and followed by Black Ryan White clients are the most likely to experiencing homelessness.</li> <li>○ <b>Gender:</b> male Ryan White clients have the highest percentage unhoused.</li> <li>○ <b>Age:</b> the highest age demographics are in 46 - 65 age group and followed by 25 – 44 age group.</li> </ul> </li> </ul>	<p>HPG SS request data to filter out experiencing homelessness and housing to determine overall viral suppression for comparison.</p>



## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
	<ul style="list-style-type: none"> <li>○ <b>Viral Load Suppression:</b> overall 86%, a slight lower to the current monthly data is 93% viral load suppression.</li> </ul>	
<p>b. In-depth review of the 5 services categories and discussion – Dr. Ken Riley</p>	<p>Ken Riley discussed the following five in-depth Services Categories:</p> <ol style="list-style-type: none"> <li>1. Outpatient/Ambulatory Health Services (Priority 1 and 2): co-curing conditions: STI, TB, other issues:             <ol style="list-style-type: none"> <li>a. Falling out of care due to insurance</li> </ol> </li> <li>2. Oral Health Care (Priority 3): dental implant is not included, must be severe trauma, cancer surgery             <ol style="list-style-type: none"> <li>a. Part of well-being (whole)</li> <li>b. American Indian health services and Family Health Services provided positive services to the Committee members when seeking dental care or specialty oral services.</li> </ol> </li> <li>3. Medical Case management Services (Priority 4)             <ol style="list-style-type: none"> <li>a. For someone who is not in consistent care. Handle by your provider, not part of case management.</li> </ol> </li> <li>4. Non-medical Case management Services (Priority 5)             <ol style="list-style-type: none"> <li>a. Medical eligibility requirement changed in California; it seems non-medical case management is more in need than medical case management.</li> <li>b. Non-Medical rewrite the health outcomes, with other health issues. Manage everything else that Medical does not cover.</li> <li>c. The document should provide more examples of what is covered under medical case management and non-medical case management.</li> </ol> </li> </ol>	<p>HPG SS informed the Recipient Office that they preferred their team to present the Service categories and answer any many of the questions they may have.</p>

## COMMUNITY ENGAGEMENT GROUP

Agenda Item	Discussion/Action	Follow-Up
c. Discuss rescheduling the 6/18/2025 meeting to 6/11/2025	Committee Members agree CEG meeting date on June 18, 2025, to reschedule to June 11, 2025.	HPG SS will update in the CEG meeting schedule and work/training plan.
d. Discuss training schedule for 2025 and potential meeting spaces	Table for next meeting	HPG SS next meeting will construct a Temporary 2025 Workplan.
10. Announcements	<ul style="list-style-type: none"> <li>• Project Pearl</li> <li>• Halloween 4200 Texas street LGBTQ housing</li> <li>• Impulse sponsored by AHF to throw a fundraiser for POZabilities at barrel and board 7-10pm. Pannel discussion</li> </ul>	<p>HPG SS include Veronica, Jen, and Michael for the Truax Script reading.</p> <p>HPG SS send Calendar invites to HPG Orientation attendees.</p>
11. Next meeting date	<p><b>Next Meeting:</b> Wednesday, November 20, 2024, at 3:00 PM – 5:00 PM.</p> <p><b>Location:</b> <i>Southeastern Live Well Center 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A) and via Zoom</i></p>	
12. Adjournment	Meeting was adjourned at 5:02PM.	

**HIV PLANNING GROUP**  
**12-MONTH COMMITTEE TRACKING**  
**December 2023 - November 2024**

<b>Community Engagement Group</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>#</b>
<b>Total Meetings</b>	1	1	1	0	1	1	1	1	0	1	1	0	9
<b>(5) Members</b>													
Donovan, Michael c								*	NM	*	*	NM	0
Lochner, Mikie	*	*	*	NM	*	1	1	*	NM	*			2
Lothridge, Jen <sup>cc</sup>	*	*	*	NM	*	*	*	*	NM	*	*	NM	0
Miles, Skyler							*	*	NM	*	*	NM	0
Nava, Veronica						*	*	*	NM	*	*	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



## **HPG Anti-racism Statement**

To create a supportive environment where all members can feel heard, valued, and respected with acknowledgement to the voice and differential treatment of all cultural background.

DRAFT

## COMMUNITY ENGAGEMENT GROUP (CEG)

### 2024 Training Plan

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

#### Topics without a set date

- HIV Prevention topics (include in several trainings)
- Conflict of interest

# Member Recruitment and Retention Policy & Procedure

**PURPOSE** The purpose of this document is to ensure the HIV Commission has strong representation by people living with HIV/AIDS, people representing disproportionately affected groups, residents from various regions within our transitional grant area (TGA), and experts in the field of HIV.

**POLICY** This document must be reviewed by the Executive Committee on an annual basis. Any amendments and/or revisions must be discussed in the Executive Committee and approved by the HIV Commission.

Required Membership Categories include:

- Persons living with HIV who are not agents, employees or representatives of any County-funded HIV service providers and who are also beneficiaries of federally-funded HIV service programs, including the Ryan White HIV/AIDS Program.
- Persons living with or affected by HIV, such as spouses/partners, parents, siblings, children, or caregivers of persons living with HIV, and who are not agents, employees, or representatives of any County-funded HIV service provider.
- Persons representing disproportionately affected and historically underserved groups and subpopulations.
- Persons with expertise in essential HIV health and medical services, at least one of whom must be a physician, physician's assistant, nurse practitioner, or nurse actively caring for individuals living with HIV.
- Persons with expertise in supportive services for people living with HIV.
- Persons with expertise in HIV prevention.
- Member of the general public having an interest or expertise in supporting persons living with HIV and not an agent, employee, or representative of any County-funded HIV service provider.

**PROCEDURE** Recruitment Strategies

1. Involve all Commission stakeholders in recruitment efforts
  - a. Use networking opportunities that arise (e.g., GTZ events)
  - b. Announce all vacancies at Commission meetings and Executive Committee meetings
2. Use the internet/web as a recruitment tool
  - a. Partner with the SCC Board of Supervisors for postings on their webpages
  - b. Develop recruitment message for the Commission webpage
3. Use printed recruitment material throughout the year
  - a. Brochures, print flyers/ads, other media
  - b. Distribute materials at community events (e.g., World AIDS Day)

Retention Strategies

1. Ensure the Commission promotes cultural diversity and provides support to diverse members
  - a. Include a Cultural Diversity segment to Commission meetings and/or retreats twice per year

## Member Recruitment and Retention Policy & Procedure

- b. Provide written materials in the appropriate language upon request
2. Ensure all Commissioners are familiar with the Commission's purpose, mission, and vision
  - a. Conduct regular Commission member orientations
  - b. Read and/or post the mission and vision statements at all Commission meetings
3. Ensure easy access to all Commission and committee meetings
  - a. Take into consideration location, public transportation, and Americans with Disabilities Act when scheduling meetings
  - b. Reimburse for travel and childcare costs for members who are consumers of Ryan White Services
4. Seek feedback from Commissioners regarding Commission and committee meetings
  - a. Respond to feedback and initiate productive change as able
5. Reward Commissioners for their work
  - a. Conduct an annual holiday recognition dinner
  - b. Celebrate accomplishments

## 2025 HIV Planning Group Outreach and Recruitment Plan

Activity
<p><b>Recruitment/Outreach Materials</b></p> <ul style="list-style-type: none"> <li>• Opportunities for involvement</li> <li>• HPG brochure (English/Spanish)</li> <li>• HPG, CEG, and CARE flyers</li> <li>• Membership application forms</li> <li>• HPG presentation</li> </ul>
<p><b>Recruitment/Outreach Items and Activities</b></p> <p><u>Items</u></p> <ul style="list-style-type: none"> <li>• HPG stickers</li> <li>• HPG business cards</li> <li>• HPG Bottle opener, pens, and mints</li> <li>• Goodie bags (chocolates, candies, and condoms)</li> </ul> <p><u>Activities</u></p> <ul style="list-style-type: none"> <li>• “My voice matters because” poster</li> <li>• A spin wheel with HIV facts to present giveaways</li> </ul>
<p><b>Digital Recruitment (social media outreach)</b></p> <ul style="list-style-type: none"> <li>• Update HPG Instagram and website</li> <li>• Contact collaborating partners (The Center, UCSD, County departments, etc.)</li> </ul>
<p><b>In-person Recruitment</b></p> <ul style="list-style-type: none"> <li>• Bring HPG flyers and announcements to all meetings</li> <li>• HPG print materials at local provider and community partners’ spaces</li> <li>• Events and tabling (<i>see below</i>)</li> </ul>
<p><b>Recruitment Events/Tabling</b></p> <ul style="list-style-type: none"> <li>• National HIV/AIDS awareness day events</li> <li>• Partner events</li> <li>• Pride</li> </ul>
<p><b>Utilize Community Engagement Group Meetings/Activities</b></p> <ul style="list-style-type: none"> <li>• Happyville</li> <li>• CEG trainings and presentations</li> </ul>
<p><b>Host Consumer Mixer/Consumer Focused Event</b></p> <ul style="list-style-type: none"> <li>• Select public space</li> <li>• Confirm speakers</li> <li>• Develop event flyer/social media</li> </ul>
<p><b>Attend HIV Support Groups</b></p> <ul style="list-style-type: none"> <li>• Introduce HPG/CEG at support groups and/or supportive spaces</li> </ul>



**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