



SAN DIEGO HIV PLANNING GROUP (HPG)
COMMUNITY ENGAGEMENT GROUP
MEETING PACKET
WEDNESDAY, December 13, 2023 3:00 PM – 5:00 PM
 Southeastern Live Well Center

5101 Market St, San Diego, CA 92114, Room Tubman Chavez 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.

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Meeting Location & Directions:

Community Engagement
Wednesday, December 13,
2023 3:00 PM - 5:00 PM

Southeast Live Well Center
 5101 Market St.
 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:

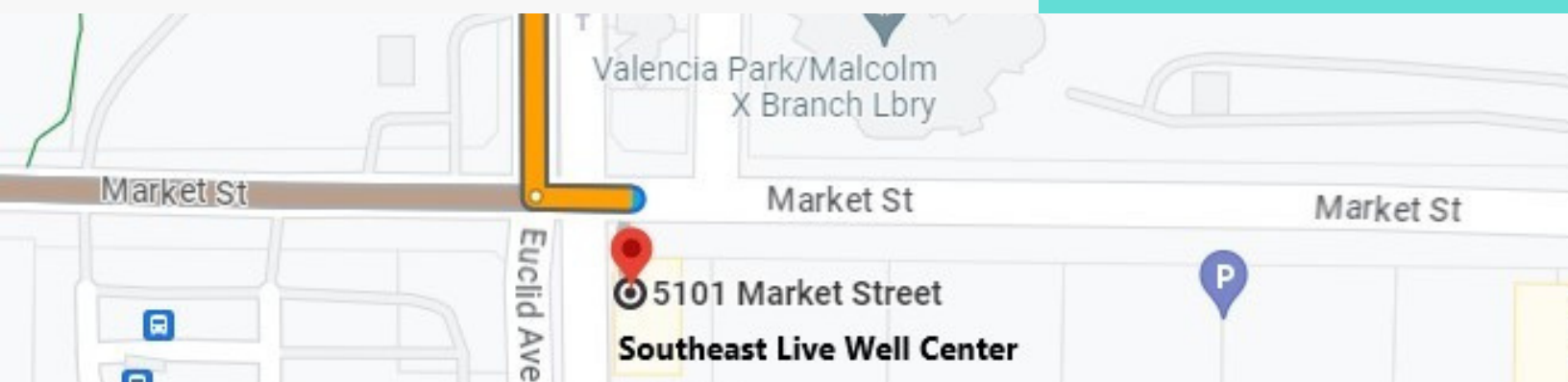
1. Head southeast on I-805 South.
2. Take exit 13A for CA-94-E/M L King Jr. Fwy.
3. Merge onto CA-94 E.
4. Take exit 4A for Euclid Ave.
5. Turn left onto Euclid Ave.
6. Use the left 2 lanes to turn left onto Market St.
7. The destination will be on your right.



PUBLIC TRANSPORTATION

MTS Trolley:
 Orange Line

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





SAN DIEGO HIV PLANNING GROUP (HPG)
 COMMUNITY ENGAGEMENT GROUP
 MEETING AGENDA
WEDNESDAY, DECEMBER 13, 2023, 3:00 PM – 5:00 PM
 Southeastern Live Well Center (Room Tubman Chavez A)
 5101 Market Street, San Diego, CA 92114

To participate remotely via Zoom:

<https://us06web.zoom.us/j/83782242388?pwd=MTFqZitVcC9hNnFPRkhkcnV3dGpKdz09>

Call in: US Toll +1 669 444 9171

Meeting ID: 837 8224 2388

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 four (4).

Committee Members: Allan Acevedo (Chair), Alfredo De Jesus, Michael Donovan, Tyra Fleming, Michael Lochner, Jen Lothridge (Co-Chair)

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 December 13, 2023
7. **ACTION:** Approve the Community Engagement Group minutes for October 18, 2023
8. Discussion on outreach/recruitment options
9. Discussion on meeting location and public spaces
10. Discussion on the 2024 Working/Training Plan
11. Holiday Party
12. **Next meeting date:** January 17, 2024, at 3:00 PM – 5:00 PM
Location: Southeastern Live Well Center: 5101 Market Street, San Diego, CA 92114, Room Tubman Chavez A AND via Zoom.
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).



SAN DIEGO HIV PLANNING GROUP (HPG)
COMMUNITY ENGAGEMENT GROUP
DRAFT MINUTES
WEDNESDAY, OCTOBER 18, 2023, 3:00 PM – 5:00 PM
SERRA MESA – KEARNY MESA LIBRARY
9005 AERO DRIVE, SAN DIEGO, CA 92123

To participate remotely via Zoom:

<https://us06web.zoom.us/j/83782242388?pwd=MTFqZitVcC9hNnFPRkhkcV3dGpKdz09>

Call in: US Toll +1 669 444 9171

Meeting ID: 837 8224 2388

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 four (4).

Committee Members: Michael Donovan, Tyra Fleming, Michael Lochner (HPG Chair), Jen Lothridge (Co-Chair)

Absent: Allan Acevedo, Alfredo De Jesus

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence.	The Co-Chair, Jen Lothridge, called the meeting to order at 3:06 PM and noted the presence of a quorum in person.	
2. <u>Review:</u> Background, Mission Statement, Goals, and Agreement of Meeting Decorum	Committee members read the Mission Statement and the Community Engagement Group Charge. The Chair reviewed the meeting decorum.	
3. Introductions (Name, Role with HPG/Consumer, Pronouns), Icebreaker	Members and participants introduced themselves. Ice breaker - What is your favorite ice cream favor?	

Agenda Item	Discussion/Action	Follow-Up
4. Public comment (for members of the public)	A member of the public commented on Ryan White emergency utility assistance annual cap increase due to overall water, gas, and electric rates. They also raised concern about HOPWA emergency housing program administration and their services. A member of the public also expressed concern about the poor housing conditions, noting that they have not been getting a response from the Case Manager. A member of the public also requested a response from the CEG regarding Medicare due to the current open enrollment.	HPG Support Staff (HPGSS) will reach out to member of the public to provide resources and tools.
5. Sharing our concerns (for committee members)	Tyra Fleming expressed concern about personal information about her being shared without her permission in a different forum and has requested more mindfulness around confidentiality and professionalism. Jen Lothridge has expressed appreciation for making this forum accessible for members of the public.	
6. Action: Approve the Community Engagement Group agenda for October 18, 2023	Action: Approve the Community Engagement Group agenda for October 18, 2023 as presented. Motion/Second/Count (M/S/C): Donovan, Lochner, 3/0 Abstention(s): Lothridge Motion carries	
7. Action: Approve the Community Engagement Group minutes for September 20, 2023	Action: Approve the Community Engagement Group minutes for September 20, 2023. Discussion: M/S/C: Lochner, Donovan, 3/0 Abstention(s): Lothridge Motion carries	
a. Follow-Up Items:	The recruitment trifold was approved for circulation and will be live/operational until the March 2024	

Agenda Item	Discussion/Action	Follow-Up
	retreat. At that time, a new photo will be taken for the flier.	
8. Old Business	None	
9. New Business		
a. Doxycycline Post-exposure Prophylaxis Training - Dr. Winston Tilghman	<p>Dr. Winston Tilghman, M.D., Medical Director/STD Controller for the County of San Diego gave a presentation on Doxycycline Post-exposure Prophylaxis.</p> <p>A member of the public made a comment about the results compared to those of the UK.</p> <p>A member of the public asked whether this is covered by Medicare and what the price point for the medication is.</p> <p>A member of the public inquired whether with the widespread use of Doxycycline may be more chances of the public developing resistance.</p>	
b. Review HIV Impact Needs Assessment Survey	<p>The HPG Chair Mikie Lochner provided an overview of the Needs Assessment. The CEG Committee reviewed the survey.</p> <p>The committee went over Section one and stopped at Section 2, question 14.</p> <p>Tabled at question #14.</p>	
c. Review Standards Queued for Review	Tabled	
10. Committee Updates	Tabled	
a. CARE Partnership	Tabled	
b. Membership Committee	Tabled	
c. Strategies & Standards Committee	Tabled	

Agenda Item	Discussion/Action	Follow-Up
d. Medical Standards and Evaluation Committee (MSEC)	Tabled	
e. Priority Settings & Resource Allocation Committee (PSRAC)	Tabled	
f. Steering Committee	Tabled	
g. HIV Planning Group (HPG)	Tabled	
h. HIV Housing Committee/Housing Opportunities for Persons with AIDS (HOPWA)	Tabled	
11. Announcements	A member of the public thanked the CEG committee for opening the space up for public.	
12. Next meeting date	<p>Next Meeting: Wednesday, November 15, 2023, at 3:00 PM-5:00 PM., in-person and via Zoom.</p> <p>Location: Southeastern Live Well Center; 5101 Market St. San Diego, CA 92114; (Tubman Chavez Room A)</p>	
13. Adjournment	Meeting was adjourned at 5:02 PM.	

HPG Community Engagement Group Work Plan

Committee: Community Engagement Group

Meeting Frequency: Monthly

Meeting Time: 3rd Wednesday of the Month from 3:00 to 5:00 pm

Meeting Location: [accessible via bus and rapid transit; free parking available; ADA accessible]

Plan Period: *Beginning Date:* March 1

End Date: February 28

Instructions: Use this worksheet as a committee to lay out your Committee's Work Plan for the upcoming program year.

1. **Committee Purpose or "Charge":** Summarize the purpose of this committee, including any legislative functions for which it has responsibility. a. **Educate Community Members, b. Increase Community Members' Participation, and c. Represent Community Member Needs Throughout the HIV Planning Group Process**

The purpose of the Community Engagement Group is to:

- Educate and train consumers about the HPG's local services planning process and prepare them for and support them in increased involvement throughout the HPG process.
- Increase community members' participation, increase the level and diversity of community member involvement; represent the needs of all consumers; provide linkages to regional and population-specific community member groups and ensure communication; and identify and seek to overcome barriers to community members' participation.
- Represent community member needs throughout the HPG process; provide community member representation on HPG committees, and ensure flow of information from those groups to the Community Engagement Group; encourage maximum community member involvement in the Priority Setting Committee for the annual priority setting and budget allocations process; and serve as a venue for providing community member feedback regarding HPG issues.

Through these efforts, the Committee helps ensure strong, informed community member participation to help other committees carry out their legislative responsibilities.

2. Major Tasks and Products or Results: List the committee's most important tasks and their products or results. Identify any tasks you will carry out along with another committee or entity.

#	Major Tasks	Products or Results	Responsibility [Committee, Subcommittee/Work Group/ Partner Entities]	Deadline if Known
1	Complete targeted community outreach to increase membership size and diversity	At least # new members, including PLWH under 35	All HPG members to help in identifying community events that provide outreach opportunities	March
2	Co-facilitate # community forums to learn about PLWH/consumer service needs, barriers, and gaps in preparation for PSRA	# forums completed and discussion summarized	Collaboration with Needs Assessment	April
3	Identify at least # members to serve on Medical and Non-Medical Services Evaluation Committees or work groups	At least # Committee members serves on each of the two committees or work groups established to update Service Standards	Participation in committees/work groups managed by Strategies Committee with help from PGSS	June
4	Have Committee well represented at HPG's annual Data Presentation	At least # Committee members who are not HPG members attend annual data presentation	Committee, with help from PGSS	June
5	Prepare at least # Committee members to serve as co-facilitators for focus groups and community forums during next needs assessment cycle	<ul style="list-style-type: none"> ▪ At least # members trained ▪ Training materials available for ongoing use 	PGSS, Needs Assessment	September
6	Co-facilitate at least # focus groups	Documentation of focus groups	Collaboration with Needs Assessment	October
7	Pre-test HPG's PLWH in-care survey	Completion of survey by at least # Committee members	Collaboration with Needs Assessment	November
8	Develop and approve annual Committee training plan for upcoming program year	Training plan with schedule that calls for a training activity at every meeting	Committee	February
9	Provide leadership development training for committee members based on annual training plan and emerging needs	Documentation of a training activity at each meeting and 4 in-depth training sessions annually – with handouts and activities	Committee, with help from PG Support (PGSS), Membership Committee (for PC roles-related training), and other PC members	Ongoing

- 3. Membership Needs:** Discuss whether the committee needs more members and whether non-PC members can serve. How many new members do you need? With what skills or interests? Do you need help from the Membership Committee to recruit non-PC members for the committee?

Community Engagement Group has open membership – any consumer of Ryan White services, other person living with HIV, or caregiver for a PLWH, can attend any meeting and vote, though one Co-Chair must be a HPG member.

Community Engagement Group needs to engage diverse consumers – in terms of factors such as age, time since diagnosis, residence within the TGA, race/ethnicity, sexual orientation, and gender identity. The help of all PC members is needed to maximize participation and diversity, through making their networks aware of the committee, its open membership, the training it provides, and the opportunities it offers consumers to give back to their community while increasing their knowledge of HIV prevention and care services.

Highest priority is to increase participation by recently diagnosed PLWH, consumers under age 35, and residents of outlying counties. No specific skills required, just an interest in participating. The Committee provides a “safe space,” using the Covenant of Respect that outlines clear rules of behavior that apply to members, staff, and guests, and ensuring that PC Support staff are always prepared to offer immediate, appropriate referral of consumer complaints to the Part A recipient.

- 4. Expected Special PC Support Staff/Consultant Support Needs:** What, if any, projects or tasks will require special or unusual HPG Support staff or consultant assistance? When will that assistance be needed?

Committee needs an HPG support staff member assigned to handle logistics and attend meetings, except when members decide to have a meeting open only to consumers. Staff help is especially important in planning and arranging training (see below), helping with logistics for outreach and community forums, and ensuring that the committee is kept informed about the work of the PC and its committees.

- 5. Training Needs:** Identify expected training needs for committee members. How do you plan to meet these needs? Do you need HPG Support staff to arrange or provide the training?

Training consumers is a major role of the Committee, and there is usually at least one mini-training activity at each meeting, and at least 4 longer training sessions each year. Training topics include orientation to the work of the HIV Planning Group, the role of the Committee, and opportunities for membership in other committees and the PC; updates on changes in the epidemic and the system of prevention and care; leadership skills like running meetings;

cultural competence/cultural humility with a focus on specific subpopulations; and specific planning tasks that the Committee helps with, like Needs Assessment and development of updating of Service Standards. Training on understanding data needed prior to PC's annual Data Presentation, since work plan calls for increasing non-PC member Committee attendance at Data Presentation. Some training can be done by committee members, but often PC staff, other PC officers or members, or outside experts need to be identified and prepared.

6. Recipient Assistance/Data Needs: Indicate needed recipient staff involvement in meetings, or data or other support you will need.

The Committee does not need a recipient staff member to attend meeting regularly. However, the Committee may request briefings from the recipient on such topics as HIV Care Continuum data, changes in the system of prevention and care, and new federal, state, or local initiatives related to HIV.

APPENDIX

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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>Just Cause</p>	<ul style="list-style-type: none"> • 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 	<p>A member is limited to two (2) virtual attendances based on “just cause” per calendar year</p>
<p>Emergency Circumstances</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