



**SAN DIEGO HIV PLANNING GROUP (HPG)**  
**MEMBERSHIP COMMITTEE**  
**MEETING MINUTES**  
**WEDNESDAY, DECEMBER 13, 2023, 11:00 AM – 1:00 PM**  
**SOUTHEASTERN LIVE WELL CENTER**  
**5101 MARKET ST. SAN DIEGO, CA 92114 (TUBMAN CHAVEZ ROOM A)**

**To participate remotely via 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](mailto:hpg.hhsa@sdcounty.ca.gov).

A quorum for this meeting is Three (3)

**Present:** Bob Lewis, Mikie Lochner, Regina Underwood, Rhea Van Brocklin

Agenda Item	Action	Follow-up
<b>1. Call to order</b>	Bob Lewis called the meeting to order at 11:00 AM and noted that a quorum was established.	
<b>2. Public Comment on non-agenda items (for Members of the public)</b>	None	
<b>3. Sharing our concerns (for committee members)</b>	None	
<b>4. Action:</b> Review and approve the December 13, 2023 agenda	<b>Motion:</b> Approve the December 13, 2023 meeting agenda as presented. <b>Motion/Second/County (M/S/C):</b> Lochner/Van Brocklin 3/0 <b>Abstentions:</b> Lewis <b>Motion carries</b>	
<b>5. Action:</b> Interview and approve Dr. Spector for 2 <sup>nd</sup> Term HPG Membership	The membership committee interviewed Dr. Stephen Spector for the second term and recommended his reappointment to seat #31, Recipient of RW PART D on the HIV Planning Group (HPG). <b>Motion:</b> Interview and approve Dr. Stephen Spector for 2 <sup>nd</sup> Term in HPG Membership <b>M/S/C:</b> Lochner/Van Brocklin 3/0 <b>Abstentions:</b> Lewis	Forward recommendation to the HPG for Action.

Agenda Item	Action	Follow-up
	<p><b>Motion carries</b> The committee reminded Dr. Spector that if he is not reappointed by the time his first term ends, he will have to come off the HPG temporarily. He can participate in HPG as a member of the public until he has been re-appointed.</p>	
<p><b>6. Action:</b> Interview and approve Tyra Fleming for 2<sup>nd</sup> Term HPG Membership</p>	<p>The Membership Committee interviewed Tyra Fleming and recommended for 2nd term to General Member Seat #3. <b>Motion:</b> Interview Tyra Fleming and approve her appointment to seat #3. <b>M/S/C:</b> Lochner/Van Brocklin 3/0 <b>Abstentions:</b> Lewis <b>Motion carries</b> The committee reminded Tyra Fleming that if she is not reappointed by the time her first term ends, she will have to come off the HPG temporarily but can participate in HPG meetings as a member of the public until she has been reappointed.</p>	<p>Forward recommendation to the HPG for Action.</p>
<p><b>7. Action:</b> Interview and approve Ivy Rooney's New HPG Membership</p>	<p><b>Motion:</b> Interview and approve Ivy Rooney for seat #43, Prevention Intervention Representative. Formerly: Risk Reduction Activities Representative on HPG <b>M/S/C:</b> Van Brocklin/Underwood 3/0 <b>Abstentions:</b> Lewis <b>Motion carries</b></p>	<p>Forward recommendation to the HPG for Action. Mikie Lochner will contact Shannon Ransom and Dr. Tilghman regarding Ivy Rooney's interest in joining the Strategies &amp; Standards Committee and the Medical Standards and Evaluation Committee, respectively.</p>
<p><b>8. Action:</b> Review and approve the November 15, 2023 meeting minutes</p>	<p><b>Action:</b> Approve the November 15, 2023 meeting minutes as presented. <b>M/S/C:</b> Underwood/Lochner 3/0 <b>Abstentions:</b> Lewis <b>Motion carries</b></p>	
<p><b>9. Action:</b> Review follow-up items</p>	<p>None</p>	
<p><b>10. Old Business</b></p>		
<p>a. <b>ACTION:</b> Final review: Membership Committee Operating Guidelines</p>	<p>The committee discussed options for the membership interview process and decided to move forward with the HPG Support Staff and</p>	<p>Forward the recommendation regarding the</p>

Agenda Item	Action	Follow-up
	<p>chair/co-chair conducting the interview, with the results being forwarded to the Membership Committee for a final vote. The Committee reviewed the HPG membership application for the initial appointment and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Questions B and C. The race/ethnicity categories should be alone with the Clerk of Board application</li> <li>• Question I. Add frequency of committee meetings to the application</li> <li>• Remove question 2. Active member participation</li> </ul>	<p>Needs Assessment race/ethnicity categories to the Needs Assessment Working Group.</p> <p>HPG Support Staff will update the Membership Committee Operating Guidelines and forward them to the committee for final review.</p>
<p>b. Review 2<sup>nd</sup> Term HPG Membership Application</p>	<p>The committee reviewed the draft HPG Reappointment application and recommended changes:</p> <ul style="list-style-type: none"> <li>• Questions B and C. The race/ethnicity categories should be alone with the Clerk of Board application</li> <li>• Section 3. Short answer:</li> <li>• Why are you interested in re-applying for an HPG member?</li> <li>• Remove question J</li> <li>• No interview process is needed; HPG Support Staff will update the 2<sup>nd</sup> Term application process in the Membership Committee Operating Guidelines</li> </ul>	<p>HPG Support Staff will update the 2<sup>nd</sup> term application and forward it to the committee for final review.</p>
<p>c. Discussion and review of Mentor and Mentee Guidelines</p>	<p>The committee recommended that the mentoring guidelines be changed to a 6-month mentorship with an opportunity to re-assess at that time.</p>	<p>Discuss the mentoring program again in January 2024.</p>
<p>d. Focused Recruitment</p>		
<p>i. Open Seats</p>	<p>Mikie Lochner provided an update on the district seats, and no action was taken on pending membership applications. The committee reviewed the open seats.</p>	<p>Mikie Lochner will continue to follow up with Districts 1 and 2 for updates.</p>
<p>ii. Term Expired dates</p>	<p>Table</p>	
<p>iii. New Committee members</p>	<p>Table</p>	
<p>iv. Underrepresented Groups (demographics)</p>	<p>Table</p>	

Agenda Item	Action	Follow-up
<b>11. New Business</b>		
a. Discussion to change the January 10, 2024, meeting to Wednesday, January 17, 2024	The committee agreed to move the January meeting to Thursday, January 17, 2024.	
<b>12. Routine Business</b>		
a. Attendance	HPG Support Staff have sent notices to members who have missed more than 6 meetings or more than 4 consecutive meetings.	
i. HPG Attendance	Reviewed	
ii. Committees Attendance	Reviewed	
<b>13. Suggested item for the future committee agenda</b>	None	
<b>14. Announcement</b>	None	
<b>15. Next Meeting Date</b>	<b>When: Wednesday, January 17, 2023, from 11:00 AM -1:00 PM. Location: Southeast Live Well Center 5101 Market St. San Deigo CA 92117 (Tubman Chavez Room A)</b>	
<b>16. Adjourn</b>	The meeting adjourned at 1:01 PM.	