

HIV Community Planning Council  
COMMUNITY ENGAGEMENT COMMITTEE  
Wednesday, February 5<sup>th</sup>, 2025  
Zoom Meeting  
3:00-4:30 pm

**Committee Members Present:** Jesus Guillen, Lee Jewell, Derrick Mapp, Richard Sullivan

**Committee Members Absent:** Franco Chevalier [E], Reina Hernandez [A], Juba Kalamka [A], Thomas Knoble [A], Charles Siron [E], Laura Thomas [E]

**Others Present:** Stephen Spano

**Support Staff Present:** Mark Molnar, Kira Perez, Kat Tajgeer

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## *Minutes*

### **1. Introductions and Welcome**

The meeting was called to order at 3:04 pm by CM Sullivan. Everyone introduced themselves and quorum was established.

### **2. Review/Approve February 5<sup>th</sup>, 2025 DRAFT Agenda – VOTE**

The February 5<sup>th</sup>, 2025 DRAFT Agenda was reviewed and approved.

### **3. Review/Approve January 8<sup>th</sup>, 2025 DRAFT Minutes – VOTE**

The January 8<sup>th</sup>, 2025 DRAFT Minutes were reviewed and approved.

### **4. Announcements**

- None.

### **5. Public Comment**

- None.

### **6. HCAP Report**

- Stephen Spano shares this month's HCAP report and highlights several cases. The first case they highlight is a residential substance use facility case in which a service provider contacted HCAP to assist with a client, HCAP then met with the client, and now HCAP hasn't heard back from the service provider. The client has noted concerns about their housing stability and Spano highlights his concerns about the lack of response from the service provider. He will continue to follow up with them and provides updates when available. Spano highlights another case in which a client was referred to an oral surgeon for oral surgery, but the soonest the provider can see them is in May. The client has been experiencing pain, has previously been on antibiotics to treat the tooth infection, and is concerned about the infection spreading dangerously. HCAP spoke with the dental provider in hopes of securing the client a sooner appointment but the provider reports they do not have any sooner appointments available.
  - CM Guillen highlights the current political and social landscape and asks if HCAP currently feels as though their clients will need more assistance during this time.
    - ❖ Spano says that HCAP is taking steps to ensure their staff and other service providers are trained on how interact with U.S. Immigration and Customs Enforcement (ICE) and Department of Homeland Security (DHS). He notes there are no pressing needs to increase capacity at the moment, but he has seen an increase in referrals in the last week.
  - CM Mapp thanks Spano for their work. He notes that he recently met with a long-term client who is an immigrant and asks for Spano's guidance on if the client should apply for their permanent alien resident card.

- ❖ Spano recommends that the client reach out to ALRP and get further advice on how to move forward.

**7. COLA Update**

- CS Perez provides a COLA update noting that outreach is still in progress and that they continue to encounter barriers as folks are not responsive to outreach requests. She adds that there were council members who sent out the COLA flyer to their networks and is hopeful that they will be able to schedule a focus group soon.

**8. Needs Assessment Update**

- CS Perez notes that Council Staff reviewed data from previous years’ Needs Assessments and COLAs to see if there was any relevant information that could be used for this year’s Needs Assessment, which focuses on people living with HIV who are 65+. She shares the relevant data that was gathered and highlights the key takeaways and key themes in recommendations.
  - CM Jewell asks how the Committee can use this data so as to not duplicate previous efforts.
    - ❖ CS Perez says the Committee will review the Needs Assessment survey tool to review the questions that participants will be asked and they can use this data to help formulate the questions they’d like to ask.
      - CS Molnar adds that a larger Needs Assessment for this population for a number of years and it is important to keep their base questions. He calls attention to adding a question, both to the survey and the discussion, around mobility challenges that participants are facing.
  - CS Perez shares the survey tool that was used for the Long-Term Survivors COLA that was conducted in 2022. She also reviews the survey tool that is used for the Needs Assessment and asks the Committee to review the questions and provide feedback on what they would like to change or update.
    - CM Jewell suggests adding a question about race/ethnicity and suggests asking folks who work if they work part-time or full-time.
    - CM Mapp suggests adding a question about folks being involved in an activity that is meaningful.
    - CM Sullivan suggests adding a question about transportation, specifically about being able to get to/access appointments.
      - ❖ CS Molnar adds pairing this with a question about mobility.
    - CM Guillen suggests asking a question about whether or not folks have a social worker/case manager and/or other folks in their life. He also suggests adding a question about people’s preferred language.
    - CM Mapp suggests adding a question around quality of life and thoughts of death not related to depression. He notes wanting to add a question around preparation for death and dying.

**9. Next Meeting Date & Agenda Items – VOTE**

*The next Community Engagement Committee meeting will be scheduled for March 5<sup>th</sup>, 2025 via Zoom.*

**10. Adjournment**

Meeting was adjourned at 4:21 pm by CM Sullivan.

**Community Engagement Committee**  
**HIV Community Planning Council**

Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence

Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

**February 5<sup>th</sup>, 2025**

roll [1] [2] [3] [4] [5] [6] [7] [8] [9] [10]

1.	Franco Chevalier (Co-Chair)	E	-	-							
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2.	Jesus Guillen	P	Y	Y								
3.	Reina Hernandez	A	-	-								
4.	Lee Jewell	P	Y	Y								
5.	Juba Kalamka	A	-	-								
6.	Thomas Knoble	A	-	-								
7.	Derrick Mapp	P	Y	Y								
8.	Charles Siron	E	-	-								
9.	Richard Sullivan (Co-Chair)	P	Y	Y								
10.	Laura Thomas	E	-	-								



<b>Ayes</b>		4	4								
<b>Nays</b>		0	0								
<b>Abstain</b>		0	0								
<b>Recusal</b>		0	0								
<b>Total</b>		4	4								