

**INDIANA STATE DEPARTMENT OF HEALTH**  
**COMPREHENSIVE HIV SERVICES PLANNING AND ADVISORY COUNCIL**  
2 North Meridian Street  
Indianapolis, IN 46204  
Email: [bappleget@isdh.IN.gov](mailto:bappleget@isdh.IN.gov)  
**Advisory Council Meeting**  
12 December 2012

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**ATTENDEES**

Jessica Adams	Alex Durall	Frazier Marsh
Gabriel Anderson	Chris Ellenberger	Megan Maxwell-Ranjbar
Bethany Anglin	Eric Farmer	Gene Sibray
Jose Arguellez	Julie Foltz	Sara Siefert
Jill Biss	Karie Gingerich	Teena Turner
Jill Carr	Tabitha Harris	Jesus Vesga
Cindy Crowe	Karolyn Love	Melody Waggoner

**ABSENTEES**

Malinda Boehler	Phaedra Greer	Greg Majewski
Jamie Broderick	Lesi Nelson	Sylvia Wiley

**GUESTS**

Cat Knochel	Katrina Miller	David Stoner
Jim McNamara		

**ISDH STAFF**

Brandi Appleget	Shawn Carney	Kristi Montgomery
Sara Bradley	Darin Foltz	Patrick Sweany

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**The meeting began at 12:13 PM.** Meeting was held at the Concord Center. Introductions were made and the council participated in a team building activity. Quorum was established. Community Walgreens staff (David Stoner and Cat Knochel) took a moment to answer questions regarding the Bioscrip-Walgreens merger and any other pharmacy-related questions. Cat reported that private pay Express Scripts patients (not ICHIA/HIAP patients) will have to transition to the mail-order pharmacy at the beginning of the year. No other patients should see a disruption in services from Community Walgreens.

**Minutes**

- The council reviewed the August and October meeting minutes. Frazier Marsh motioned, Cindy Crowe seconded, and the motion passed for the August minutes to be approved as written. Eric Farmer noted a typo in the October minutes. Chris Ellenberger motioned, Sara Siefert seconded, and the motion passed for the October minutes to be approved with noted correction.

**Membership Changes**

- Brandi introduced three new member to the council:
  - Karie Gingerich – Federal Grantees, Part C
  - Bethany Anglin – Care Coordination, Region 2
  - Julie Fidler – Community Member (replacing Jesus Vesga on January 1, 2013)
- Council Vice Chair, Frazier Marsh recognized members whose terms end on December 31, 2012 and thanked them for their three years' of service:
  - Megan Maxwell-Ranjbar
  - Jesus Vesga
- Council Chair, Megan Maxwell-Ranjbar recognized members with perfect meeting attendance in 2012:
  - Alex Durall
  - Frazier Marsh
- Brandi recounted the council's current vacant seats: Care Coordination Regions 4, 8, and 9; Geographic Area Regions 1 and 6; Affected Communities Non-White; Consumer Representative in all Regions except Regions 2, 7, and 11; Federal Grantees for two others/FQHCs; Service Provider for Mental Health; and Community Based Organization from outside Indianapolis

- Brandi directed everyone's attention to the ballots in their folders for Council Chair, Council Vice Chair, and Planning Committee Co-Chairs. Evaluation Committee Co-Chairs have already been selected as there were only two nominees – Phaedra Greer and Tabitha Harris. Ballots were collected and votes were tallied. See below for results.

#### **Planning Committee Transportation Project**

- Eric presented the Planning Committee's transportation project – the Indiana Transportation Report. Eric highlighted the transportation resources, barriers, and recommendations contained in the report.
- Brandi posed a question to the council regarding what should be done with the report. There was some discussion of sending the report to Care Coordination Program Managers for use in seeking grants for additional transportation resources. Shawn also suggested that the Planning Committee or Council undertake a more thorough transportation assessment in the coming year.

#### **ISDH Updates and Achievements**

- Kristi presented achievements from the Care Coordination Program:
  - The program's DOC memorandum resulted in 135 referrals from DOC to Care Coordination in 2012. Ninety of these referrals were for existing Care Coordination clients reconnecting to services. Twenty-three referrals were for new clients. Kristi recognized Mike Hughes and Jamie Hollis for completing the most referrals.
  - The program has completed Phase 1 of its state ID match for *CaseManager*. Patrick successfully matched 814 clients with a surveillance ID.
  - LifeCare and Wishard are now using the *CaseManager* database. Step-Up has also been added. Regions 1, 2, and 3 will be added to the database in early 2013.
- Darin presented achievements from the Special Populations Support Program:
  - The program's audit reports are being finalized and will be sent to sites soon.
  - The program is developing a new database to be used by all SPSP sites. The Care Coordination Program's *CaseManager* database has been a good test for this process.
  - SPSP testers performed over 4000 tests in 2012.
- Shawn reported that the Divisions programs will also try to develop a stronger relationship with the Community Health Centers in 2013.

#### **Council Achievements**

- Megan recounted 2012 council statistics highlighting the council's achievements over the past year:
  - The council experienced 9 resignations in 2012 but welcomed 15 new members
  - Since December 31, 2011, six new seats have been filled
  - Members spent a cumulative 19 hours and 32 minutes on council work, including meetings and conference calls. This does not include time that members dedicated to council work outside of meetings and calls.
- Chris presented the Planning Committee's achievements in 2012:
  - The committee revised and updated the Comprehensive Plan, including the addition of new goals for the Partnership for Health campaign, oral health care, and linkage to HIV care.
  - The committee revised and updated the Practical Resource Guide to be overall more helpful to providers who utilize the guide. The guide will be finished by the end of the year.
  - Finally, the committee completed the medical transportation project, compiling a report of the available resources, shortfalls, and recommendations.
- Jessica and Jill presented the Evaluation Committee's achievements in 2012:
  - The committee revised the measures housed in the Clinical Quality Management report and reviewed all measures for accuracy and efficacy.
  - The committee revised the content of the Your Region Reports to be most helpful to program managers and staff of both the CC and SPSP programs.
  - Finally, the committee completed the mental health project, adding new providers to the Resource Guide, as well as adding new information (e.g., provider specialty) to be more helpful in making appropriate referrals.

#### **2012 Wrap-Up**

- Brandi directed members' attention to the purple year-end survey in their folders. Brandi asked members to complete the survey in order to consistently measure how we're doing and how we can improve the council. Survey results will be discussed at the February CHSPAC meeting.
- Brandi reminded the council the member folders will be cleaned out following today's meeting. Members are encouraged to take with them any materials that they wish to keep. All materials left in folders after today will be recycled.

- Brandi announced the council's leadership voting results:
  - Jamie Broderick and Cindy Crowe will be the Planning Committees Co-Chairs
  - Eric Farmer will be Council Chair
  - Sara Siefert will be Council Vice Chair

**Public Comments and Announcements**

- Karolyn announced that Our Loving Arms will be partnering with the Indiana Coalition Against Domestic Violence in February to host a statewide training for HIV and domestic violence. Karolyn will forward information to Brandi to be distributed to the council.
- Cindy reported that the Annual MATEC Conference at IUPUI will be held on April 30, 2013.
- Chris announced that AIDS Ministries/AIDS Assist will now be known by AIDS Assist.
- Megan announced a fundraising event for the 100,000 Homes Campaign. The event will screen a documentary regarding men on Skid Row at the Athenaeum on December 18. Megan will forward information to Brandi to be distributed to the council.
- Shawn thanked Frazier for his hard work as Vice Chair this year.

**The meeting was adjourned at 1:15 PM.**

**Minutes approved 17 April 2013.**