

## HIV Prevention Community Planning Group Meeting Minutes

Tuesday, March 21, 2006

Rice Auditorium, Indiana State Department of Health

2 North Meridian

Indianapolis, Indiana 46204

### Member Attendees

Anna Urias Hail  
Brian Fisher  
Cydrisse Dooley  
Debra Stanley  
Dolly Lozano  
Doug Parks  
Gregory Scott

James Howard  
Jeff Lane  
Larry Pasco  
Laura Prado Reyna  
Lois Carnicom  
Mark Hughes  
Nicolas Foreman

Ramon Morton  
Ramona Gilmore  
Regina Lowery  
Rev. Donald Archey  
Richard Nash  
Ronald Haas  
Wendy Woods

### Non-Attending Members

Diana Bowden  
Jesus Vesga  
MeMe Williams  
Kelly Armstrong  
James Holzman

Shola Ajiboye  
Ryan Nix  
Paula French  
Delbert Harmon  
James Howard

William Ivery  
Zoltan Nobilek  
Jean Gifford  
Edwin Dozier  
Tony Gillespie

### Staff Attendees and Technical Advisors

Andrea Perez, ISDH Staff  
Jim Beall, ISDH Staff  
Cathy Archey-Morgan, ISDH Staff  
Jerry Burkman, ISDH Staff  
Larry Harris, ISDH Staff

Robin Henry, CPG Staff  
Cheryl Percy, ISDH Staff  
Cindy Clark, ISDH Staff

Sue Henry, Dept. of  
Education  
Lolita Davis Carter, NMAC

### General Information

1. The meeting began at 10:20 a.m., due to the inclement weather, with introductions, the purpose of the planning group, and the ground rules.

### Minutes

2. Cynthia Clark made a correction on page four regarding the agenda note item.
3. Jeff Lane requested clarification on the INSPOT program. Mr. Lane asked if the sexual encounter had to be initiated over the internet or could individuals that did not meet their partner over the internet utilize the system as well.
4. Lois Carnicom informed the group that INSPOT notification cards can be utilized for individuals that did not meet their sexual partner over the internet.
5. Jeff Lane went on to point out that synopsis is spelled incorrectly.
6. Ramon wanted to correct that he had lost a lot of family members to HIV

7. Jeff Lane pointed out that page four number eleven should read "an event" instead of "and event." The asterisk on page four should say, "bumped down one."
8. Ron Haas requested consensus with the previously mentioned changes.
9. The minutes were accepted through the consensus method.

### **Self Assessment**

1. Ron Haas thanked the group for writing clear comments on the assessment form.
2. Lois Carnicom commented about the staff being present during the February meeting. Mrs. Carnicom explained that she was called out of the room for an emergency. She went on to discuss comment number twenty-four. She explained to the group that her father passed away and she was out of the office during the month of January and that was the reason for the state of the Division Update. Mrs. Carnicom went on to apologize for the lateness of the update.
3. Membership informed Lois that she does not have to apologize to the group.
4. Lois Carnicom went on to add that the state is working diligently with the CPG and she is doing the best that she can to get answers for the questions posed by the group.

### **Attendance**

1. Ramona Gilmore informed the group that she had discussed with Community Planning Group staff that she had a proxy for the month of February.
2. The Attendance Form was accepted through the consensus method.

### **Executive Committee**

1. Ron Haas apologized for the Executive Committee Minutes not being included in the monthly mailing and provided a moment for the group to read the minutes.
2. Ron Haas called for questions regarding the minutes.
3. Larry Pasco asked about the comment in number five regarding the term relevance.
4. Ron Haas explained that the comment was in regards to the conversation. Paula French did not mean that the documents are not relevant to the group as a whole.
5. Larry Pasco re-stated that he feels that they are of importance and he wants the contract that was signed on behalf of the planning group to The Damien Center as well as the State's budget.
6. Once again Mr. Pasco was informed that the Community Planning Group is given the State's prevention budget every year.
7. Dolly Lozano asked if the group voted to receive the budgets once again or was it just a part of a discussion.
8. Larry Pasco feels that the group does not have to vote on receiving the prevention budget because he requested it.
9. Brian Fisher wants the breakdown of where the money goes he wants to know where the expenses go so that the group knows. As a person that would like to work on the budget he would like to know.
10. Ron Haas informed the group that Robin Henry is working with Myrna Trump at the Damien Center to provide information regarding the budget.
11. Doug Parks suggested working with Serina Kelly because the budget for CHSPAC is already set up.
12. Brian Fisher explained that his anger came because of the lack of information regarding the budget.
13. Jerry Burkman asked if at the beginning of the year the Community Planning Group decides what the expenses are on the budget.

14. Robin Henry informed her that the group does not because the remainder goes to their hotel, mileage and per diem.
15. Brian Fisher added that if the State wants the CPG to be responsible then the group needs to start now. Either the Executive Committee needs to handle it or the group. A document needs to be given that states that 2,800 dollars were expended and you have x number of dollars left.
16. Larry Pasco feels that the Community Planning Group is a federal mandate.
17. Ramona Gilmore requested that the Community Planning Group needs to put their energy into the process and stop wasting energy on the budget because it is what it is and currently cannot be changed and the group has work to do.
18. Anna Urias Hail informed Jerry Burkman that the anger came because of the difference between what it takes to run the process and the money allocated. The community planning group does not have control over spending the budget, the group wants to take some control over how the money is spent. She knows that if she has to travel throughout the state she would not be able to do so. The group is not dealing with a great deal of money. Anna Urias Hail added that at this point the group is trying to be at the table as much as they can.
19. Ron Haas went on to add that after the previous months meeting he was not a happy camper. Mr. Haas went on to add that he is just looking for a way to deal with what the group has to deal with now and in the future.
20. Doug Parks added that maybe the Executive Committee or an ad hoc committee needs to be set up to handle this issue so that the group can get on with its business.
21. Ron Haas asked Doug Parks to table that suggestion until the budget discussion portion of the agenda because that is a good recommendation.
22. Ron Haas asked for consensus.
23. The Executive Committee Minutes was accepted using the consensus method.

#### General Information

1. Dr. Jim Luther requested that his presentation be next because he was informed that his presentation would be earlier on the agenda. He went on to add that he has a prior engagement and that he understands that the meeting started late due to the weather and he has to leave soon.

#### **PEMS Presentation** (Dr. Jim Luther of Luther Consulting)

1. Dr. Luther did a short power point presentation.
2. He informed the group that Indiana is compliant as of July 1, 2005.
3. The Centers for Disease Control did not make their deadline and they are still not collecting the data.
4. The partner counseling referral services portion of the system is complete. The Centers for Disease Control put the implementation of everything on hold. They are reviewing everything.
5. Dr. Luther called for questions.
6. Larry Pasco expressed his concern that health records can be subpoenaed by the federal government. He went on to add that his organization is opposed to the PEMS system.
7. Jim Luther pointed out that names do not have to be provided in the system. The Luther system does not require names. The Centers for Disease Control lists the name as an optional variable.
8. Larry Pasco added that the Centers for Disease Control requests names.
9. Ron Haas expressed that he is glad they are looking at the counseling and testing variable. How can you collect all of that data in a non traditional setting?
10. Dr. Luther informed the group that they are not. On the call he understood that the counseling testing variables will remain the same.
11. Ron Haas informed the group that is not the way he understands it.

12. Dr. Luther informed the group that the Center for Disease Control form is seven pages long unlike the Luther system form.
13. Ron Haas added that the form is not feasible; the time spent on the form can be better spent doing something else.
14. Dolly Lozona commented that the forms are workable, it just depends on the individual that you are talking to.
15. Larry Pasco asked Dr. Luther if his system is name based.
16. Dr. Luther informed Mr. Pasco that it is not and Larry's concerns about utilizing a name based system is a common concern.
17. Larry Pasco added that the federal government can have access to those records.
18. The only other thing that Dr. Luther added is that programs will need to install Macromedia Flash to utilize the Luther System.

### **Division Update**

1. Lois Carnicom asked for questions regarding the update.
2. Larry Pasco asked if unfunded programs can attend the Unity Conference.
3. Cathy Archey-Morgan informed the group that the decision has not been made. The conference is still in its preliminary form. Hopefully by your next meeting you will have received or will be provided with information that is more firm.
4. Dolly Lozano informed the group that on the second page of the update that speaks to the funding for March 10<sup>th</sup> funding will be made available for the entire state.
5. Lois Carnicom informed her that it is the first event.
6. Dolly Lozano asked if the funding will be available throughout the state.
7. Lois Carnicom informed her that it will next year; there was not enough time to do that this year.
8. Jerry Burkman informed the group that The Division had less than two weeks to find organizations to put on the event with limited funding. Next year if funding is available The Division will make it available to projects across the state of Indiana.
9. Cathy Archey-Morgan informed the group that Andrea Perez said that other programs outside of Marion County were scheduled to take place.
10. Jerry Burkman added that some organizations could not set their event up in a week. If more notice is given next year more organizations can participate.
11. Lois Carnicom informed the group that the project officer will be at the April Community Planning Group meeting and would like to have questions submitted ahead of time so that he can provide answers. Lois Carnicom requested that questions be turned in by the end of the meeting or by Friday, March 24, 2006.
12. Ramon Morton asked a question regarding the communities of color. What are the responsibilities of the position? Ramon Morton informed the group that the Community Planning Group gets reports on events that have happened and after the fact.
13. Debra Stanley added that the position is still unfunded.
14. Ramon Morton asked if the position is something that community members can help mold.
15. Ron Haas asked Lois Carnicom if Andrea Perez could provide a presentation.
16. Rev Archey asked what the position entails and how much the funding was for the women and girls program.
17. Jerry Burkman informed the group that The Division received 2000 dollars for 3 events.
18. Rev. Archey went on to inform Mrs. Burkman that 10,000 dollars may not sound like a lot of money to her but it is a lot of money to his organization.
19. The membership informed him that Mrs. Burkman said 2000 dollars.
20. Cathy Archey-Morgan asked for clarification. Is the group discussing the communities of color or the Women and Girls Day?
21. She was informed the group was discussing both.

22. Dolly Lozano asked what Mrs. Morgan meant in the Division Update by the term "community partners." Is that a general term?
23. Mrs. Morgan informed the group that staff members had discussed unfunded projects and that is to whom she is referring. Right now the number they are dealing with is 250 and that number is concerning her because there will be no money to assist if the conference goes over. The priority is currently who is funded projects and after that the other unfunded programs can be considered because she does not want to leave out unfunded programs.
24. Dolly Lozano asked Jerry Burkman what is medical monitoring.
25. Jerry Burkman informed her that medical monitoring was used to monitor morbidity and the program manager for that program arrives Monday.
26. Lois Carnicom asked for more questions regarding the update and none were given. Mrs. Carnicom went on to inform the group that she has a meeting with Duane Wilkerson, a technical advisor regarding the needs assessment, and he will be assisting with the compilation of a Needs Assessment. They will talk with us and assess our needs and assist with finding someone to assist the CPG for free.
27. Jerry Burkman informed the group that she received a notice today from our grant awarder. They will be at Purdue University looking for students to assist and maybe we can tie that to the needs assessment.
28. Ron Haas announced that Jerry Burkman accepted the position as Division Director.

### **Budget Discussion**

1. Doug Parks recommended forming a budget committee in order to let a smaller committee work on the budgetary issues.
2. Larry Pasco feels that the circumstances regarding the budgetary issues affect our communities and he wants the group to discuss the budget as a whole.
3. Doug Parks added that the ad hoc committee will not make decisions they will make recommendations to the full body.
4. Debra Stanley informed the group that she agrees with Doug Parks. The group can have a discussion for five or fifteen minutes and then pass the findings of the discussion on to the ad hoc committee.
5. Brian Fisher requested a completion date for the discussion and findings by the committee to be complete.
6. Dolly Lozano asked why the Executive Committee discussed the issue during the retreat the previous day if the discussion will not count.
7. Ron Haas suggested passing the information on to the ad hoc committee.
8. Brian Fisher asked why it cannot be passed on to the Executive Committee.
9. Ron Haas informed the group that the timeline was structured to cut four meetings during 2006. The Executive Committee discussed cutting May, July, November, and December meetings. Ron Haas informed the group that the budgetary expenses have gone up from last year because of the mileage increase. The figures are more than the group intended.
10. Ron Haas asked for questions regarding the Executive Committee.
11. Larry Pasco asked why if the Community Planning Group is a federally mandated meeting, how can they cut meetings. The CPG bylaws state that the group must hold twelve meetings.
12. Ron Haas informed the group that the State does not have to conduct twelve meetings.
13. Larry Pasco discussed The Damien Centers percentage.
14. Ramona Gilmore asked how the group felt about the recommendations the Executive Committee worked on yesterday.
15. Ramon Morton informed the group that CPG staff suggested cutting out six meetings and the committee discussed cutting out four.
16. Ramona Gilmore added that CPG Staff suggested six meetings and the committees have to work outside of the meetings in order to make nay cuts work.

17. Wendy Woods discussed committees needing to be more committed, the committee work needs to be done. We are here to represent populations and those populations need to be represented during committee time. September was not chosen because of the letter of concurrence.
18. Larry Pasco discussed the fifteen percent for the CPG staff salary and the fifteen percent for administration fee.
19. Larry Pasco was informed that he was incorrect the contract is 15 percent salary and fringe and 13.76 percent for administration fee.
20. Ron Haas informed the group that the reason why the percentages are so high is because no other program would take the contract because the money has to be paid out up front before the entity is reimbursed.
21. The recommendation was to move the discussion to an ad hoc committee and a timeline be created.
22. Doug Parks amended his recommendation that the ad hoc committee be a standing committee not an ad hoc committee.
23. Larry Pasco added that the Community Planning Group has no binding authority and the CPG will be stuck in this same situation again and again. Larry Pasco wants control of the program dollars.
24. Ron Haas added that he hoped that with recommendations from the group The Division will take those recommendations.
25. Larry Pasco does not trust the State.
26. Brian Fisher informed the group that it seems like the group is fighting and not coming to any consensus. The Executive Committee has come up with a viable recommendation; we should consider it for 2006 and deal with 2007.
27. Doug Parks informed the group of his recommendation.
28. Brian Fisher asked for clarification, is the recommendation for 2006 and 2007 or just for 2007.
29. Richard Nash wanted to know if the discussion for the ad hoc committee is for 2007 or 2006 we are running out of time for 2006 and decisions have to be made immediately.
30. Ron Haas informed the group that the recommendation is to form a budgetary ad hoc committee. The group does not have consensus on the recommendation. Ron Haas called for a hands vote for the Budgetary Committee **13 for the recommendation and 4 oppose the recommendation. The motion carried.** The second recommendation is from the Executive Committee. The Executive Committee posed that four meetings be cut in 2006. The Executive Committee recommended cutting the May, July, November, and December meetings during 2006.
31. Debra Stanley asked why the group voted to begin a Budgetary Committee and then you are asking for the Executive Committee vote.
32. Ron Haas informed Mrs. Stanley that the Budgetary Committee will begin to discuss 2007 and the Executive Committee discussed 2006.
33. Jeff Lane asked after these votes will the budget work?
34. Ron Haas informed him that it will.
35. Ramona Gilmore asked for Ron Haas to provide clarification on what committee involvement entails.
36. Larry Pasco asked how meetings can be cancelled if you do not consult the bylaws.
37. Dolly Lozano informed the group that Larry Pasco is incorrect the charter states nothing about changing the meetings or how many meetings the group must have during a year. There is no place in the document that even deals with meetings.
38. Brian Fisher suggests trusting the Executive Committee.
39. Anna Urias Hail asked if the January meeting counts for the cuts for 2006.
40. Anna Urias Hail was informed that it does not include the January meeting.
41. Ron Haas asked for consensus regarding the Executive Committee's recommendation to cut the May, July, November, and December meetings during 2006.
42. Larry Pasco informed him that no, he does not give consensus.

43. **The group decided to cut the May, July, November, and December Community Planning Group meeting. The motion carried.**

#### **Question and Answer**

1. Dolly Lozano asked Ron Haas to inform the group of what CSA (Community Services Assessment) meant.
2. Mr. Haas informed the group that the Community Service Assessment is the combination of the Needs Assessment, Resource Inventory, and Gap Analysis.
3. Ron Haas and Robin Henry informed the group that the Orientation will take place next month because the majority of new members were not present at the meeting due to the weather.

#### **Public Comment**

1. No comments were given.

#### **Old Business**

2. Lois Carnicom informed the group that the Annual Progress Report is not complete this month; she will mail it out as soon as it is complete.
3. Ron Haas informed the individuals that received the mentor packet to sign the form and remit it.
4. Ron Haas announced that the Progress Report Sub Committee, Budget Sub Committee, and Intravenous Drug User sub committee sign up sheets are on the back table.
5. Ron Haas informed the group that he requested Doug Parks be the chair of the Budget Committee.
6. Adriana Torres asked what happens if no one signs up for the Budget Committee.
7. Ron Haas informed her that he will then discuss things with individuals privately.
8. Cydrisse Dooley asked what was involved with serving on any of these committees.
9. Ron Haas informed her that the committees will assist in determining their charge.

#### **New Business**

1. Doug Parks asked if there is any one on the group that represents Prevention Case Management.
2. He was informed that a member already on the Community Planning Group can represent Prevention Case Management because there are currently prevention case managers on the Community Planning Group.
3. Doug Parks informed the group that he has had issues with plasma centers giving test results over the phone from donated blood that was tested. Are the centers regulated because they are just calling providing test results to anyone that picks up the phone?
4. Jerry Burkman informed him that the American Association of Blood Banks that regulated how they behave and that is not appropriate.
5. Ron Haas called for any other new business and announced that again the orientation was cancelled.
6. Wendy Woods announced that the Indiana Health Coalition is doing town hall meetings. Debra Stanley had one in South Bend, Tony Gillespie is having one in Gary, and Wendy Woods is having one in Fort Wayne. They are sending out someone to discuss how Medicaid D affects their medications and how a plan can be changed. The annual luncheon will be on Thursday the 20 of April. Robin Henry announced the details of Tony Gillespie's town hall on March 30<sup>th</sup> from 5-7 at the Gary Community Health Center.

7. Ron Haas re-announced that Lois Carnicom needs the questions to the Centers for Disease Control project officer and she will take questions until Friday, March 24, 2006.
8. Brian Fisher announced the event at the Marriott Hotel.
9. Regina Lowery announced that she had as of last month 14 years of sobriety and she announced that the AIDS Resource Group is searching for an Executive Director
10. Rev. Archey requested the presenter evaluation survey be submitted to CPG staff. He went on to announce that he received a grant for 25,000 dollars.
11. Ron Haas announced that the budgets from The Division requested at last month's meeting were located on the back table.

**Meeting adjourned at approximately 2:30 p.m.**