

**HIV Prevention Community Planning Group Meeting Minutes
 Tuesday, March 20, 2007
 Indiana State Department of Health
 Rice Auditorium
 Indianapolis, IN 46204**

Member Attendees

Rev. Donald Archey Lois Carnicom Paula French Tony Gillespie Ronald Haas Mark Hughes	Jeff Lane Dolly Lozano Ramon Morton Richard Nash Ryan Nix Larry Pasco	Laura Prado Reyna Debra Stanley Adriana Torres Jesus Vesga Wendy Woods
Who Had a Proxy James Holzman Cydrisse Dooley Ramona Gilmore Shola Ajiboye James Howard Anna Urias Hail	Actual Proxy Dolly Lozano Richard Nash Tony Gillespie Matt Lorch (non-voting proxy) Debra Stanley Jesus Vesga	

Non-Attending Members

Shola Ajiboye Kelly Armstrong Diana Bowden Cydrisse Dooley Brian Fisher Ramona Gilmore	Anna Urias Hail, BSN James Holzman James Howard Regina Lowery Gregory Scott
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Staff Attendees and Technical Advisors

Vivian Arnold, ISDH Staff Cathy Archey-Morgan, ISDH Staff Janice Blair, ISDH Staff Barbara Burcham, ISDH Staff Erika Chapman, ISDH Staff	Cindy Clark, ISDH Staff Larry Harris, ISDH Staff Terry Jackson, ISDH Staff Candace Mitchell, ISDH Staff Andrea Perez, ISDH Staff
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State Staff and Technical Advisors Not In Attendance

Jim Beall, ISDH Staff Jerry Burkman, DIV Director Dan Hillman, ISDH Staff	Dawne DiOrio Rekas, ISDH Staff Cheryl Percy, ISDH Staff	Bernice Humphry Dr. Manoj Pardasani
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Visitors

Jennifer Apple Oscar Arias	Anne Luther Ken Moore	Korina Walls
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General Information

1. At 10:10 a.m. the Community Co-chair Ron Haas opened the meeting with introductions.
2. Ron Haas reviewed the Community Planning Group's Purpose and Ground Rules.
3. The February 20, 2007, Self Assessment Form was reviewed. Tony Gillespie initiated a discussion about a comment in item 35 on page 5, which reads, "I appreciated the fact that Latino members spoke out and represented their community with such passion; however I am concerned that CDC will say that we are not truly prioritizing our target populations. We cannot continue to base target populations on anecdotal information. I understand that rates reflect important issues but sometime we need to look at actual numbers to see where our HIV infection is happening." Upon discussion, a decision was made that Ron Haas would review the EpiPopulation Data with Dan Hillman to look at a further breakdown of the 14% Latino population before drafting a letter to Ted Forbes, which will be reviewed by the Executive Committee prior to submission.
4. The 2007 CPG Attendance record was reviewed and a correction was made for the January date as Dolly Lozano was James Holzman's proxy. It was announced that Jean Gifford has officially resigned and that James Holzman will be resigning for health reasons. There are presently 27 active CPG members.

Meeting Minutes

February 20, 2007, CPG Meeting Minutes

1. On page 8 item number 6 a correction of the word 'basis'.
2. On page 8 item number 9 the middle sentences should read, "This is about funding and many other issues. The Latino Population has used their own money."
3. On page 4 item number 22 change the word 'for' to 'instead of'.
4. On page 7 item number 17 exchange Dolly Lozano's name with Laura Prado Reyna.
5. On page 7 item number 37 the second half of the sentence should read, "Latino's are an emerging community and it does not say this."
6. On page 4 item number 18 should read "Debra Stanley said that Jim Luther told her to stop what they were doing as this is a Luther Process and not a Needs Assessment Process, about setting up focus groups. She wants to know why they are so rushed. (She was referring to page three in the February 2007 Executive Committee Minutes concerning Jerry's response of paying Jim Luther \$25,000.00). She would like an update since Jim Luther has failed to answer her questions."
7. On page 8 add a new item number 12 to read "Jerry Burkman made the comment if they are tested then they are documented and they count." This alters the numbering throughout the section consecutively.
8. On page 9 item number 1 in the last sentence replace the word 'Muncie' with 'Fort Wayne'.
9. On page 8 correct spelling of 'Adriana' in two locations.
10. Consensus was made for the February CPG Meeting minutes with corrections.

March 1, 2007, Executive Committee Conference Call Minutes

1. On page 1 under February 20th Meeting Review in line 7 replace '10' with '5'.
2. On page 4 replace 'Bess' with 'Beth' and 'Farenton' with 'Thornson'.
3. On page 3 change 'PHLS' to 'HPLS'.

4. It was asked that the Executive Minute items be numbered similar to those of the CPG Meeting Minutes.
5. The abbreviation BSSV stands for Behavior and Social Science Volunteer.
6. On page 3 line 5 Debra Stanley had asked if Dr. Manoj could be made an official TA. Tony Gillespie initiated a discussion about the availability of criteria pertaining to Technical Advisors. Ron Haas stated that a binder containing information for approved criterion and recommendations for Technical Advisors was previously developed. Discussion followed.
7. Consensus was made for the Executive Committee Call Minutes with corrections.

Budget Reports

1. The members reviewed the CPG Expense report and the February 2007 Expense report.
2. A question was raised if a projected budget for the entire year could be provided.
3. Ron Haas stated that a budget is provided but it is not broken down monthly.
4. Vivian Arnold researched the parking dollar amount and it was announced that members can submit the full \$13.00 amount for reimbursement.
5. Members commented that they prefer the Embassy Suites Hotel over the Hampton Inn.
6. The Budget was accepted.

Division Update

1. Lois Carnicom introduced the new CPG Coordinator, Barbara Burcham.
2. Barbara Burcham gave a brief summary about herself. She provided her e-mail address and telephone number.
3. Vivian Arnold and Janice Blair will be continuing their CPG administrative duties.
4. Candace Mitchell will be conducting site visits this month to Fort Wayne.
5. Jeff Lane initiated a discussion concerning a memo that was distributed about HIV testing at the Indiana State Department of Health Laboratory. The wording on the memo was unclear and thus the different sites (funded and non-funded) thought that testing had stopped during the transition of the Lab. Lois Carnicom clarified that HIV testing never stopped during the transition. After lunch, Lois Carnicom provided an ISDH Laboratory flyer containing general information, including telephone and fax numbers per the request of the members. Discussion followed outlining the various organizations and people who were in receipt of the memo in question.
6. A question was raised concerning this Division Update item, - 'The Prevention staff has been busy completing the Annual Progress Report due to the CDC on March 31.' Tony Gillespie asked if the CDC guidance for completing the APR required any input from the CPG membership. Lois Carnicom stated that the Division has everything they need for the APR.
7. In the Services section of the Division Update it reads, "The Division of HIV has been working closely with the Marion County Health Department on their Ryan White Title 1 application. This is the first time that the Indianapolis EMA has been eligible to apply for these funds. The anticipated award will be between \$1-2 Million. At the same time, the Emerging Communities earmark will be removed from the Title II award; this means that ISDH will lose \$866K of its annual funding. In simple terms, the Emerging

Community's money becomes the Title I money, and the administration shifts from the state to the city. Overall, there should be a net gain to Indiana, and we are pleased about the prospect of working closer with Marion County." Tony Gillespie raised the question how will the increase in funding earmarked for Marion County benefit the rest of the state? He stated that while it was understood that the new money would go to services in Marion and surrounding counties, logically an increase of that size should benefit the rest of the state because now Marion County would be able to provide services. He also stated that with more funding available, it should result in the re-prioritizing of funds for the rest of the state to make RWT2 dollars available for prevention and supportive services; i.e. transportation. Lois Carnicom stated that she will check into these issues of funds and where and how they are being distributed. Ron Haas stated that there is a CHSPAC work group set up for the Marion County funding and that Shawn Carney could provide a clearer update. Discussion with questions followed about the funding issues. Larry Harris provided clarification that the \$866K is the emerging community's funds coming from Title 2 and is going to transition over to Marion County Health Department. The entities of the emerging communities are Wishard Hospital and Life Care Program, who are providing services for people who are HIV positive, have low incomes, and are uninsured. That means when Marion County picks up Title 1's funds, then they are going to be responsible for distributing this money. As it stands now, Marion County does not have a formal plan on how they are going to administer these funds.

8. Debra Stanley initiated a discussion about the Communities of Color Statewide billboard/poster campaign. Lois Carnicom stated that the Division is working with the Office of Public Affairs on the campaign and Andrea Perez will give a future report. They are working with a local celebrity to assist with the billboard campaign, but it is not confirmed.
9. Larry Pasco asked Lois Carnicom to question Jerry Burkman if his organization 'Harm Reduction' could be listed in the Statewide HIV Services Resource Guide, since they are recognized by the IRS as a 501c3 organization with the State. Ms. Carnicom will check on this.
10. Tony Gillespie discussed concerns about the lack of inclusion with the decisions surrounding Communities of Color; the Rapid Testing training by the CDC in Chicago from April 24 - 26th, 2007; and various other events, updates and press releases despite all the work he and others continue to do. Marion County is the epicenter but this is a state health department and not the Marion County Health Department, which should be open for all to participate. Questions ensued from the CPG members and discussion followed. Lois Carnicom stated that they were recently made aware of the Rapid Test Training. She is unaware of the press release or the request for materials and asked that Mr. Gillespie send her this information. More discussion followed about how trainings and events are scheduled and funded to alleviate feelings of dis-connect. Ms. Carnicom shared that attempts are made to set dates one month to six weeks out.
11. Richard Nash spoke about a memo stating that the staff needs to be certified to draw blood. Ms. Carnicom stated that the Division is working on that and establishing something for June.
12. Ron Haas announced that there are two seats on CHSPAC open to CPG representatives.

Questions and Answers

1. Larry Pasco said that he is directed by his legal council to announce that he does not represent the Marion County Health Department or any of their organizations or legal entities.
2. Dolly Lozano asked that since the population issue has been re-addressed does the Interventions Committee continue with the process. The answer was yes.
3. Larry Pasco asked concerning interventions committees - whether they are legal or not- can they be included in the Prevention Plan.
4. Ron Haas answered that Jerry Burkman and this CPG body has stated that whatever we want to put in the Prevention Plan, such as needle exchange, we can put it into the Prevention Plan. Jerry Burkman will take our CPG Prevention Plan recommendations and present them to the State Health Commissioner. Ron Haas asked that members submit their studies in writing to be placed in the Prevention Plan.

HPLS Discussion

1. Ron Haas opened the discussion about the HPLS Conference. The budget is permitting two members to attend the HPLS Conference being held in New Orleans on May 20-23, 2007. Those chosen to attend the conference need to provide a report upon their return, must attend a full day while at the conference, must be familiar with CPG Policy and Procedures, must have good attendance, must be balanced and responsible, and must be an active CPG participant. The following is a list of members interested in attending:

Larry Pasco
Jeff Lane
Richard Nash
Paula French
Ramona Gilmore

2. A short meeting took place during the lunch hour with Ron Haas, Lois Carnicom, and Staff members in attendance. A decision was made for the HPLS Conference and it was recommended that Richard Nash and Jeff Lane attend the conference. Those not chosen can meet with Lois Carnicom or Ron Haas for a reason why. Mr. Nash and Mr. Lane will receive an official notification letter, followed by an application along with conference and hotel information.

Regional Meeting and Town Hall Meeting Discussion

1. Ron Haas opened the discussion stating that CPG previously held two regional meetings a year in different regions. The meetings were designed to receive more input, to establish awareness, and to attract membership. Regional meetings are expensive. New policy has been implemented in the CPG member job description stating that CPG members should conduct a Town Hall meeting once a year within their region.

Suggestions from the CPG Members:

2. ISDH Staff should attend Regional Meetings.
3. Meetings should be beneficial (profitable) for those traveling.

4. Have only one Regional Meeting per year.
5. It would be a better use of funds if CPG held a regular CPG meeting in each region
6. CPG members should invite area State Representatives to their Town Hall meetings.
7. A lot of expense for a small amount of people therefore is the money spent justified.
8. Utilize \$250 for someone to hold a Town Hall Meeting instead of spending \$2,000 to \$3,000 dollars to bring everyone to another part of the state for a Regional Meeting.
9. Place less emphasis on being in all parts of the state by inviting State Representatives at the meetings - as this will then cover the entire State.
10. Use the money for stipends for groups to do Town hall meetings.
11. An action plan needs to be developed to hold a Town Hall meeting.

Discussion followed with clarification of Town Hall Meetings and Regional Meetings and the purpose of the meetings. A Town Hall meeting is something specific to that town or region. A Regional Meeting would consist of two days, arrive on Monday have dinner and then an evening Town hall meeting. Members invite representatives, decision makers, youth, transgender, and local Board of Health representatives from their region to bring awareness of CPG's function. On Tuesday conduct a regular CPG meeting so that they can observe the process. Previous Regional Meetings instigated activity in regions of the state that had no prior activity. Concerns were shared that some members might not have experience or be too intimidated to conduct a Regional/Town Hall Meeting. It was suggested that they ask for help and that there are all types of internet tools providing TA help with a Town Hall and Regional Meetings.

Re-establishing a Budget Committee

Discussion continued about the lack of an active Budget Committee to develop guidelines for the \$250.00 Town Hall Expense.

- a. The Budget Committee would decide how many meetings could be held.
 - b. It is a requirement that all regions hold a Town Hall Meeting every year, according to job description for CPG Members. This was previously voted on and has fallen by the wayside.
 - c. It was stated to not let this discussion replace CPG's obligation; as we need to do a Town Hall meeting every year.
 - d. Should the decision be made to go with a stipend, since a Regional Meeting could not be conducted for \$250.00, or for \$2,500.00?
 - e. The \$250.00 Town Hall funding would cover items such as rental fees, posters, brochures, invitation, and various event costs.
 - f. Restrictions in the CPG budget will have to be researched.
 - g. It was questioned if one could show invoices and receipts, for how the funds were spent. It was stated to not make it cost reimbursement.
12. Ron Haas stated that this will be further discussed at the next monthly meeting along with recommendations.
 13. Jeff Lane thanked the members for following-up about the Regional Meetings.
 14. Ron Haas stated that he will be e-mailing a list to all members concerning items he has on hold until the current CPG process is finished.

Lunch 12:00 - 1:00 p.m.

Meeting Reconvened at 1:05 p.m.

Treatment Plus Health Project Presentation

Mike Wallace - Presented a Power Point Presentation outlining the Treatment Plus Health Project. He distributed a handout, and the presentation was followed by a question and answer session. *(Members were reminded to complete the Post Evaluation Survey.)*

Committee Meetings

Committees meetings were held from 2:10 p.m. to 2:45 p.m.

The CPG Meeting was called back to order at 2:50 p.m.

Committee Reports

Advocacy Committee

Discussion: Position Papers - Tony Gillespie informed the committee that Indiana University Northwest has created a program housed in universities Nonprofit Center requested in community groups can submit research projects that professors and students in need of service learning project can work on.

Tony requested that the committee allow him to submit a proposal to the center for the five position papers to be accepted as service learning projects. As a service learning project the students (under the leadership of a professor) would conduct and compile the research. Larry Pasco is working the University of Chicago to develop a position paper on needle exchange. All research will be returned to the Advocacy Committee to be reviewed and tweaked to include any additional info (Indiana epi info; needs assessment outcomes; anecdotal info; etc.).

Everyone agreed that as a committee, each member has a full work load and the likelihood of the position papers being done in a timely manner and being done well was not likely.

Legislative Issues - Paula French stated that it is critical that CPG begin to be knowledgeable and active in the legislative matters.

Action Items:

- The request to submit a proposal to the IUN Nonprofit Center was accepted by consensus. The proposal will be submitted by May 2007.
- The committee agreed that a 2-3 year legislative action plan was suggested. The committee will begin in May on developing a strategic plan.

Epi-Population Committee

Mark Hughes reported that the EpiPopulation committee met to discuss definitions of population and to move forward on summarizing population priorities. They plan to meet with Dr. Pardasani to discuss these issues. Also, they are hosting an EpiPopulation Committee Conference Call within the next two weeks.

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Interventions Committee

Ramon Morton reported that funding will only be given to projects who use evidenced based or DEBI's. The state will be cutting programs; they are looking for comprehensive programs that will collaborate with each other. The Interventions Committee will meet in Gary on April 3, 2007 and Ramon is requesting TA from Dr. Manoj Pardasani.

Needs Assessment Committee - Anne Luther provided a presentation

No Report

Public Comment

None

Old Business

1. Lois Carnicom distributed a "Thinking of You" and a "Get well" card for James Holzman and Cydrisse Dooley.
2. CPG members were reminded to turn in their Hotel/Lunch RSVP letters by the deadline.
3. CPG Members were reminded to turn in their Self Assessment, as few are being returned.
4. Tony Gillespie presented questions about the Statewide Billboard Campaign. Where did that part have some strategic planned and is there funds available? Is this a priority? Is this prevention money? Lois Carnicom: It is not a priority and no Preventions Money being used.

New Business

None

Celebrations/Announcements

1. Jeff Lane was wished a Happy Birthday, and was congratulated on the birth of a baby girl.
2. Andrea Perez shared about the Billboard Media Campaign idea. She stated that this idea had been tossed around for a while but because of priorities it was pushed to the back burner. The Campaign idea was sparked by a CDC conference call she and other Staff members attended. On the Call, there was a heightened awareness about African American HIV and this struck a cord with her to get the campaign moving ahead. She is instilling an African American focus to the campaign along with focusing on testing. The attempt is to make testing -not a mandatory procedure - but to adapt a softer version and making it more main stream, thereby bringing people into awareness. She is still working on the funding for the campaign.
3. Ryan Nix announced a Rural Information Conference on AIDS in Bloomington entitled HIV/STD Prevention in Rural Communities: Sharing Successful Strategies will be held April 5-7, 2007 at Indiana University. Rates are reasonable at \$25.00 and \$35.00 for registration.

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4. Dolly Lozano announced an event entitled Spirit of Sisterhood, scheduled April 5, 2007, at Ivy Tech State College, South Bend, from 8:00 a.m. - 2:00 p.m. sponsored by Latorya Green, lunch is provided.
5. Adriana Torres announced that a women's breakfast was held at the Omni Hotel in recognition of National Women and Girls HIV/AIDS Awareness Day on March 15, 2007. About 50 women were in attendance and a guest speaker from Gilead spoke about the barriers.

Meeting Adjourned at 3:10 pm.