



**HIV PREVENTION COMMUNITY PLANNING GROUP**  
**Tuesday, July 15, 2014**  
**Indiana State Department of Health**  
**2 N. Meridian Street, ISDH Conference Room 5-T**  
**Indianapolis, IN 46204**

<b>Member's Name</b>	<b>At Meeting</b>	<b>Not at Meeting</b>
Andrea Perez, ISDH Co-Chair	X	
Jason Clanton		X
Rochelle Feldheiser-Keyes,	X	
Derwin Gary	X	
Latorya Greene, Community Co-chair	X	
Phaedra Greer		X
Valjin Harvell	X	
Mark Anthony Hughes	X	
Christina Karch	X	
Marissa Miller	X	
Meredith Short	X	
Christopher Simons	X	
Marvina Trotter		X
Eric Wilcox-LeSure		X

<b>ISDH TA Name</b>	<b>At Meeting</b>	<b>Not at Meeting</b>
Susan Newton, CPG Liaison	X	
Rupert Arceo		X
Vivian Arnold	X	
Alicia Barnes	X	
Darin Foltz		X
Brittany Gross	X	
Dan Hillman		X
John Hon		X
Brenda Mason		

<b>Community TA Name</b>	<b>At Meeting</b>	<b>Not at Meeting</b>
Anita Ohmit		X
Michael Exom	X	

<b>Visitor's Name</b>	<b>Agency</b>
Terryonte Bridgeman	
Randal Buffington	OraSure
Angela Symons	Open Door/Ball State



## Minutes

### **Welcome:**

*Latorya Greene, Co-Chair*

### **Self-Introductions:**

Members introduced themselves and the seat/population they represent. There were two visitors in attendance.

### **Mission:**

Mike Exom, TA read the CPG Mission

### **Ground Rules:**

Rochelle Feldheiser-Keyes read the CPG Ground Rules

### **Review of Agenda:**

There were no changes made to the agenda.

### **Approval of May 20, 2014 CPG Minutes:**

The minutes were accepted without change.

### **Review of May 2014 Group Assessment Form:**

The Executive Committees was happy to see the positive comments in regard to the May 2014 meeting. #10 – *What would you like to see addressed at future planning meetings?* Each meeting review the CPG process to ensure all members are on the same page in regard to the process. Continue to educate members with ongoing orientation. Members were encouraged to ask questions and/or contact Co-chairs/Executive Committee with any questions or concerns.

### **Review of May 2014 Attendance Sheets:**

Brenda Mason needs to be added to the attendance sheet

### **Review of May 2014 Expenses:**

There were no changes made to the CPG expenses.

### **Executive Committee Report:**

*Latorya Greene, Community Co-Chair*

*Committee time* – Attendance is important, members were encouraged to attend the meeting/conference calls for the committees they serve on. Members were also encouraged to cast their votes for items that need to be voted on. The question was asked; when can changes be made to the Full body meeting agenda –Answer; The Co-chairs set the agenda with a discussion with the Executive Committee.

### **Division Report/ISDH:**

*Andrea Perez, ISDH Co-Chair*

Andrea Perez has assumed the State Co-chair position with the departing of Cena Bain. She will hold this position until a new Prevention Manger is hired. Alicia Barnes will be leaving the Prevention team at the end



of July 2014. Site visits are going on within the Prevention and Care Coordination sections. Interviews are being done for the Prevention Manger Position. Cena Bain’s position has been posted. The System Program Manager position is open in STD.

The CDC Technical Review for CPG; was written that we are directed to submit a CBA/TA request to enhance the already developed methods currently used to recruit potential members into the community planning. It was explained to our project officer that we have had this in the past but we will discuss the need to do it again. Also, discussed the recent request for CBA around the Engagement Plan.

Veronica McCants the CDC Project Officer came to ISDH July, 2014 and discussed the CPG. There was concern in regard to the membership; retention, recruitment, etc. Veronica recommended that the CPG seek out TA to help assist in this area.

It was suggested that the CPG brochure be updated and used at the INShape Black and Minority Health fair; give out applications/letter and brochures.

**CPG Standing Committee Reports:**

- **Membership Committee**  
There was no meeting held. It was stated that if CPG Membership Application will be passed out at the INShape Black and Minority Health Fair, the CPG Membership Letter should also be handed out.
- **Evaluation Committee**  
The committee is looking at the New Membership Orientation process. The orientation information will be given to the committee to review and make suggestions to the full body.

**Ad-hoc:**

- **Policy and Procedures**  
There was a vote of acceptance for the new By-Laws and Charter and Policy and Procedures.
- **Engagement Committee**  
Engagement Plan/Stakeholder Identification

Members went into groups using the Standing Committee they sat on: Membership, Evaluation and Engagement. They were given the template from the Co-Chair boot camp; Tools for Developing and Implementing a Community Engagement Process. Members were instructed to choose their top 5 Stakeholder Types/Groups/Organizations.

Each committee discussed their decisions and how they came about.

<b>Committee</b>	<b>Planning</b>	<b>Service Providers</b>	<b>Public</b>	<b>Other</b>
<b>Membership</b>	<ul style="list-style-type: none"> <li>● Ryan White</li> <li>● HOPWA</li> </ul>	<ul style="list-style-type: none"> <li>● Prevention</li> <li>● HIV Clinical</li> <li>● HIV Service</li> <li>● Mental Health</li> <li>● Substance Abuse</li> </ul>	<ul style="list-style-type: none"> <li>● Local</li> <li>● State</li> <li>● HOPWA</li> <li>● DOC</li> <li>● Medicaid</li> </ul>	<ul style="list-style-type: none"> <li>● FB</li> <li>● DOE/AIDS</li> <li>● AIDS Specific Fund</li> <li>● YMCA/YWCA</li> <li>● Pharmacies</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>● Ryan White</li> <li>● HOPWA</li> </ul>	<ul style="list-style-type: none"> <li>● Homeless Service Provider</li> <li>● Substance Abuse</li> </ul>	<ul style="list-style-type: none"> <li>● Local HD</li> <li>● DOC</li> <li>● HOPWA</li> </ul>	<ul style="list-style-type: none"> <li>● YMCA/YWCA</li> <li>● Fraternities/Sororities</li> <li>● Employment &amp;</li> </ul>



		Service Provider <ul style="list-style-type: none"> <li>• School &amp; Health Centers</li> <li>• FQHC</li> <li>• CHC</li> <li>• MHS Providers/Behavior</li> <li>• Social Sciences</li> </ul>		Training <ul style="list-style-type: none"> <li>• FB</li> <li>• Labor</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>• Ryan White</li> <li>• HOPWA</li> <li>• SAMHSA</li> <li>• STD Planning</li> <li>• Independent PLHW</li> </ul>	<ul style="list-style-type: none"> <li>• FQHC</li> <li>• HIV Services Providers</li> <li>• Prevention Providers</li> <li>• Free Clinics</li> <li>• Housing Service Providers</li> </ul>	<ul style="list-style-type: none"> <li>• Local HD</li> <li>• State Medicaid</li> <li>• State Health</li> <li>• Housing</li> </ul>	<ul style="list-style-type: none"> <li>• FB</li> <li>• YMCA/Boys &amp; Girls Club</li> <li>• Elementary/Sec Education</li> <li>• Community Foundation</li> </ul>

It was asked; how do we get youth more involved; would this entail changing the attendance policies along with considering the content of the agenda; youth might find the agenda boring and loose interest in what's going on. It was suggested that youth be given time; an opportunity to speak, present actually be a part of the meeting. It was suggested that youth who are already involved in doing community work be given the chance to present what they are doing and how they are doing it. The following suggestions were given in regard to engaging the youth; through – teachers, parents, school systems and social groups. Stakeholders should be given the opportunity to have the floor during meetings to share what they have to offer to the CPG.

Members were given a survey; what skills do members have that they are currently using in their organization and what their agency actually does. This was to give a real picture of what is/who is actually represented within CPG.

**Engagement Committee:  
Engagement Plan**

Members were given stickers and asked to place their stickers on the top 5 priorities of their choice for each column

<b>Service</b>	<b>Public Agencies</b>	<b>Groups/Communities</b>
Prevention Services* = 7 HIV Clinical Care* = 7 Community Health = 5 Free Clinics = 2 Housing Services = 3 Homeless Services = 4 Mental Health Services* = 6 Substance Abuse Services* = 9 School Health Center = 2 HIV Service Providers* = 7	Local Health* = 10 State Health* = 10 Housing Opportunities* = 9 DOC* = 9 State Medicaid* = 11	FB* = 10 Labor = 1 (DOE) Elementary/Secondary Schools* = 7 Employment & Training = 3 Community Foundation = 5 Social Clubs = 1 YMCA/YWCA/Boys & Girls* = 8 Fraternities/Sororities* = 6 Pharmaceuticals* = 6

\*= **top 5** - It was stated that members should be able to share the gifts and talents that they have besides the seats they represent with the full body.



It was suggested that a relationship possibly be formed with Ryan White. Marissa Miller will look into this. The body looked over the top priorities to determine which areas were represented within the body based off of the surveys completed by members earlier in the meeting. It was suggested that MHS be looked at for participation from non-traditional providers not involved in HIV. Christina Karch will check with Safe Harbor (Salvation Army) regarding their participation. It was determined that a good chunk of the priority areas are already covered by CPG members. It was suggested that those not involved in the HIV arena be involved. It was suggested that there be an “Outsider Day” allowing agencies from the community that are not priority populations to come and give their voice (fresh ears and eyes). It was suggested that a list be made on a daily basis by CPG members that lists who members are coming in contact with that could possibly be stakeholders. It was also suggested that even those who are not being spoken to be targeted to come to the table to share their experience. A question was asked; will a list be sent out or will things be done in house to take inventory around the table to determine how many contacts are known that can help in the stakeholder process. This was done years ago with little to no results; it is possible this process can be done again with better results. It doesn’t always have to mean that the stakeholders have to come to the table, but possibly assist the CPG full body by getting their clients to answer questions that have been devised by the full CPG body to get more information from the clients/populations (possibly give incentives to those answering the questions).

The order of priorities - Local, DOC, State Housing, Medicaid

#### **Q & A:**

It was suggested that information be given in regard to Indiana about the Continuum of Care; have an actual presentation done during CPG. Members were given the link for the Webinar that was presented by Dan Hillman, ISDH TA. The presentation would give members the opportunity to ask questions.

The Continuum of Care/Cascade: It was suggested to do something shorter (live and interactive) than the webinar, go through each bar and then discuss everything. It was suggested that Jason Grissel from Health Foundation be invited to a CPG meeting to share the Health Foundation’s information/presentation as well.

#### **Old & New Business:**

- CPG Retreat

It was suggested that the retreat move up North. We will start looking for sites. Get the information for Flat Rock from Andrea Perez. We will look at two other locations also. Members were asked if they wanted to be on the planning committee. Members were asked to submit the ideas for activities/presentations for the retreat.

TA: Clarification on handling TA’s. How does the CPG bring on new TA’s? The body is waiting to hear back from the State on this matter.

Public Comment – It has been decided and recorded in the Policy and Procedures that public comment from visitors is to be done during the Public Comment time. It was asked that a statement regarding public comment be made during the review of the agenda by one of the Co-Chairs

#### **Public Comment:**

There were no public comments.

#### **Announcements & Celebrations:**



Alicia Barnes will be joining FSSA

Black Expo – INShape Black and Minority Health Fair will take place July 17<sup>th</sup> thru July 20<sup>th</sup>

Brothers United will be hosting events:

Testing at Varsity Night Club on Friday, July 18th

A Ball at Varsity Night Club on Friday, July 18th

A cookout on Saturday, July 18<sup>th</sup> that is open to the public

Chris Simons did it “Sky Diving”!

Christina Karch’s daughter paid her a visit and Christina now has a formal “Boo Thang”

Latorya Greene’s baby will be 2 years old in August. Latorya is no longer with AIDS Ministries AIDS Assist

**Adjourn**

**\*Next Meeting – September 16, 2014 - ISDH - Conf 5-T - 10 A.M.\***