

IHIV PREVENTION COMMUNITY PLANNING GROUP MEETING

November 15, 2010

6:00 to 9:00 p.m.

French Lick Resort,

Taggart Room

8670 West State Road 56

French Lick, IN 47432

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**ATTENDANCE**

**Present CPG Members:**

Morton, Ramon, Community Co-Chair	Woods, Wendy	Vesga, Jesus	Yoder, Beth
Perez, Andrea, State Co-Chair	Greene, Latorya	Hail, Anna Urias	Lozano, Dolly
Rush, Nate	Niles-Carnes, Larisa	West, Nathan	Drury, Benjamin
Trulley, Denice	Goode, Angela		

**Absent CPG Members:**

Brinegar, Emily (Larisa Niles-Carnes as Proxy)	Pasco, Larry (Jesus Vesga as Proxy)
Revalee, Brian (Ramon Morton as Proxy)	Quintero, Liliana

**Present ISDH Staff:**

Arnold, Vivian	Newton, Susan	Mason, Brenda
Bain, Cena	Chapman, Erika	Arceo, Rupert
Bradley, Toy	Writt, Amanda	

**Absent ISDH Staff:**

Boddie, Keisha	Pearcy, Cheryl	Anderson, Alicia
Hillman, Dan		

**Present Technical Advisors:**

Feldheiser, Rochelle
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**Absent Technical Advisors:**

Ohmit, Anita	French, Paula	Exom, Michael	Gillespie, Tony
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## GENERAL INFORMATION

- Quorum established and meeting called to order at 7:10 p.m by Ramon Morton, Community Co-Chair.
- All Present Attendees introduced themselves, region, and populations they represent.
- Ground Rules read by Cena Bain
- Mission Statement presented by Cena Bain

### Voting of September 2010 CPG Meeting Minutes

- Consensus Made

### Review of Self Assessment Form

- #8; 1<sup>st</sup> comment-it was asked at last meeting to not use specific names in the self-assessment form.
  - o Name was changed to [member].
    - If other members have specific issues about specific members, they are free to talk to the co-chairs, their committee chairs or Liaison regarding their concerns.
- #10; 1<sup>st</sup> comment; in order for ISDH to address this comment, more information is needed.
  - o Please be more specific on requests.
- #8; last comment; will be discussed in further detail during Tuesday's meeting.
- Additional Concerns
  - o If a member would like something specific presented at CPG meetings, please talk to co-chairs, executive committee, or Liaison.
    - Member shows interest in presenting during a meeting.
      - Member asked to speak with co-chairs regarding his request.

### Review of Expense Sheet

- Leftover funds will be used for the purchasing of additional HIV/STD prevention materials to be made available to all organizations that provide HIV/STD services, regardless of their funding source.

### Membership Presentation

**-Presented by Latorya Greene, Membership Chair at 7:20 p.m.**

- Profile of each nominee was sent out prior to today's meeting; all questions, comments, or concerns should have been submitted by November 13, 2010.
- Member requests that future profiles be also made available in folders at the CPG meeting or at least presented in the PowerPoint

- **Consensus Made; all nominated members were accepted**

**Division Update – Given by Andrea Perez, HIV Program Manager, State Co-Chair**

- HPLS is in December
- CAB/CHSPAC seat still remains vacant
- The Medical Services Specialist position is in the process of being filled. Once filled, CPG will be notified.
- MMP position is also in the process of being filled. Once filled, CPG will be notified.
- There are 2 upcoming Hepatitis trainings scheduled for Indianapolis. If you wish to attend, please notify Erika Chapman.
- December 7<sup>th</sup> and 8<sup>th</sup>, ISDH will hold a grantees meeting in West Lafayette for the directly and indirectly funded sites.
- December 6<sup>th</sup> is the Statewide HIV Awareness program to be held at the Madame Walker Theatre.
- December 1<sup>st</sup> is World AIDS Day, if you are having an event, please notify Susan Newton to assist with advertisement.

**Executive Committee Report**

– Presented by Ramon Morton, Community Co-Chair

- Nothing new to report, all listed in Executive Committee Report

**Evaluation Presentation**

- Presented by Cena Bain, CPG Liaison
- Work completed by Ramon Morton, Community Co-Chair, Andrea Perez, State Co-Chair and Cena Bain, CPG Liaison

*See attached Presentation*



EVALUATING  
CRITICAL HIV PREVEI

**Distribution of Appreciation Gifts**

**Adjourn at 8:20 p.m.**

**NEXT MEETING ON TOMORROW, November 16, 2010  
IN TAGGART CONFERENCE ROOM**

**IHIV PREVENTION COMMUNITY PLANNING GROUP MEETING**

November 16, 2010

10:00 a.m. to 4:30 p.m.

French Lick Resort,

Taggart Room

8670 West State Road 56

French Lick, IN 47432

**ATTENDANCE**

**Present CPG Members:**

Morton, Ramon, Community Co-Chair	Woods, Wendy	Vesga, Jesus	Yoder, Beth
Perez, Andrea, State Co-Chair	Greene, Latorya	Hail, Anna Urias	Lozano, Dolly
Rush, Nate	Niles-Carnes, Larisa	West, Nathan	Drury, Benjamin
Trulley, Denice	Brinegar, Emily	Goode, Angela	

**Absent CPG Members:**

Revalee, Brian (Ramon Morton as Proxy)	Pasco, Larry (Jesus Vesga as Proxy)	Quintero, Liliana
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**Present ISDH Staff:**

Arnold, Vivian	Newton, Susan	Mason, Brenda
Bain, Cena	Chapman, Erika	Arceo, Rupert
Bradley, Toy	Writt, Amanda	

**Absent ISDH Staff:**

Boddie, Keisha	Pearcy, Cheryl	Anderson, Alicia
Hillman, Dan		

**Present Technical Advisors:**

Exom, Michael
Feldheiser, Rochelle

**Absent Technical Advisors:**

Ohmit, Anita	French, Paula	Gillespie, Tony
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## GENERAL INFORMATION

- Quorum established and meeting called to order at 10:07 a.m by Ramon Morton, Community Co-Chair.
- All Present Attendees introduced themselves, region, and populations they represent.
- Ground Rules read by Cena Bain
- Mission Statement presented by Cena Bain

### Technical Assistance-Indiana-PIR and Motivating your CPG

- **Presented by Marilynn Ricker Kases**



Indiana-PIR-Motivating-Nov10\_1.ppt

- Member recommends more marketing of CPG
- Member recommends standardized focus group questions

## LUNCH – 12:30 TO 1:30

### Epi Road Show Presentation at 1:36 p.m.

- **Presented by Benjamin Drury, Epi/Populations Committee Chair**



FINAL - EPI Road Show.ppt

## Committee Reports at 2:20 p.m.

### Membership

- Presentation completed yesterday during dinner; all nominated members accepted by full CPG.
- 2 removal letters sent out for failure to meet the attendance requirements of CPG.

### Needs Assessment

- No new changes, committee still shopping the Research Agenda.
- Purdue to take over the Stigma study.

### Epi/Populations

- Dan Hillman with ISDH will be presenting the EPI profile during tomorrow's meeting.
- Priority Populations to be presented to CPG by early 2011

### Interventions

- Once the priority populations are completed, the committee will look at interventions that best match those populations and are believed to work best for Indiana.

### Evaluations

- Results of the evaluation component were presented yesterday.

### **Member Participation Presentation at 2:30**

- **Presented by Ramon Morton, Community Co-Chair and Andrea Perez, State Co-Chair**



Member Participation  
Presentation.ppt

- A review of attendance sheets of committee meetings was conducted by CPG Liaison as requested by full CPG.
  - o Self Assessment reflects members asking Executive Committee to hold members accountable
- Liaison is only person who knows the names of the members that correspond to the individuals being presented as Members A, B, C, and D.
- Co-Chairs/Executive Committee are asking all members to review members's attendance and vote on whether or not those members should remain on CPG or be removed.
  - o Noted that if a removal is the majority, there is an appeal process, which is detailed in the by-laws and policies and procedures.
- Member makes statement about lack of communication from the committee chair, resulting in the ability to attend the scheduled conference calls.
  - o Member and Community Co-chair are diverted back to the appeal process.
- Member recommends that the vote be that of written ballot, given the nature of the vote.
  - o All votes are divided by member A, B, C, D.
  - o Votes are collected and tallied by Vivian Arnold and Amanda Witt
  - o Results to be given out during tomorrow's meeting.

## **Moving Forward-HIV Statewide Plan Review, Assignments, and Timeline**

- **Facilitated by Cena Bain, CPG Liaison**
- State Co-Chair updates members that in 2010 CPG voted to amend plan with the intentions of creating a new one for 2011.
- Review of 2008-2010 plan assignments were made as follows:
  - o Pages 2-12 –assigned to ISDH
  - o Pages 13-70- will be in accordance to CDC Guidance
  - o Pages 21-24-assigned and to be updated by CPG members, CPG Liaison to forward missions etc to members.
  - o Pages 25-30-assigned to CPG Liaison
  - o Pages 32-34-assigned to CPG with assistance from ISDH Epi TA
  - o Pages 36-37-assigned to Epi Committee, with the following tentative timeline:
    - Epi Committee to present Methodology in January
    - Priority Populations to be presented to full CPG during March meeting.
  - o Pages 40-53-assigned to Interventions committee with the following tentative timeline:
    - Interventions committee to present recommended interventions to full CPG during May meeting.
  - o Pages 54-60-assigned to ISDH (Epi Profile Executive summary)
  - o Page 61-assigned to CPG Liaison with assistance from Step-Up, Inc.
  - o Pages 64-70-assigned to Needs Assessment Committee
  - o Page 76-assigned to Co-Chairs and Liaison with the following tentative timeline:
    - Liaison to distribute end-of-year survey in September
    - Present findings during November’s meeting, along with the final draft of statewide plan.
  - o The following individuals are assigned to the ad-hoc committee descriptions:
    - Angela Goode-Advocacy
    - Dolly Lozano-STD
    - Larisa Niles-Carnes-Policies and Procedures
    - Benjamin Drury-Technology Committee

## **Old/New Business**

- The Mentorship Process needs to be detailed more.
  - o New members from 2010 to get with membership committee in assisting with what a new member would need mentored on.
  - o Membership committee to have something in place by December.

- Additions to Division Update
  - o During a dinner meal at the December Grantees meeting, CPG Liaison will present on the CPG statewide plan and its importance in prevention services.

### **Announcements/Celebrations**

- Dolly Lozano will be celebrating a birthday in December.
- Latorya Greene reminds everyone that December 1<sup>st</sup> is Worlds AIDS Day, in which AIDS Ministries/AIDS Assist will be hosting an event, details will be forwarded to Cena for dissemination.
- Nate Rush mentions that the Bethlehem House will be hosting a World AIDS Day Luncheon.
  - o Also City Yoga still offers a donation only yoga class on Wednesday evenings, City Yoga is located at 25<sup>th</sup> and Central
- Larisa Niles-Carnes states that the AIDS Quilt Memorial was a success with an estimated 1,500 attendees.
- Angela Goode states that the Minority Health Coalition of Marion County will be placing HIV Prevention on their agenda for April's initiative.
- Emily Brinegar also mentions that the AIDS Memorial Quilt was the largest display in Indiana.
- Amanda Witt compliments CPG for their hard work for the year 2010 and also mentions that the division should also get a pat on the back for all of their hard work.
- Denice Trulley will be celebrating a birthday and will be closing on a new house tomorrow.
- Susan Newton will be traveling to Boston for "The Forgotten Epidemic"- HIV/AIDS: Crisis in Black America symposium"
  - o Reminder that if you have any events surrounding Worlds AIDS day to forward to Susan for assistance in Public Announcements.
  - o 12/6 is the Statewide Awareness Event to be held at the Madame Walker Theatre.
- Erika Chapman reminds everyone that there will be two Hepatitis trainings in the combined months of November/December to be held in Indianapolis.
- Ramon Morton celebrated a birthday on 11/3
  - o The Aliveness Project will be holding an event in Chicago at the Regal Theatre on 12/4.
    - To forward information to Cena Bain for dissemination.
- Andrea Perez will be celebrating a birthday on 12/11.

**Adjourn at 2:20 p.m.**

**NEXT MEETING ON TOMORROW, November 17, 2010  
IN TAGGART CONFERENCE ROOM**

**IHIV PREVENTION COMMUNITY PLANNING GROUP MEETING**

November 17, 2010  
10:00 a.m. to 2:00 p.m.  
French Lick Resort,  
Taggart Room  
8670 West State Road 56  
French Lick, IN 47432

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**ATTENDANCE**

**Present CPG Members:**

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Perez, Andrea, State Co-Chair	Greene, Latorya	Hail, Anna Urias	Lozano, Dolly
Brinegar, Emily Goode, Angela	Niles-Carnes, Larisa	West, Nathan	Drury, Benjamin

**Absent CPG Members:**

Trulley, Denice	Pasco, Larry (Jesus Vesga as Proxy)	Rush, Nate	Quintero, Liliana
Revalee, Brian (Ramon Morton as Proxy)			

**Present ISDH Staff:**

Arnold, Vivian	Newton, Susan	Mason, Brenda
Bain, Cena	Chapman, Erika	Arceo, Rupert
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Boddie, Keisha	Pearcy, Cheryl	Anderson, Alicia
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**Present Technical Advisors:**

Ohmit, Anita	Exom, Mike	Feldheiser, Rochelle
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**Absent Technical Advisors:**

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## GENERAL INFORMATION

- Quorum established and meeting called to order at 10:06 a.m. by Ramon Morton, Community Co-Chair.
- All Present Attendees introduced themselves, region, and populations they represent.

### Follow-Up/Recap of 11/16 meeting

- State Co-Chair and HIV Prevention Program Manager clarifies the role of Toy Bradley and Keisha Boddie.
  - They are contracted through the Bethlehem House but are ISDH employees
  - They will be conducting outreach to African American High Risk Women.
  - Will be TA to CPG as members of the ISDH prevention staff.
- Clarification of Evaluation of the Grantees.
  - CPG had shown interest in evaluating the funded grantees of ISDH.
    - This is not the role of CPG, as explained by CDC
    - Alicia and Amanda Writh evaluate the grantees and will provide general updates/feedback to CPG as needed.

### Epi Profile at 10:11

- Presented by Dan Hillman, ISDH Epidemiologists



Dans 2010  
Presentation.pdf

- Consensus made to accept Epi Profile.

### Old/New Business

- Member suggests that the next retreat be somewhere in the northern part of the state.
- Member asks for the results of yesterday's ballot for removing members.
  - Voting tallies were as follows:
    - Member A: 4-Not to Remove, 11 to Remove
    - Member B: 5-Not to Remove, 10 to Remove
    - Member C: 5-Not to Remove, 10 to Remove
    - Member D: 4-Not to Remove, 11 to Remove
  - Following the by-laws, these members will be removed.
    - A letter will be drafted by the co-chairs and forwarded appropriately.
    - Those members will have the opportunity to appeal their removal.

- The committee chair will be notified if that member was a member of that particular committee.

**Adjourn at 11:20 a.m.**

**NEXT MEETING IN January, 18-19, 2011 AT ISDH**