



HIV PREVENTION COMMUNITY PLANNING GROUP
Minutes
Tuesday, July 16, 2013
Indiana State Department of Health, Rice Auditorium
Indianapolis, Indiana 46204

Members and TA	Present	Not Present
Susan M. Newton, CPG Liaison	X	
Andrea Perez, ISDH Co-chair	X	
Latorya Greene, CPG Co-chair	X	
Emily Brinegar		X
Rochelle Feldheiser-Keys		X
Derwin Gary		X
Anthony (Tony) Gillespie	X	
Angela Goode	X	
Valjin Harvell	X	
Ramon Morton		X
Richard Nash		X
Nate Rush	X	
Christopher Simons	X	

Proxies:

Angela Goode for Derwin Gary
 Angela Goode for Emily Brinegar

10:00 a.m. – 10:10 a.m.

Welcome: Latorya Greene, CPG Co-Chair

Self-Introductions: Members introduced themselves and stated the region/population they represent. There were two visitors; Veronica McCants, CDC Project Manager and Brittany Gross, Viral Hepatitis – ISDH

Mission: Nate Rush read the Mission

Ground Rules: Darin Foltz, ISDH TA read the Ground Rules

Review of Agenda: The agenda was reviewed and there were no changes made.



10:10 a.m. – 10:20 a.m.

CDC – Project Officer

Veronica McCants

Veronica McCants explained her purpose in attending the CPG meeting; to observe its process. Veronica stated that she monitors Indiana Tennessee and Arkansas. She discussed the new process in regard to the new Guidance and stated that there is capacity assistance available to assist with the new Guidance process. She explained the High Impact Initiative – dollars follow the epidemic. Veronica also stated that other communities are still being serviced. EBI – some are being deemphasized because they have been determined that they are not affective. Sequestration effects – recission, sequestration and Secretarial transfer, these three equal about a 10% deduction for each state to absorb. CDC is here to give guidance through this process. Veronica stated that CDC is streamlining their programs.

10:20 a.m. – 10:30 a.m.

Approval of CPG Minutes from March 2012:

There were no comments or corrections. The minutes were approved.

Review of Group Assessment Form:

There were no comments, questions or corrections to the Assessment Form. Indiana AIDS Fund (IAF) is revamping their website and changing the populations they have referenced as being ISDH priority groups.

Review Presenter Assessment Forms:

A question was asked why IAF was invited to present at the May CPG meeting seeing that they are not an organization that speaks to the CPG. They were not invited to talk about the availability of funding. There were invited to describe the projects in place under their administration. Their funding process is not open but limited to those who have been invited which appear to be only the Indianapolis area organizations. It was good to get information about IAF's new funding process; this allowed members the opportunity to take this information back to their communities.

Review of Attendance Sheet:

There were no changes made.

Review of Expenses:

There was a question why the expenses incurred by Latorya Greene for the CPG Co-chair for the Co-chair Boot Camp were not included in the expense report. The reason was due to the expenses not being paid yet.

10:30 a.m. – 10:40 a.m.



Executive Committee Report

Latorya Greene, Community Co-Chair

Latorya Greene presented the letter that was written to Dr. Howell regarding the characteristics that the CPG would like to see in the new State HIV Director. Latorya has asked CPG members to review the letter and submit any commits they may have to her so that the letter can be sent to Dr. Howell. She will send out the electronic version to members. It was suggested that the Director has an understanding of unique and diverse populations in Indiana.

Tony Gillespie discussed putting together a monitoring process of the Engagement Plan he wanted to know if this will be discussed during the meeting. Andrea Perez stated that this will be discussed during the CPG Co-Chair's presentation of the CPG Boot Camp. She also stated that this will be discussed with Ramon Morton, CPG Evaluation Committee Chair.

10:40 a.m. – 11:00 a.m.

Division Report/ISDH

Andrea Perez, ISDH Co-Chair

Budget – The notice of award with the deductions is more than 20 pages. Andrea was unable to state the percentage of the deduction. She stated that she needs more time to review the reward package. It was suggested that carry-over funds be used to make up the difference of any deductions. Andrea stated that CDC has said that this is a possibility.

ARC Brochure – new copies have been made and were provided to CPG members at the May CPG meeting. The paperwork that is used for ARC health directives has been reviewed and significant changes were made to the paperwork; language that was inaccurate or misleading was removed.

Consent Form – The form will be called an, “Information Form”. There is no need to get consent from our clients as they come to us for testing. There is no legal reason to have written consent. The law has changed and there is more clarity. In keeping with the law, ISDH didn't want to put up any barriers.

Condom Distribution – There are no plans for changes with regard to HIV Prevention dollars being used to purchase and distribute condoms. A question was geared to Veronica McCants, CDC Project Manager; The State takes any funds – Federal dollars – and considers them State funds once received; can the State take Federal dollars that have been allocated for a specific use and use them for other things? The response; The leverage that CDC has is to pull funds back that are not being used the way the funds were allocated. The State can decide not to match or add funds to the Federal funds.

Viral Hepatitis:

They will have a booth at the INShape Black & Minority Health Fair

Services:

Program audits are taking place; they are also working on changes with the Insurance plans.



Perinatal Hepatitis:

HIV and Perinatal Hepatitis audits at Hospitals are taking place. Tony Gillespie stated that Dr. Barnes from IU will be coming in August to discuss the Hepatitis project that IMHC worked on.

11:00 a.m. – 12:15 p.m.

Co-Chair New Guidance Meeting, “New Guidance Boot Camp”

Andrea Perez, ISDH Co-Chair and Latorya Greene, CPG Co-Chair

Members were given copies of the presentation. The presentation is available on the CPG website.

12:00 p.m. – 1:00 p.m.

LUNCH

1:15 p.m. – 2:30 p.m.

Co-Chair New Guidance Meeting, “New Guidance Boot Camp” ... *continued*

Andrea Perez, ISDH Co-Chair and Latorya Greene, CPG Co-Chair

It was suggested that surveys be sent out to agencies across the state; funded or not funded to see what ideas they have regarding reaching other/non-traditional stakeholders. It was suggested that CPG revisit its research agenda to help identify stakeholders. It was suggested that the NA/Engagement Committee begin working on this process.

2:30 p.m. –3:00 p.m.

Committee Reports

1. **Evaluations** – There was no report
2. **Needs Assessment (NA)** – The committee is looking at information taken from the Co-Chair Boot Camp and looking at what the committee currently already has and will determine how the committee will move forward. The NA will meet and determine if the NA and Membership committee should be just one committee. The goal is to pull out old analysis and gap analysis to get a start and present the committee’s findings/ stakeholders to the full body. The committee’s next meeting will be to determine how the committee will move forward.

Ad-Hoc Committees

3. **Policy and Procedures** – The committee is still working on the attendance policy. Latorya Greene plans to send this to the CPG members electronically by the end of the week. The Town Hall policy will also be sent out to the CPG members with information that has already been created.
4. **EPI** – The committee approved the EPI profile that was presented to the CPG body. The committee has not met. Angela Goode, Tony Gillespie and Val Harvell were on a local radio station during NWGHAAD to discuss HIV/AIDS. There is an Executive Summary that the committee will be reviewing. The committee will also make a recommendation on how the EPI profile can become a living document.



5. **Advocacy** – The committee met and discussed the structure of the committee. Each committee member was given a task to take on a national policy or advocate. The committee is looking at inviting a local legislature to address local issues.
6. **STD** – The committee would like to be more involved within the CPG. The role of the STD committee was brought up; expedited partner therapy, collaboration with HIV and adding STD to the engagement process as stakeholders.

2:45 p.m. – 3:00 p.m.

Membership Committee – Membership Process

Latorya Greene, Membership Committee Co-Chair

Latorya Greene did a presentation; the presentation will be available on the CPG website. Members received copies of the Membership Committee presentation. Handouts of the documents received during the CBA were distributed to the CPG members. The committee has decided to use the example from Georgia and tweak it to fit the needs of the CPG. It was recommended that the membership process has been waived until 2014. There was a question if the membership process was not waived, would every CPG member be up for reapplication? It was suggested that Membership look into this and come back with a more thorough presentation; how many current CPG members would be eligible to reapply and how many CPG members would have to sit out for a year? Susan Newton will email members to vote to move the membership application deadline to October. There was a question if the membership application is going to be changed. The reply was that the application will remain the same. The Engagement Process will not have any effect on the seats for voting members.

3:00 p.m. – 3:30 p.m.

Region and Seat Update was moved to the September meeting.

3:30 p.m. – 3:40 p.m.

Q & A/

There were no questions.

Old Business

- **CBA Request for Cultural Sensitivity Training**

A request was submitted and a contact was made with Mr. Joan M. Llanes, MS from NMAC

New Business

- Scheduling Conference calls and meeting request: Members were asked to ensure that scheduling of conference calls and/or meetings be done at least one week in advance to allow CPG members, TA and ISDH staff to properly prepare for the conference calls and/or meetings.
- Facebook and Twitter: It was suggested that the CPG revisit these social networks. This should be the responsibility of one or two people with checks and balances in place in



regard to things that are attributed to the CPG. It was suggested that the CPG contact someone; Tony Gillespie has a contact in Carmel that he would like to use to come in and do training around social media.

- It was suggested that the full body minutes be sent out to the CPG members once they are finalized.
- It was suggested that the names of those in attendance be listed on the minutes.
- It was suggested to put the voting outcomes in bold/separate.
- Planning for the retreat will begin immediately. Below are suggestions for training.
 - Social Media Training
 - Cultural Training

3:40 p.m. – 3:50p.m.

Public Comments: There was no public in attendance

Announcements and Celebrations:

- Latorya Greene, August 13th will be her baby's 1st Birthday
- Cena Bain will be celebrating her birthday
- Alicia Barnes' daughter will be going into the 1st grade in August
- Tony Gillespie – Statewide Awareness Day will be extended to include a FB event and a film and screening, "Even Me". Tony will send Susan Newton the trailer to send out to CPG members. Tony lost his cat this past weekend. Latorya Greene wants to get involved with this committee. Susan Newton will send out Statewide Awareness Day Event Committee information to the CPG members when she receives it.
- A handout; STD Treatment Guidelines mobile app for health care providers document was inserted in the CPG folders
- MCMHC has hired an HIV tester.
- Andrea Perez's daughter turned 18.

Adjourn 3:50 pm

****Next Meeting –September17, 2013 at 10 A.M. Promptly****