

**HIV PREVENTION COMMUNITY PLANNING GROUP**  
**Meeting Minutes**  
**December 16, 2014**  
**Hampton Inn**  
**Indianapolis, IN 46204**

**Members Present**

<b>Member's Name</b>	<b>At Meeting</b>	<b>Not at Meeting</b>
Satin Francis- Hill, 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

<b>ISDH TA Name</b>	<b>At Meeting</b>	<b>Not at Meeting</b>
Darin Foltz, CPG Liaison	X	
Rupert Arceo	X	
Vivian Arnold	X	
Cathy Archey- Morgan	X	
Brittany Gross	X	
Dan Hillman		X
John Hon		X
Brenda Mason	X	
Breann Harris	X	

<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>
Jim Trimble	Ball State Student

**Meeting Called to Order** - December 16, 2014 at 10:10 a.m.

**Mission Statement** – Darin Foltz read the CPG Mission Statement.

**Ground Rules** – Rochelle Feldheiser-Keyes read the CPG Ground Rules.

**Agenda** – The agenda was approved as written.

**Approval of Minutes** – There was a consensus that the Sept. 16 2014 minutes be approved.

#### **Group Assessment Form**

- The conference call meeting was well received.
- Latorya suggested that light agendas could lead to more conference call meetings.
- Overall comments were very positive.
- Group is still waiting on Continuum of Care presentation by Dan Hillman.

**Attendance** – There were no corrections.

**Expenses** – There were no changes made to the CPG Expense Report. Surplus dollars are generally utilized for statewide prevention efforts.

#### **Executive Committee Report**

- Rochelle and Allen County Health Department partnered with a technical school and a graphic design company to create an awareness campaign. She stated she was pleased with the outcome.
- Meredith helped organize a Remembrance/Celebration event that took place at the Fountain Square Ballroom. She stated funds were used for rent the facility and to repair a candle display that can be used annually.
- Latorya reported that the annual Women and AIDS Conference was held. Harm Reduction and Risky Behavior was the theme. Approximately 35 people attended. Funds were utilized for printing costs and postage.
- Latorya reminded everyone to attend their respective committee conference calls as scheduled.

#### **Division Report**

- Satin Francis-Hill reported ISDH has a new Commissioner (Dr. Jerome Adams) and Deputy Commissioner (Dr. Jennifer Walthall).
- Satin introduced new prevention staff members Breann Harris and Darin Foltz.
- Satin reported there are still working to fill vacancies.
- Darin reported that Special Populations Support Program (formerly under the HIV Services umbrella), will be re-aligned under HIV Prevention.

#### **Committee Reports**

- **Evaluation Committee**  
Nothing much to report at this time.  
The committee did report providing the current evaluation “tool” to Cathy Archey- Morgan.  
The committee will meet today.
- **Engagement Committee**  
The committee reported that a plan has been written and will be presented at the next meeting.

- **Membership Committee**

Rochelle reported that the same scoring tool from last year was utilized.

There were a total of nine applicants.

Eight were recommended to the full body for approval.

**Mark Hughes made a motion to approve all eight applicants that were recommended.**

**Christina Karch seconded the motion.**

**Motion carried without objection.**

18 of 21 seats are now filled.

Rochelle expressed that Region 5 might be over-represented.

Orientation for all members will take place in February.

Technical Assistance may be sought to aid in member retention.

- **Advocacy and Social Media Committee**

The CPG Facebook account is still active.

We still do not have a Twitter account.

Chris Simons reported that he wishes to relinquish chairmanship of the Advocacy and Social Media Committee.

Latorya encouraged everyone to join AIDS Watch 2015.

**Policies and Procedures-** Latorya explained the process and guidelines for requesting financial assistance.

**Jurisdictional Plan-** Cathy Archey-Morgan led the group in an interactive timeline development exercise. This was designed to help committees better understand their roles. It will also help the full body to stay on task and complete goals. Copies of the timeline are available upon request.

**Retreat-** The 2014 retreat did not happen for various reasons. The 2015 retreat will take place September 14-16 at an undetermined location.

**Old Business-** There was no old business discussed.

**Public Comment-** There were no public comments.

**Announcements-** Latorya informed the group that the *2014 Prevention for Positives Recommendation* was released and encouraged members to take a look at it.

**Meeting Adjournment-** 3:00 p.m.

**Important Dates**

**CPG Retreat, September 14<sup>th</sup> -16<sup>th</sup> Location TBD**

**Next CPG Meeting, February 16<sup>th</sup> (Orientation -Required for new members) and 17<sup>th</sup> (Regular Meeting)**  
*Location ISDH Room 5T*