

## **HIV Prevention Community Planning Group Meeting Minutes**

Tuesday, August 15, 2006

Rice Auditorium, Indiana State Department of Health

2 North Meridian Street

Indianapolis, Indiana 46204

### **Member Attendees**

Anna Urias Hail  
Adriana Torres  
Cydrisse Dooley  
Debra Stanley  
Delbert Harmon  
Diana Bowden  
Dolly Lozano  
Gregory Scott  
James Holzman

Jean Gifford  
Jesus Vesga  
Kelly Armstrong  
Larry Pasco  
Laura Prado Reyna  
Lois Carnicom  
Mark Hughes  
Nicolas Foreman  
Paula French

Ramon Morton  
Richard Nash  
Ronald Haas  
Ryan Nix  
Shola Ajiboye  
Tony Gillespie  
Wendy Woods

### **Non-Attending Members**

Brian Fisher  
Doug Parks  
James T. Howard  
Jeff Lane

Ramona Gilmore  
Regina Lowery  
Rev. Donald Archey

### **Staff Attendees and Technical Advisors**

Andrea Perez, ISDH Staff  
Jerry Burkman, ISDH Staff  
Larry Harris, ISDH Staff  
Erika Chapman, ISDH Staff  
Chery Percy, ISDH Staff  
Dawne DiOrio Rekas, ISDH Staff

Robin Henry, CPG Staff  
Cindy Clark, ISDH Staff  
Candace Mitchell, ISDH Staff  
Dan Hillman, ISDH staff  
Cathy Archey-Morgan, ISDH Staff

Carrie Radabaugh, ISDH Staff  
Bernice Humphrey, Girls  
Incorporated  
Sue Henry, Dept. of Education

### **State Staff Not In Attendance**

### **Visitor**

Kem Darnell Moore

### **General Information**

1. The meeting began when quorum was reached at 10:08 a.m. with introductions, the purpose of community planning, ground rules, and Debra Stanley reminded Ron Haas, the community co-chair about announcing the proxies represented at the meeting. Debra Stanley stated that she is a proxy for Jeff Lane, Ramona Gilmore and Regina Lowery.

## **Minutes**

2. The Minutes were reviewed and accepted through the consensus method.

## **Attendance**

3. Cydrisse Dooley stated that she was marked absent from the last meeting but that Rico was her proxy for that meeting.
4. The Attendance form was reviewed with no additional corrections.
5. The Attendance form was accepted through the consensus method.

## **Self-Assessment Form**

6. The Self-Assessment form was reviewed and accepted through the consensus method with no comments given.

## **Executive Committee Attendance Form**

7. No corrections were made to the Executive Committee Attendance form.

## **Executive Committee Minutes from the Month of May**

8. There were no comments or questions regarding the minutes from May.

## **Executive Committee Minutes from the Month of June**

9. Ron Haas noted that there were three sets of Executive Committee Conference Call Minutes in this month's packet.
10. Paula French stated that her comment regarding transportation from June's minutes did not accurately reflect her statement. Mrs. French went on to provide the necessary clarification regarding her statement.
11. Tony Gillespie commented that he was not notified of the Epi/ Populations Committee meeting to discuss the process for prioritizing populations. He went on to add that he is a part of that committee and was never notified of a meeting to discuss this matter.
12. James Holzman informed the group that he does not receive notification of calls for his committee.
13. Ron Haas asked the chairs how that is transpiring and how they go about notifying their committee that a meeting is scheduled to take place.
14. Mark Hughes informed the group that he did not currently have a process to carry that out.
15. Debra Stanley informed the group that it is a collaboration between CPG staff and herself.
16. Wendy Woods informed the group that the Membership Committee generally notified each other and inform program staff of their needs.
17. A member suggested setting up regular calls that could automatically be set up on a specific date for committee members.

18. Robin Henry discussed a time when the calls were set up at the beginning of the year and membership did not attend the committee conference calls.
19. James Holzman asked a question referring to number seven of the Executive Committee minutes.
20. Paula French interjected and informed the group that the gentlemen the comment was referring to is a senator.
21. Tony Gillespie discussed comment number twelve that said Debra Stanley suggests. He enquired about what Debra suggested since that was the entire sentence.
22. Mr. Gillespie was informed that the comment would be removed due to the fact that no one could recall Mrs. Stanley's comment.
23. James Holzman asked about comment number ten.
24. Ron Haas explained to the membership what a regional forum is as well as the fact that membership from each region should be conducting a regional forum at least once a year. He went on to say that currently there is not a form that lays out what a regional forum should consist of, that can be developed and tailored to the information that group needs at the time. For example the planning group is working on the community services assessment, therefore forum planners should keep this in mind and try to ask questions that would find out needs of the groups targeted in this assessment.

### **Executive Committee Minutes – July 6, 2006**

1. Tony Gillespie asked about the comments in number two on page two.
2. Ron Haas informed the group that the discussion arose because the group was discussing a comment on the self-assessment form that discussed the Division not following through with recommendation from the planning group. Mr. Haas went on to discuss his suggestion that the Community Planning Group create a formal form to submit to the Division and that the Comprehensive HIV Services, Planning and Advisory Council has a formal form they use when making recommendations to the Division and the planning group could look at it and draw inspiration from that form.
3. Paula French asked if Ron Haas could get a hold of the form.
4. Ron Haas informed her that he could and would provide her with a copy.
5. Paula French went on to say that the Evaluations Committee has been given that task and will create the form.
6. The group moved on to discuss formal letterhead for community planning business.
7. Ron Haas informed the group that they are accepting placing the Indiana State Department of Health address at the bottom of the letterhead with the CPG staff's telephone number along with the Division's fax number at the bottom of the page.
8. James Holzman asked about page two comment number two. Mr. Holzman asked why is it that if Lois Carnicom is the State Co-Chair, the Manager of Prevention for the Division, and she has the same position on the planning group as Michael Butler, why can't she make decisions for the Division.
9. Ron Haas informed the group that Lois Carnicom did not take Michael Butlers job in the Division, she only replaced him on the CPG. Jerry Burkman is the Division Director.
10. Ramon Morton discussed grammatical corrections in his comment in number thirty. The acronym is HOPWA.
11. Dolly Lozano discussed a suggestion she made about placing voting issues on the second half of the meetings agenda in order to entice membership to remain during the entire meeting.
12. A member suggested the fact that moving voting issues to the end of the agenda may entice membership to only attend the second half of the meeting.
13. Debra Stanley discussed placing the voting issues in the morning.
14. Dolly Lozano discussed the fact that if you are able to commit to the entire meeting you can get more things done.
15. Ramon Morton discussed the need to review attendance policies because the meetings will be less during the year and with the current attendance policy a member would be able to miss half the meetings and still be in good standing.
16. Tony Gillespie suggested the membership kick the issue back to the Executive Committee and allow them to come up with a recommendation. You have some individuals that will not be able to commit to the

entire meeting. It would be appropriate to dedicate a lot of the meeting to work instead of process. It is frustrating when the agenda is focusing on the process and not on tasks.

17. James Holzman discussed Mrs. Lozano's discussion from the Executive Committee Minutes regarding of counting two half days as one whole day and he feels that is just not fair. Mr. Holzman went on to add that there are a few members attending that only come to say what they have to say and then in the afternoon they are gone.
18. Tony Gillespie discussed that with the group moving to six meetings a year committee work is more important. If members show up on committee time and participate in committee time that is how you get work done instead of having an all day process meeting.
19. Ron Haas discussed the fact that this issue would eventually be turned over to the Membership Committee for a recommendation.
20. James Holzman wanted to address Debra Stanley's comment in number thirty five.
21. Ron Haas informed Mr. Holzman that currently you can miss five meetings and still be a member in good standing.
22. Dolly Lozano commented that the Executive Committee makes suggestions and not decisions for the entire body these are issues and not mandates handed down by the Executive Committee.
23. Ron Haas discussed the fact that this will be a touchy issue because it is a bylaw change as well as a policy change.

### **Division Update**

1. Lois Carnicom sent copies of the Division update around the table and CPG staff requested that Mrs. Carnicom allow membership to digest the update before proceeding.
2. Tony Gillespie asked if there is a minimum training requirement the state mandates for someone to be considered trained in venipuncture.
3. Lois Carnicom informed him that as long as the individual is proficient and adequately trained that is the requirement.
4. Dolly Lozano added that back in the day the state provided venipuncture training at The Marten Center and the state gave them a certificate to verify individuals were trained to perform this duty.
5. Tony Gillespie asked if a certificate is required by the state.
6. Dolly Lozano informed him that you should have something to back you up for Clinical Laboratory Improvement Amendment (CLIA) purposes.
7. Richard Nash discussed the venipuncture training he took from the Indiana State Department of Health a while ago.
8. Tony Gillespie added that he was under the impression that this is something that is Indiana State Department of Health driven and now he knows what is needed.
9. Debra Stanley added that you have to have some sort of certification to back you up. Mrs. Stanley then went on to pose the question to Lois Carnicom asking her what she is referring to when she stated earlier that there are no requirements by the Indiana State Department of Health for venipuncture?
10. Lois Carnicom informed the group that the state is not saying that anyone has to draw blood, they can use a rapid test; however the more ways an agency has to administer a test the better they are able to adapt to issues with rapid testing. Mrs. Carnicom went on to add that if a person is trained to do venipuncture they have to have some sort of documentation that proves they completed the proper training.
11. Debra Stanley asked for clarification because it sounded like Mrs. Carnicom was stating that anyone can draw blood and you don't have to be trained to do so.
12. James Holzman asked for the dates for events that will transpire in the community under capacity building.
13. Lois Carnicom answered Mr. Holzman.
14. James Holzman commented that he no longer has email he went on to request that the information be mailed out to him.
15. Ron Haas informed the group that CPG staff mails information out but sometimes time does not permit for a traditional mailing.

16. Richard Nash added that it is important for everyone to know how to draw blood because rapid testing issues can effect your testing numbers and if you are able to provide testing through blood draw you are able to test for other sexually transmitted diseases as well.
17. Larry Pasco once again asked if people living with AIDS can do blood draw and rapid testing. Marion County requires that they reveal their status and once again he was wondering if the state has an official stance on this issue.
18. Lois Carnicom informed him that the Indiana State Department of Health legal does not state that you have to reveal your status, however you must use universal precautions just as any other health worker that is not HIV positive.
19. Ramon Morton asked what happened to HIV testing at the Black and Minority Health Fair.
20. Larry Pasco informed them that they had a high failure rate so Marion County decided not to provide testing this year.
21. Andrea Perez informed the group that when she asked a Marion County representative she was told that the group that attends the Black and Minority Health Fair are not high risk enough to warrant the testing or man power.
22. Tony Gillespie added that is a part of best practices that there will be no testing at health fairs because the individuals that generally attend health fair events are not the cliental that are engaging in the behaviors that lead to the spread of HIV.
23. James Holzman asked how does Marion County know the attendees, how can they say they are not in a high risk population.
24. Ramon Morton informed him that the population seeking testing is not at risk, not that high risk groups were not in attendance at the event.
25. Larry Pasco discussed the failure rate once again.
26. Adriana Torres added that the bottom line is they received the education piece, whether they came back or not they were educated and education is very much needed. If someone is not positive that is a good thing. Right?
27. Lois Carnicom added that individuals received syphilis screening so they had the opportunity to receive some counseling and education. Attendees were also given the opportunity to ask questions on a one on one basis.
28. Laura T. Prado-Reyna feels it is very important to contact the individuals and provide them with results and if the population in attendance is not from Indianapolis or transient that might make disbursement of results difficult.
29. Lois Carnicom discussed the fact that if the tester does not have valid contact information or an individual is out of state that will make it difficult to contact them with their test results.
30. Larry Pasco thanked the state for Unity Conferences and thanked Cathy Archey- Morgan. He does feel that there are some issues regarding needle exchange that need to be discussed.
31. James Holzman wanted to inform people that he saw the bird-flu is in Michigan on the news last night.
32. Cheryl Percy handed out some information and discussed the Medical Monitoring Project (MMP). Mrs. Percy requested information on places the program can exhibit and she needs to know by next Friday because she wants to build that into carry over dollars. She went on to add that she has also included information from the state of Georgia. Mrs. Percy requested the group provide feedback on the information in the packet.
33. Debra Stanley asked who the targeted population is for this project.
34. Cheryl Percy informed the group that they are currently targeting everyone. This is a huge project and this year they will be interviewing the general population and as well as physicians that will be randomly selected.
35. Debra Stanley asked if individuals can participate anonymously.
36. Cheryl Percy informed her that no, members of the project will not be able to participate anonymously in the program. Participants for the project will be selected by the Rand Corporation. Mrs. Percy went on to explain the steps of the program and the fact that members from the community will be selected to represent a regional cross section so that the entire state is represented in the group utilized.
37. Ron Haas commented about the enormity of the project and its potential.
38. Tony Gillespie asked how the community can assist in the project.
39. Cheryl Percy stated that there is nothing that can be done at this point but input may be requested down the line.
40. Ron Haas discussed how the program may be marketed to the different communities.

41. Tony Gillespie asked if the Community Advisory Board is working as the advisory body.
42. Mr. Gillespie was informed that yes they are working with the project.
43. Mr. Gillespie went on to ask how the Community Advisory Board representing the entire state when they do not have representation from all areas of the state.
44. Mr. Gillespie was informed the advisory board has at-large members.
45. Larry Pasco gave comment about how funding is going to research and not for prevention and care.
46. Ron Haas informed him that is the reason why this is transpiring, because the Centers for Disease Control require the data to back up care.
47. Laura T. Prado-Reyna asked what would qualify a physician to participate in the program.
48. Cheryl Pearcy informed her that the physician would have to continually be prescribing viral load.
49. James Holzman asked if the more turn out you can get for this thing the more you can show the federal government. Mr. Holzman went on to inform the group that his doctor is new and is now taking HIV patients, will he qualify.
50. Cheryl Pearcy informed him that he would come under next year.
51. Dolly Lozano asked about those not in care and how they will fit into the program.
52. Cheryl Pearcy informed her that they will be looking for individuals not in care to participate in the program as well, currently the state of Indiana does not have clear numbers on patients not in care.
53. Cathy Archey-Morgan gave a report on the Unity conference. She stated that the evaluations were approximately 75% positive. She then said that the results of the institutes will be typed up and provided to everyone. Mrs. Archey-Morgan also reported that there are upcoming trainings that should be confirmed this week and announced soon.
54. Tony Gillespie suggested that the trainings be offered in a region outside of Indianapolis.
55. Jerry Burkman introduced the new epidemiologist Dan Hillman.
56. James Holzman asked if organizations are required to adjust their services based on current trends in infection rates.
57. Ron Haas stated that he can't speak for other organizations but that generally speaking, agencies will adjust their targets and efforts based on statistics.
58. Debra Stanley asked whether or not you need to be attending a Centers for Disease Control sponsored training in order to implement a Diffusion of Effective Behavioral Interventions (DEBI) intervention and Lois Carnicom stated that you do.
59. Lois Carnicom informed the group that you have to be trained either by the state of Indiana or the Centers for Disease Control to administer a DEBI Intervention.
60. Larry Pasco asked Jerry Burkman if she will go to the pharmacy board and see if they will change the regulations to permit programs to provide needle exchange programs.
61. Jerry Burkman informed him that if the CPG votes for needle exchange programs to be a viable intervention in the prevention plan she would take it to the assistant commissioner.
62. Discussion ensued between Larry Pasco and Tony Gillespie.

### **General Information**

1. Ron Haas requested on behalf of the interventions committee and the epi populations committee to change the agenda and move committee time after lunch and bump the IPR discussion to before lunch
2. the group gave consensus

### **The State's Interim Progress Report from the CDC Discussion**

1. Ron Haas informed the group that he was passing around a blank copy of the Interim Progress Report so that every member will have a copy to read in order to ascertain what is required from the state before you read the State's submission. Mr. Haas went on to explain that the state has requested an extension from the Center's for Disease Control in order to provide the Community Planning Group adequate time to

peruse and review the document for the Letter of Concurrence/Non-Concurrence/Concurrence with Reservation discussion and letter submission in September.

2. Ron Haas informed the group that the Interim Progress Report is also being given to the group so they can pose preliminary questions to the Division regarding the questions and the documents format. Mr. Haas went on to add that it is important for membership to read the entire document so that any initial confusion with its format can be dealt with in advance of reviewing the State's submission.
3. Diana Bowden asked if the letter will only pertain to the way the Indiana State Department of Health answers the questions in the document
4. Ron Haas responded by reading page twenty one of Attachment A of the progress report informing the group of the charge of the Community Planning Group in this process. He went on to explain that the previously read section of the document is why the planning body is being given the blank document in advance.
5. Debra Stanley asked if the group will only receive what they will be basing the letter decision on.
6. Ron Haas asked the group if they have any questions and informed membership to contact CPG staff if they have any further questions beyond the confines of the meeting.
7. No subsequent questions were rendered regarding the interim progress report at this time.

### **Epi/Populations Committee Framework Discussion** (given by Mark Hughes)

1. Mark Hughes began by disseminating the presentation hand-outs.
2. Tony Gillespie discussed the fact that the procedure cannot be decided upon until the Epi/Populations Committee is ready to engage in the actual process. Mr. Gillespie feels that the presentation should be a framework and not an inflexible process. Making it the framework of the process gives the committee the flexibility they would need in case changes need to be made at a later date.
3. Larry Pasco spoke about needle exchange and harm reduction and making intravenous drug users a higher ranked population.
4. Mark Hughes continued in the presentation.
5. The group provided the Epi/Populations Committee the necessary approval to proceed in their priority population process.

### **Public Comment**

1. No public comment was given.

### **Old Business**

2. Mark Hughes informed the group there will be a meeting tentatively scheduled for individuals that reside in region six to engage in an information gathering collaboration for an inventory of the resources in this area.

### **New Business**

3. Diana Bowden asked about adding something in 2008 for the prevention plan. Mrs. Bowden wanted to know how to go about incorporating changes into the document; she went on to ask if there will be three different sections.

4. Ron Haas informed her that information will go into separate areas of the plan. harm reduction and needle exchange information will go under the "Other Interventions to Consider" area as well as in the section of the appendix in the plan that will contain the position papers.
5. Debra Stanley asked about how position papers came into existence and how the topics were decided upon.
6. Ryan Nix, chair of the Public Policy and Procedures Committee, informed the group that the committee disseminated forms to the group during a previous meeting. Mr. Nix went on to inform the group that he ranked each topic by its frequency and tallied the numbers accordingly.
7. Debra Stanley then asked will some one assist the committee in writing these papers.
8. Paula French informed the group that she will not be the one writing all of the papers, members of the group will assist her in this endeavor.
9. Larry Pasco asked if the planning group needed to submit Jerry Burkman a formal recommendation in order for her to express the concerns of the group regarding syringe exchange before the commissioner of health and the pharmacy board.
10. Jerry Burkman informed Mr. Pasco that afore mentioned views of the planning group need to be expressed in the prevention plan and at that time she will carry those concerns before the necessary parties.
11. Larry Pasco added that Mrs. Burkman can do it at any time if the planning group recommends that she do so. The group wants it to be done.
12. Mr. Pasco was informed that the group will engage in the proper protocol to attain this goal.

### **Public Comment**

1. It was noted that the individual visiting the meeting had returned therefore the Community Co-Chair enquired with him about providing public comment.
2. Kem Moore commented that he felt he would need to return in order to make a true assessment of the community planning process.

### **Celebrations/Announcements**

3. Members provided announcements and celebrations.

**The meeting adjourned at approximately 2:43 p.m.**