

**HIV Prevention Community Planning Group Meeting Minutes
 Tuesday, February 20, 2007
 Indiana State Department of Health
 Rice Auditorium
 Indianapolis, IN 46204**

Member Attendees

Shola Ajiboye Rev. Donald Archey Lois Carnicom Cydrisse Dooley Brian Fisher Paula French Jean Gifford Tony Gillespie	Ramona Gilmore Ronald Haas Anna Urias Hail, BSN James Howard Mark Hughes Jeff Lane Dolly Lozano Ramon Morton	Richard Nash Ryan Nix Larry Pasco Laura Prado Reyna Debra Stanley Adriana Torres Jesus Vesga Wendy Woods
Who Had a Proxy James Holzman	Actual Proxy Dolly Lozano	

Non-Attending Members

Kelly Armstrong Diana Bowden	Regina Lowery Gregory Scott
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Staff Attendees and Technical Advisors

Vivian Arnold, ISDH Staff Cathy Archey-Morgan Jim Beall, ISDH Staff Janice Blair, ISDH Staff Jerry Burkman, Division Director Erika Chapman, ISDH Staff Cindy Clark, ISDH Staff	Larry Harris, ISDH Staff Dan Hillman, ISDH Staff Serina Kelly, ISDH Staff Candace Mitchell, ISDH Staff Bernice Humphry Dr. Manoj Pardasani
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State Staff Not In Attendance

Andrea Perez, ISDH Staff	Dawne DiOrio Rekas, ISDH Staff	Cheryl Pearcy, ISDH Staff
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Visitors

William Amburgey Ashley Duncan	Rochelle Feldheiser Mark Hess	Wally Paynter
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General Information

1. A quorum was established at 10:05 a.m. Community Co-chair Ron Haas opened the meeting with introductions and provided Dr. Parga's February 19's training materials.
2. Ron Haas reviewed the Community Planning Group's Purpose and the Ground Rules.
3. There were no comments made concerning January 16th's Self Assessment Form and consensus was made to accept the Self Assessment.
4. The current Executive Committee Conference Call and Community Planning Group Attendance records were reviewed and consensus was made to accept them.
5. Mr. Haas announced that folders have been provided for each member containing information needed for the CPG meeting. Please return at the end of each meeting.

Meeting Minutes

January 16, 2007. CPG Meeting Minutes

1. Ron Haas made a previous correction in the minutes on page 2 item 5 under the Self Assessment October 2006 Form section. The last line should read, "**He believes the problem is the absence of a working conflict resolution policy.**"
2. Ron Haas previously said that item number 4 on page 7 of the minutes should read "**Mr. Haas asked the CPG members if anyone had a problem with him sending a letter to Ted Forbes seeking final notification concerning the response in the December 12, 2006, Letter of Concurrence with Reservations from Jerry Burkman, because in accordance with the CPG guidelines there has to be a response from the Branch to the CPG body.**"
3. Paula French said that item 6 on page 8 should state that **Paula French announced that the Marion County Health Department nominated and awarded Ryan Nix as the 2006 Prevention Person of the Year.**
4. A spelling correction was made on page 8 to **Loren Robertson's** name.
5. Consensus was made for the January 16, 2007 Minutes.

Committee Reports

STD January 16, 2007 Committee Report

1. A correction was made stating that Laura Prado Reyna attended the STD meeting.

Lois Carnicom/Division Update

1. Lois Carnicom provided a Division update within the CPG packet, and she distributed a handout which gave an update on MMP/NIC (Medical Monitoring Project). Ms. Carnicom also distributed a monthly overview of the CPG Expenses for 2007 and a CPG Expense sheet was provided within the CPG mailed packet.
2. She is continuing the interview process for a Program Director 2.
3. Ms. Carnicom stated extra money is available due to Robin's vacant position. This would possibly enable some CPG members to travel **to HPLS.**
4. Jeff Lane asked about a Regional Meeting this year, Ron Haas is looking into this.
5. Debra Stanley asked if there would be an additional \$31,000 to the total.
6. Ms. Carnicom said that the remaining dollar amount is as of January 2007.
7. Tony Gillespie asked about the amount reflected and the extra money.
8. Ms. Carnicom stated the \$6,000.00 will be added to making it approximately \$34,000 and we will keep a running balance. She that a portion is set aside for the CPG Manager.
9. Jeff Lane thanked the Division for doing this budget/expense report.

10. Jerry Burkman asked if everyone needed a separate monthly expense sheet.
11. Ron Haas said to include it within the minutes in the packets
12. Jean Gifford said that an **expenditure correction of \$101.37** is necessary on the January 2007 CPG Expense report as she does not lodge.

Travel Reimbursement Forms Training

1. Lois Carnicom outlined key issues for completing the travel invoice and gave a short presentation explaining how to fill out the Travel Expense form.
 - Make sure *your* name is on the form
 - Make sure address, social security numbers are correct
 - Date the form and to fill in travel times
 - Fill in parking and meal expense amounts
 - Sign the Travel Form
 - Missing receipt forms are available if no receipt is provided.
 - Complete and sign the missing receipt form
 - Include all other pertinent information with the invoice
 - Remember to turn in the travel reimbursement form
2. Ramon Morton recommended raising the parking amount from \$8.00 to \$12.00.
3. Ms. Carnicom stated it was increased to \$9.00.
4. Mr. Morton asked if they would be staying in March at the Embassy Suites.
5. Ms. Carnicom said that we are making arrangements with the Hampton Inn.
6. Wendy Woods asked if the mileage rate is the same. Yes, it is the States Rate.
7. Ramon Morton said he bought groceries and could he be reimbursed.
8. Ms. Carnicom said the groceries he bought could be covered under per diem.
9. Tony Gillespie clarified that there are reimbursement limits - not a per diem system.
10. Debra Stanley asked that self- addressed/stamped envelopes be provided as they will be leaving after the meeting and will need to mail their parking receipt.
11. Mr. Gillespie made clarification that the State provides a form for missing receipts, but the State will not accept a copy of a receipt.
12. Ron Haas asked the members to be very judicious in using the Lost Receipt form.

Executive Committee Minutes

1. Debra Stanley asked for a copy of the **All-Contractors Meeting Minutes**.
2. Ron Haas stated that no current collaboration exists and is the State going to enforce this.
3. Jerry Burkman said that she would not answer that at this time.
4. Ramon Morton stated that items on page two in the second paragraph are incorrect. Reword the paragraph to read, He is glad that training was being provided, that the State got TA's for DEBI, and that Diana Bowden wishes that she could attend the February 19th training.
5. Ron Haas spoke about the Conflict Resolution Policy on page one the second paragraph. Erica Chapman provided a copy of the resolution and gave it to Paula French for review.
6. Mr. Haas sent an e-mail to Ted Forbes concerning the third paragraph on page one that reads, "*Mr. Haas asked the CPG members if anyone had a problem with him sending a letter to Ted Forbes seeking final notification concerning the response in the December 12, 2006, Letter of Concurrence with Reservations from Jerry Burkman, because in*

accordance with the CPG guidelines there has to be a response from the Branch to the CPG body.” Mr. Haas is waiting for the written response from Ted Forbes.

7. Mr. Haas addressed the matter about the Self Assessment item discussed in the Executive Conference call minutes. It deals with members leaving early and arriving late. This is a volunteer position but some members are consistently leaving early, which is a waste of funding. Policy people will review and see what can be done to define some of the issues.
8. Wendy Woods asked who is going to decide the legitimate reasons for leaving.
9. Mr. Haas said the entire CPG body would decide this. Paula French previously said if the Executive Committee is going to make a recommendation then there is a need to develop some criteria; such as, Outline what Leaving Early means, Decide upon Consequences; Define what Habitual means; What would Extenuating Circumstances include.
10. Paula French said that if the CPG body does not wish to change this issue then they need to stop putting as a concern on the Self Assessment Form.
11. Tony Gillespie said the policy can't track the work people are doing outside of this room. Committee meetings are not the only days the members are accomplishing their tasks.
12. Jeff Lane stated that this was his comment. He said we don't get paid, but we do get money for the Hotel Room. Plus CPG Policy states that 6-8 hours is to be spent at a meeting. It is just one day of the month for CPG.
13. Mr. Gillespie does not disagree but said that the real work takes place outside this room.
14. Jeff Lane said that the CPG Manual specifies other times as well.
15. Ms. Carnicom understands emergencies happen, but if you already RSVP and we have reserved the hotel room, please notify us to 24 hours prior to cancel the room.
16. Wendy Woods did not receive her packet and said she had to call to see if she had a room. Discussion followed about the slowness of the Fed Ex. delivery.
17. Mr. Haas made a correction on page 4 of the Executive Committee Minutes. It should read, since there is a Policy, as there is a Removal Policy in place.

Needs Assessment/Jim Luther

18. Debra Stanley said that Jim Luther told her to stop what they were doing as this is a Luther Process and not a Needs Assessment Process, about setting up focus groups. She wants to know why they are so rushed. (She was referring to page three in the February 2007 Executive Committee Minutes concerning Jerry's response of paying Jim Luther \$25,000.00). She would like an update since Jim Luther has failed to answer her questions.
19. Jerry Burkman said that she was not aware that they told her to stop.
20. Lois Carnicom said that the BSSV volunteer didn't work out, which got them further behind. Jim Luther is back on board but that she is unaware they told her to stop. Her understanding is that they have taken the lead in this and that they are moving forward.
21. Jerry Burkman commented that one possible reason for rushing is the funding.
22. Dolly Lozano said she thought this was the CPG Assessment not that they would be taking charge of CPG instead of TA. Mark Hughes expressed the same concern.
23. Jeff Lane said that he has e-mails that can clarify this as well as setting out a time line. It is a change of a Population Assessment to a State-wide Assessment.
24. Debra Stanley said they were going to utilize their community partners for African American Women. Jim Luther is saying he does not want to utilize them but wants to advertise for high risk African American Women. These are some concerns.
25. Tony Gillespie commented that he (Jim Luther) is not working with the committees.

26. Ms. Stanley said that they are doing their work and sent this back to Jim Luther who has now turned it over to Anne Luther. He obviously doesn't know, so she has stopped.
27. Lois Carnicom asked Debra to send her e-mail lists of all these items and she will contact Jim Luther right away. Ms. Stanley affirmed and said that some were telephone messages; she would like clarification if they are helping them.
28. Tony Gillespie expressed that every Needs Assessment we participate in has a plan and an adversary group. This is a larger extension of CPG. We are not seeing a plan from Luther. We as volunteers are left to negotiate with these contractors, but they are not our contractors. We have resources for Needs Assessment. Who is getting paid, those are contract issues and have nothing to do with us. We need to work on the plan.
29. Ramon said the CPC makes some recommendations from the Needs Assessment and I think Jim Luther should follow this direction and that direction should come from the State.
30. Anna Urias Hail said that no one at Luthers speaks Spanish - that is a problem for the Hispanic Community. Jim Luther wants to use the newspaper but why not use the radio. We have the groups ready to go, but they are not utilizing us and we need this to happen.
31. Dr. Manoj said that the researcher needs to work with the group to do this study. He does not know the population. Newspaper studies are not valid as it increases the liability and skews the data. He does not understand the challenges.
32. Debra Stanley asked Jim Luther how he was going to formulate this Advertisement for high Risk African American Women, but that he did not respond.
33. Laura Prado Reyna said that she needs this information in Spanish and has never received it. She sent in a few contacts for surveys and never received that.
34. Lois Carnicom said she would follow up on this.
35. Debra Stanley gave Jerry and Lois an update on external review for other states.

CHSPAC/Serina Kelly

1. Ron Haas informed the members that there are two open membership seats on CHSPAC for CPG members as Ron Haas and Nick Foreman had resigned. If interested get with Ron or Brian Fisher about CHSPAC as he has membership applications.
2. Tony Gillespie asked if there is reimbursement associated with CHSPAC.
3. Serina Kelly said only if the Budget allows.
4. Ron Haas CPG would cover the two days when he would stay before.
5. Ms. Kelly said that CHSPAC meets every other month and announced the LEAP Training scheduled for March 20-22 in Indianapolis. It is a two and a half day training designed by and provided for PLWHA who want to develop and enhance their advocacy, planning, leadership skills and learn how to use their energy and voice to make a difference in their community.
 - Free training for HIV+ individuals
 - The Statewide HIV Consumer Advisory Board is offering a limited amount of scholarships for consumers outside of Marion County to help pay for hotel, mileage, and meals not provided.
 - Wants 30 people
 - Deadline is March 5th, applications provided
6. Jeff Lane asked what they could expect from this training.

- Ms. Kelly said leadership skills, determine strengths, learn about all different Titles, and understand why people do what they do. She said to contact her by e-mail or telephone.

Question Answer Period

Ramon Morton asked to meet with Ron Haas and Lois Carnicom before Interventions Committee meets to discuss some new approaches after yesterday's trainings.

Committee Time Committees met from 11:30 - 12:00.

Lunch 12:00 - 1:00 p.m.

Meeting Reconvened at 1:00 p.m.

Mark Hughes/Dr. Manoj Pardasani Epi/Population Presentation

- Mark Hughes gave the platform to Dr. Manoj Pardasani, who gave an overview of the Prioritization Process Power Point Presentation which outlined the steps for Prioritizing Populations. Several areas were covered:
 - Criteria
 - Size of Populations
 - Point System/Scoring Sheet
 - AIDS Prevalence
 - New AIDS Cases
 - Barriers to Reach the Population
 - Weighted Factors
 - Rating of other Factors
 - Member Survey Results
 - Race/Ethnicity
 - Multiple Risk Behaviors
 - Difficulty of Meeting Needs
- A Scoring Sheet was developed outlining the Scores of these 5 Populations.

	<u>Rating</u>
People living with HIV/AIDS	5
MSM	4
African American Women	3
Youth	2
IDU	1

- Dr. Manoj clarified the scoring, what the barriers were, the risks, and how the committee developed this type of scoring. He further stated that this information was collected from this CPG group and represents the entire State of Indiana. The collected information provided the weight for the Epi/Population results.
- Larry Pasco said the numbers are confusing if applying for Grants and funding. IDU should not be the lowest amount. Dr. Manoj clarified that it is with the total weight how they came up with the score.
- Dr. Manoj said that the group has to go through each population and decide which they are going to focus on and identify the next planning from the information that they have.
- Tony Gillespie said that the data is not misrepresenting any population, the numbers do not change and they can't just look at the number.
- Ron Haas asked is report referring to mode of transportation or size of Populations.

8. Dr. Manoj further discussed how to read the Epi Population Data.
9. Reverend Archey stated that under the MSM is combined with African American males with MSM. African American Males should be a population of its own.
10. Dr. Manoj stated that nobody in this group identified that as a single group.
11. Brian Fisher said why we left it so broad is if they are left by themselves when it comes to funding. Black MSM high risk falls under there.
12. Dr. Manoj said when you do your planning then you need to take these into account.
13. Mark Hughes clarified there were too many population and had to collapse them.
14. Larry Pasco asked if the funding will be directed towards these five categories.
15. Dr. Manoj said that these are the populations according to the committee. The next step is to decide, select, direct and create. Further discussion followed.
16. Ms. Stanley asked when you surveyed and asked this body did you ask them to justify there selection. Dr. Manoj said they had discussed this.
17. Laure Prado Reyna asked if these are the official numbers. Dr. Manoj said that they have the real scores.
18. Ryan Nix said if numbers don't match the States HIV numbers, then it isn't a correct reflection.
19. Dr. Manoj said he went through each category by the Epi Data; it may not capture the ground realities.
20. Ryan Nix said that Youth and IDU should be switched.
21. Dr. Manoj answered no, that the same prevalence, it came in line. We can only rely on your opinion and the Epi Data collected. Dr. Manoj clarified the scoring what the barriers and the risks and how they came up with this type of scoring.
22. Larry Pasco said concerning money and the funders; they want to know the numbers. The State Department of Health shows that IDU is number three.
23. Dr. Manoj said if this data is significantly different then we need that data.
24. Jerry Burkman asked if the group wants us to look into this. No!
25. Ramon Morton said to go over the Process.
26. Ron Haas said he understood Ryan's concerns and that it does go by the Epi data. There are a lot more MSM than IDU's around the table, perhaps we contaminated the process.
27. Ryan Nix suggested that if we had Youth, then Youth would be number one.
28. Tony Gillespie said that the CPG has not changed dramatically, this debate is mute. This is what we voted on and we are going to make a recommendation.
29. Dr. Manoj reviewed the five Populations.
30. Anna Urias Hail said that the Latino Population is not there and would like representation.
31. Brian Fisher said that it is their job to bring it back to you.
32. Mark Hughes said they included it. You need to go through the Epi Data.
33. Dr. Manoj said the one place where you find the Latino Population is in new infections.
34. Ms. Hail said they have a lot of new people coming into this State and little efforts are being made. We need to be very careful how we deal with this.
35. Dr. Manoj asked if youth were the number one category would that affect funding these populations.
36. Ron Haas stated that people don't get it. That the list just needs to be regardless if they are number one or number five.

37. Dolly Lozano said that she is looking at African American Communities and the Latino women within Prevention Planning; Latino's are an emerging community and it does not say this.
38. Jeff Lane said that we can not account for groups that are not being reported. Everything is covered here.
39. Dr. Manoj said that he is keenly aware; that they will not get enough funding.
40. Larry Pasco said that you can't remove the funding from these issues.
41. Tony Gillespie said that there is work left to be done to set up the categories, the process, what is not reflected there. All populations are represented there. Look at the larger processes; I can see who we are representing. Accept or not accept this. This CPG body is not going to look any different.

Ron Haas called for a five minute break before the vote, Meeting Reconvened at 2:10 p.m.

Voting Process

1. A recommendation is on the table by Tony Gillespie to accept or not to accept.
2. **Ron Haas asked for a show of hands since a consensus could not be established. The vote was 14 in favor and 7 opposed. Motion Passed**
3. Discussion followed about points of order concerning voting regulations.
4. Dolly recommended that an amendment be made to change the wording of Population 3 to include Latino Females along with African American Females.
5. Brian Fisher asked to see the Epi Data first.
6. Debra Stanley asked what is the basis of this recommendation
7. Dolly Lozano said that it is based on my community. The Latino population -that is number of population that is positive- the women are not educated about risk factors. The Latinos are mimicking the numbers of the African American female. The Latino Men cases are rising and it's just a matter of time before the Latino women cases are raising.
8. Tony Gillespie said that it is the verbiage that comes after it. Not on the emerging population. I know this is a population. That is a Pandora box we are opening.
9. Adriana Torres said to forgive her if she sounded upset. There is not much funding for us to do the outreach. This is about funding and many other issues. The Latino Population has used their own money. There is not a lot of money from our communities reaching this. She does not see the number. Agencies are not reaching out to our communities. Once again we are bumped out.
10. Dr. Manoj said that the data from Luther is a result of who gets tested. He outlined again how the groups were outlined in living with HIV/AIDS and new infected cases.
11. Laura Prado Reyna said that in the new incidences that it doesn't count if they are undocumented.
12. Jerry Burkman made the comment if they are tested then they are documented and they count.
13. Debra Stanley spoke about when HIV/AIDS first started here with zero dollars. Spoke about the process of funding to get done. Did it out of their own pockets. She encouraged them to keep plugging on. It will take some time and the money will come in.
14. Adriana asked why they should wait.
15. Ms. Stanley stated that they needed to apply for the funds based on the needs for our communities.
16. Rico Nash asked how you are going to address the African American women without addressing the African American Male problem.

17. Tony Gillespie said that they wrote a piece about emerging communities.
18. Jerry Burkman said that for 2008 the funding will not cover everybody.
19. Debra Stanley asked if she was saying that some people will be denied testing. Yes!
20. Ron Haas said that if Latinos are not on this list they could get denied testing.
- 21. Ron Haas asked for a show of hands as a consensus could not be reached, 11 in favor, 7 were opposed and one abstained to reword Population three to include Latino Females along with African American Females.**
22. Mr. Gillespie asked if this would change the numbers in the report.
23. Brian Fisher stated not enough to make a difference.

Public Comment - None

Old Business

Debra Stanley stated the fact that Proxies are to vote and must apprise that person of everything that went at the meeting. Contact that person and inform your proxy.

New Business

Lois Carnicom asked that if any of the committees are meeting and have a need for equipment, rooms reserved, etc, to please follow up with us a week prior to your meetings.

Self Assessment Forms

Ron Haas announced that everyone should fill out their Self Assessment Forms.

Celebrations and Announcements

1. Jeff Lane said a Bill was passed in the House at the Indiana State Legislature (but it has to go further to be approved) that the Department of Corrections must provide mandatory testing of all inmates upon release. Also, he spoke at the Muncie Mount Zion Baptist Church, and Muncie will be having the same AIDS Awareness March this year that they have in the Inner City of Fort Wayne. It will be taking place in Fort Wayne sometime in June.
2. Mark Hughes announced the Indiana Black Friday is on February 24, and that the ANCC Church will host a breakfast from 8:00 a.m. to 10:00 a.m. with a program following from 10:00 a.m. to 3:00 p.m.
3. Tony Gillespie announced that an Affordable Housing Bill #51-92 is being considered. It will generate \$25 Million dollars. Presently, the State of Indiana does not allocate money for affordable housing. Please contact your representative.
4. Debra Stanley announced there is a copy of an editorial in this month's issue that they had published in the South Bend Tribune and a Counseling and Testing education article.
5. Paula French announced a fundraiser on Thursday, March 1st at Indiana's Castleton Mall's Max and Irma's Restaurant. She is providing a coupon that is good during Lunch or Dinner that you present when you purchase your meal, which will contribute 20 percent of your costs to go in support of Step-Up's Local HIV/STD prevention efforts.

CPG Meeting
February 20, 2007

6. Larry Pasco announced he is a home owner. He asked for volunteer help for the Harm Reduction Web site, Tony Gillespie mentioned the possibility of a social worker. He also said a thank you concerning a donation of 50,000 needles for the Harm and reduction activities.
7. Cathy distributed a flyer for the 18th Annual Black Church Week of Prayer for the Healing of AIDS scheduled for Sunday, March - Saturday, March 10, 2007. www.balmingilead.org/wop.
8. Lois Carnicom thanked everyone for their patience during the transition.
9. Tony Gillespie expressed gratitude from the Epi/Population for all the support through the Process especially Dr. Manoj. He requests the Division to recognize this as the best use of Funds for a non paid consultant. Ron Haas would like a letter sent from the Division and CPG.

The meeting adjourned at approximately 3:30 p.m.