

HIV Prevention Community Planning Group Meeting Minutes
Tuesday, January 16, 2007
Indiana State Department of Health
Government Center South Conference Rooms 4 & 5
Indianapolis, IN 46204

Member Attendees

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

James Holzman Gregory Scott	Adriana Torres Jesus Vesga
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Staff Attendees and Technical Advisors

Vivian Arnold, 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 Candace Mitchell, ISDH Staff Andrea Perez, ISDH Staff
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State Staff Not In Attendance

Cathy Archey-Morgan, ISDH Staff	Dawne DiOrio Rekas, ISDH Staff	Cheryl Pearcy, ISDH Staff
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Visitors

Dr. Manoj Pardasani Jim Luther	Rochelle Feldheiser	Quintell Morgan
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General Information

1. A quorum was established at 10:10 a.m. Community Co-chair Ron Haas opened the meeting with introductions. During introductions Larry Pasco made an announcement that he was not representing certain entities, and Rev. Donald Archey read a letter concerning an article in the Journal Gazette about the Archey AID Foundation.
2. Ron Haas reviewed the Community Planning Group's Purpose and the Ground Rules.
3. Mr. Haas distributed contact sheets to acquire updated information for members to complete.
4. Mr. Haas said Robin Henry was a benefit to the process and a friend. A thank you card is being passed around, please sign.
5. Vivian Arnold and Janice Blair do not have voice mail, members can utilize Lois Carnicom's telephone number 317-233-7840.

Self-Assessment October 2006 Form

1. Anna Urias Hail discussed a concern she had with the mentioning of a CPG member in a negative manner within the Self Assessment. She stated that this does not speak well about the CPG body and suggested the pinch procedure could be used in light of a negative write-up. She wants to foster positive interaction within the group.
2. Larry Pasco stated that he has been advised by the advisors to stop what he is doing. He met with his spiritual advisors and legal council in October and he has decided to continue. He apologizes if he has offended anyone, but he is not apologizing for any position he has taken. He clarified the statements in question to mean that it is the DIV and the ISDH that is the failure not any one person. He stated that he would seek Federal input from the courts if any attempt is made to vote him off as a member.
3. Tony Gillespie said that since this is a Federal mandated process and that the group should be free and comfortable with what we represent from our population. We are volunteers and should respect one another and continue to be useful and productive.
4. Paula French stated that the Self Assessment is an important tool permitting members to say what is on their minds. Good judgment should be used along with discretion. We should not scare members away from using this tool.
5. Mr. Haas stated that the Executive Committee has discussed the issue about utilizing specific names within the Self Assessment. He believes the problem is the absence of a working Conflict Resolution policy.
6. Consensus was made for the Self Assessment.

2006 Attendance Record

1. A correction was made to the Attendance Record -Anna Urias Hail was present October 2006.
2. Consensus was made for Attendance.

Meeting Minutes

October 17, 2006 CPG Meeting Minutes

1. Change item 43 on page 5 to read - Larry Pasco said that he will discuss needle exchange at every meeting when and where appropriate.
2. Change item 32 on page 4 to clarify that since the CPG body has been provided needle exchange data and research then is it deemed necessary to bring Harry Simpson here.
3. The third sentence in item 41 on page 4 and 5 should read - Larry said that if she does not want to go then she needs to say that.
4. Larry Paso apologized to Jerry about asking her to go to the Pharmacy board and stated that he should have never put her in this position. He has asked that the Commissioner of Health resign her position publicly.
5. On page 2 item 3 add a period after those trainings and drop the last phrase 'but not necessarily take credit for them.'
6. Consensus was made for October 17, 2006 Minutes

Executive Committee Reports

November 2, 2006; December 7, 2006; January 4, 2007

1. Reviewed November 2, 2006, Executive Committee Minutes.
2. Mr. Haas stated that Self Assessment items were discussed in the November meeting.
3. December 7, 2006 Minutes were reviewed.
4. Remove Ryan Nix from the Executive Committee Attendees list.
5. Steve Everett's name was corrected.
6. Mr. Haas spoke about a concern he has about the RFP and the Review Process. Debra did not receive any input from the CPG body for questions and suggestions about the information she was compiling and the deadline was November 30, 2006.
7. Mr. Gillespie said that several specific comments were made during prior meeting discussions and therefore did not feel a need to contribute. He is unaware if these recommendations were ever specified in the minutes. He questioned why we were seeking external contacts, namely Steve Everett.
8. Lois Carnicom said they were simply contacting Mr. Everett to accumulate input from what other agencies are doing.
9. Mr. Gillespie stated that the recommendation was to check with the CDC. In the November meeting, the CPG was going to check the external reviews to use as a point of reference. We have the access available to streamline the RFP process rather than use Indiana AIDS guidelines as this would be a little more in succinct.
10. Ms. Carnicom reemphasized that they were just collecting information for awareness about what other agencies were doing.
11. Mr. Gillespie said he just wants to see what the Federal Agency has done or provided.
12. January 4, 2007 Minutes were reviewed.
13. On page 2 after Executive Committee - it should read that Dolly asked if the Executive Committee Report Needs Assessment Tool was ready.
14. Ms. Hail commented that Radio works better than newspaper concerning the outreach for Latino MSM mentioned in the minutes on page 2.
15. Ms. Lozano said that the purpose of the newspaper was to send out survey portions so that their opinion would be heard, and that the Committee group would discuss this.

16. Mr. Gillespie asked what is going to happen as he has not seen an approved methodology or tool.
 17. Mr. Haas said the Tool is not finished, and that they were discussing ways to reach the Latino population outside of care groups.
- Dr. Parga's All-Day Training**
18. Mr. Haas explained about the February 2- day meeting mentioned on page 2. He stated that both Intervention and the CPG governing body are seeking TA assistance on the DEBI. The Division has identified a provider through the Capacity Assistance, a Dr Parga with PROCEED will be doing an all-day training on February 19, 2007 for the Community Planning Group. (The second day of training, February 20th, will be for funded agencies) CPG will have their regularly scheduled meeting on February 20, 2007. Ron asked what the members thought about this training and if they were interested in attending. Discussion followed.
 19. Mr. Haas asked for a show of hands for how many would attend the all-day training on February 19th, fourteen members responded yes. (He clarified that day one is for CPG members and the second day CPG would have their regularly scheduled CPG meeting, as the second day of Dr. Parga's training would be for funded agencies.)
 20. Paula French asked if the meetings held by Dr. Parga on February 19th and 20th would consist of the same information.
 21. Ms. Carnicom responded it would be basically be the same information.
 22. Andrea Perez clarified and gave specific information about the training, and stated that the training being held by Dr. Parga on February 20th is for funded agencies and that it will be taking into account what are the CPG requests and the work within intervention. The trainings will run from 9:00 a.m. to 5:00 p.m. both days.
 23. Mr. Gillespie mentioned that the Epidemiology Population Committee will need to meet during this two-day session.
 24. Mr. Haas said there was enough interest to attend the training, therefore the interested CPG members would attend the training, and all other individuals will have to decide which meeting they will attend.
 25. There was a Consensus of the Executive Reports.

Budget Concerns

1. Ryan Nix asked for an update on the budget with regards to sponsoring Dr. Parga for the upcoming training.
2. Mr. Haas said the CPG's membership has dropped due to Nick and Delbert resigning. There are now 29 Members and that allows more freedom within the budget. PROCEED is covering the costs for Dr. Parga's training and there is little cost involving the CPG.
3. Brian Fisher stated that the members asked eight months ago about the budget and no details have been provided. The Damien Center is not providing account balances.
4. Mr. Haas said the standing Budget Committee fell apart. We requested a budget review from the Damien Center but they have not done their final vouchers. Ron would like to reestablish a budget committee as well as discuss how many meetings CPG is proposing this year.
5. Mr. Fisher said CPG does not need another committee and asked why the Damien Center isn't providing information on expenditures.

6. Mr. Haas said that was what the Budget Committee was going to do. He suggested the possibility of arranging a meeting with Mryna and doing monthly packets.
7. Ms. Carnicom said she would check into this.
8. Ms. Lozano said that before Robin left, Damien Center had an update on this for the 2008 RFP.
9. Mr. Haas said an RFP was being put out to manage our contract for 2008.
10. Mr. Gillespie stated that a recommendation was already made, and the group concurred.
11. Ms. Hail said they have a regular meeting and this information is provided to the Board, then perhaps we should have a CPG representative attend.
12. Mr. Haas made an official recommendation that a CPG request be made to the Damien Center that a monthly report on their budget should be provided to the CPG. The group was in consensus about the recommendation.
13. Jerry Burkman suggested CPG get this budget information through the Division, since the Division handles the vouchers.
14. Mr. Haas stated that the records are kept through the Damien Center.
15. Ms. Burkman said that since the Division knows the costs then we can keep track of this information.
16. Mr. Haas said he understood, but asked if it would be an accurate account.
17. Mr. Gillespie said he was troubled by these recommendations and that CPG just wants the information. CPG does not have a contract with the Damien Center, therefore he thinks Jerry is right and they should do a projected budget.
18. Ms. Hail agreed that a check and balance is needed to see how much money is spent and to know the remaining balance.
19. Diane Bowden said the problem exists because the CPG ran out of money. She would like to see if there is an area where they could cut expenditures. CPG should have the right to review their expenses to alleviate the problem.
20. Mr. Nix said that CPG and CAB funds were put together and that was why CPG ran out of money.
21. Mr. Fisher said that Michael Butler would take money from either fund to cover expenditures.
22. Mr. Haas said this body needs a budget report every month.
23. Ms. Burkman said there was about a \$10,000 overrun for 2004, and that she corrected this overrun for the Damien Center budget.
24. Mr. Haas closed the budget discussion.

Lois Carnicom/Division Update

1. Lois Carnicom provided the Division update and distributed a handout. Pages 2 and 3 provided a breakdown of Communities of Color developed by Andrea Perez.
2. Larry Pasco asked Ms. Perez if she could provide another breakdown of information that would include drug use. Andrea encouraged Larry to call her.
3. Ms. Carnicom announced that Cindy Clark is the new Program Director 1. The Division is beginning to interview for a Program Director II and hopes to fill this position by the end of the month. Janice Blair is the new Secretary 3 and is helping with the Prevention Program.
4. Mr. Gillespie thanked Ms. Perez for the Community of Color update.

5. Regina Lowery asked if managements decision to make Robin's position a State position was approved, and if so has Robin applied for the position.
6. Ms. Carnicom clarified that the position has not been approved and no one can apply until it is finalized. She recognized that this a difficult time for CPG and she encouraged everyone to continue with their work. We are all extremely grateful for Robin's past five years of work as she will be missed by all. Lois encouraged everyone to move forward since people and the communities are depending on us.
7. Jeff Lane asked how long before someone would fill this State position.
8. Ms. Carnicom was unsure, as it is in the process of being approved and is no longer in her control.
9. Discussion followed concerning the loss of an important team member.
10. Mr. Haas said that it is not appropriate for the CPG members to ask certain questions concerning the process of State employee procedures.

Question and Answer on the Process

Nothing covered.

Marc Weih Epidemiology Data Presentation

Marc Weih presented a PowerPoint presentation outlining the HIV/AIDS Epidemiologic Profile for Indiana 2005. The areas outlined:

- Prevalence 2005
- Incidence
- STDs in Indiana -Chlamydia, Gonorrhea, Syphilis, and Hepatitis B
- Migration

Handouts were distributed, and a question and answer discussion developed throughout the presentation.

LUNCH BREAK - 12:30 - 1:30

EpiPopulation Survey

Meeting reconvened and Tony collected the EpiPopulation Surveys developed by Mark Hughes. The surveys were distributed to the members prior to lunch for completion.

By-Laws Vote

Mr. Haas discussed that the AdHoc Committee and Advocacy Committee worked on certain issues at the October meeting. Some things were being duplicated by the Public Policy and Procedures Committee. A recommendation was put on the table to turn the Advocacy Committee into a standing committee. A vote was done by a show of hands to amend the by-laws. Nineteen members were in favor and the vote carried.

Policy and Procedure Revision

Mr. Haas stated a revision was made that was previous voted on within the Co-Chair Elections Policy and Procedures. The Community Co-chair will serve one term. He/she can be re-elected to serve another term but not consecutively. This information was provided in the CPG packets.

Committee Time

The following Committees dispersed into small groups for general discussion and meeting agendas. Handouts were submitted by Debra Stanley and Tony Gillespie.

- Needs Assessment Committee
- EpiPopulation Committee
- Intervention Committee
- STD Committee

Ron Haas asked that all committee chairs please complete their committee minutes and to submit them to Vivian Arnold.

Old Business

No old Business discussed.

New Business

1. Larry Pasco expressed concern about Jerry Burkman's, December 12, 2006, Letter of Concurrence with Reservations. He stated that the response should have included the whole law within the second paragraph since there are legal exemptions to the law that the State quoted. Mr. Pasco said that if a law is going to be included in the letter then the whole law should be in place from the Attorney General and not just an interpretation of the law. He will e-mail the members the entire law that was quoted.
2. Mr. Haas said that he had researched the quoted law and that the wording in this paragraph is a little misleading. He believes it should have said, "ISDH can use the State funds "based on ISDH's interpretation of the Law".
3. Mr. Pasco said that while it is true that you can not use Federal funds for needle exchange, there are projects using State funds distributing certain harm and reduction materials.
4. Ron 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.
5. Ms. Carnicom announced that that there will be an All Contractors Meeting in Conference Room 8T at 2 North Meridian, on January 17th from 1:00-4:00 p.m. This meeting will be informative for agencies that are writing applications, it will provide information on funding, it will provide discussion concerning the budget and its affect on everyone as a whole, and will determine what the Department is wanting in a completed application.

6. Mr. Pasco asked for direction concerning the process to write an item concerning the new Prevention plan that is coming out.
7. Mr. Haas said to submit it and distribute it to the CPG; then the CPG body will review any concerns or plans.
8. Mr. Haas announced that the Meeting Date item on the agenda will be tabled until next months meeting once the budget is reviewed.
9. Cindy Clark provided information concerning Application Submissions for the Computer Grants Program Reopening until February 23, 2007. This deadline was extended from December 1, 2006. This is providing a second chance to submit your computer grants application. A handout was provided.

Public Comment

No comment provided.

Celebration and Announcements

1. Larry Pasco announced a provision of 50,000 needles. He mentioned a need for someone with web page capabilities to help do web site development for his organization.
2. Regina Lowery with ARG will be working on the African American Awareness Day which is February 7, 2007. Announcements will be on the radio and there will be testing at the jail the next day.
3. Jerry Burkman announced a South African trip being planned for March 2007. She and the Assistant Commissioner of Human Health Services, Loren Robertson, will be traveling to Johannesburg and will be meeting with a delegation intent on helping in the fight against AIDS. The trip is being sponsored by the National Alliance of State and Territorial AIDS Directors. The South Africans Advisory group is comprised of all their Cabinet Members.
4. Ron Haas announced that Jeff Lane will be the Honorary Chair for the upcoming Fort Wayne AIDS Walk 2007 held on Saturday May 5th commencing at the large pavilion in down town Fort Wayne.
5. Jeff Lane announced an AIDS Memorial in the amount of \$25,000 was donated to his program. He will also be adopting a baby in April.
7. Paula French announced that the Marion County Health Department nominated and awarded Ryan Nix as the 2006 Prevention Person of the Year.

The meeting adjourned at approximately 3:00 pm