

HIV Prevention Community Planning Group Meeting Minutes
Tuesday, July 17, 2007
Indiana State Department of Health
Rice Auditorium
Indianapolis, IN 46204

Member Attendees

Rev. Donald Archey
Diane Bowden
Lois Carnicom
Cydrisse Dooley
Brian Fisher
Tony Gillespie
Ramona Gilmore

Ron Haas
Anna Urias Hail
James Howard
Mark Hughes
Jeff Lane
Dolly Lozano
Ramon Morton

Richard Nash
Ryan Nix
Laura Prado Reyna
Debra Stanley
Adriana Torres
Jesus Vesga
Wendy Woods

Who Had a Proxy

Paula French
Cydrisse Dooley

Actual Proxy

Ron Haas
Ron Haas

Non-Attending Members

Shola Ajiboye
Paula French

Regina Lowry
Larry Pasco

Staff Attendees and Technical Advisors

Cathy Archey-Morgan, ISDH Staff
Vivian Arnold, ISDH Staff
Barbara Burcham, ISDH Staff
Jerry Burkman, DIV Director
Erika Chapman, ISDH Staff
Cindy Clark, ISDH Staff
Larry Harris, ISDH Staff

Dan Hillman, ISDH Staff
Terry Jackson, ISDH Staff
Susan Newton, ISDH Staff
Cheryl Percy, ISDH Staff
Andrea Perez, ISDH Staff
Dawne DiOrio Rekas, ISDH Staff
Patrick Sweeny, Intern

State Staff and Technical Advisors Not In Attendance

Jim Beall

Visitors

Kem Moore

Pam Pitts

General Information

1. The meeting started at 10:01 a.m. Lois Carnicom announced that Community Co-chair Ron Haas would be right back.
2. Ms. Carnicom opened the meeting and reviewed the Community Planning Group's Purpose and Ground Rules.
3. The June 19, 2007, Self Assessment Form was reviewed. The only comment was from Lois Carnicom on Line 20. She did not refuse to give copies of the RFP. Copies could not be made the day of the meeting. Jerry Burkman had written the URL on the Board so that it could be accessed remotely and printed.
4. Ron Haas has spoken with Diana Bowden as she has four absences. Ms. Bowden petitioned the Executive Board to reconsider her membership. Her absences have been primarily due to a change in employment. Ms. Bowden has received an ok from her employer to attend. She has agreed she must attend all meetings or use her proxy option. The procedure to petition the Executive Board is in the charter under the heading "Removal". This information was presented to the Executive Board. Agreement was obtained to present to the CPG body. Discussion followed. Consensus to approve Ms. Bowden's petition was made.
5. The Attendance Sheet was reviewed and accepted.

June 19, 2007, CPG Meeting Minutes

1. Tony Gillespie questioned page 5, Question and Answer period, paragraph following the three questions that were answered by Shawn Carney. The statement of "A Question and Answer period followed the presentation." Tony would like to see more details included. **Barbara Burcham will review the tapes available as Janice Blair took last month's minutes. If the tapes are unavailable, Tony volunteered to share his notes to be added to the minutes on items discussed.**
2. Consensus was made for the remaining Minutes.

Budget Report

1. Brian Fisher reported the adjustments made to the Projected budget report. The column "Projected Totals" has been adjusted to include the 'Actual Totals' expensed each month to reflect the realistic amount needed as the year progressed.
2. Budget was reviewed and accepted.

Pam Pitts, OraSure

1. Pam Pitts introduced herself and explained her position with OraSure. She has posters and banners that can be used to identify test sites that are providing OraSure testing.
2. Pam gave an update on OraSure. OraSure is producing the collection device and the reagents. The Elisa is not produced by OraSure. ISDH Lab is using another test for the initial Elisa.
3. They are beginning clinical trials for a rapid Hep C test to market together with the HIV test. It is not FDA approved at this time. Pam expressed she greatly

appreciates the work of the CPG, and distributed her business cards for contact/questions.

4. Pam was asked if there were still get tested cards for distribution. The get tested cards are only dispersed for World AIDS Day and Get Tested Day. She suggested ordering enough cards at those times for continued use. It was agreed by consensus for Barbara Burcham to forward the group email list to Pam Pitts.
5. Lois Carnicom clarified that SPSP stopped using OraSure but not the CTR sites.
6. The question was asked if there are Videos or DVD's available. Pam stated that only training videos are available. She does have some Spanish training videos.
Members interested will contact Pam directly.

July 5, 2007, Executive Committee Conference Call Minutes

1. Quorum was not made on the conference call.
2. Lois Carnicom identified correction on page 3, line 4 under Self Assessment. The RFP is due July 30th.
3. Wendy Woods explained she was out of town for the Executive Committee conference call and that her job conflicts with the Executive Committee conference call time scheduled. **Ron Haas suggested that if you as a committee chair cannot make it, have someone else be on the call, someone that is a CPG member and on your committee.**
4. The topic of meeting start time was discussed. Debra Stanley brought up the question that isn't there a policy in place? Ron Haas replied, yes, there are policies. Question: Do we need additional policy? Consensus was No.
5. Executive Committee minutes accepted with corrections.

Division Update

1. Lois Carnicom gave the Division Update.
2. Announcement was made regarding Fire Exits use. Division was asked to make this announcement due to alarms occurring coincidentally during CPG meeting. Request was made to clarify where the fire exits are. The exits signs were identified. **Further evacuation plans in case of an emergency will be provided for the next meeting.**
3. Lois made the request that anyone needing supplies for their agency to please call ahead 2 weeks so that staff can bring the supplies down to the CPG meeting; things like condoms, test kits, etc. As a reminder, we cannot leave items at the reception desk after 4:30 p.m. If you make an arrangement to pick up, it must be before 4:30 p.m.
4. Cheryl Pearcy announced the MMP position, a PD-2 medical records position was posted this week.
5. Question: regarding the Street Smart training scheduled will be held in the Government Center location.
6. Lois requested: Please make sure you submit your actual receipts with vouchers. You are only to use the missing receipt form in an emergency.
7. When Robin left, the CPG duties got divided. One was Janice. Unfortunately, she has resigned. Contact Vivian Arnold regarding reservations and Vouchers. Please keep in mind that Vivian only works Monday, Tuesday, and Wednesday.

Thursday and Friday you can call Barbara Burcham for these as well as other CPG questions.

Networking – Time for Sharing

1. Ron Haas made two requests. (1 Please take advantage and talk during lunch. Build on this and network. (2 Use the Self Assessment to say whether this was valuable and if there are improvement options.
2. Turn in self assessment forms. Fax in by Wednesday noon. And the vouchers as well.
3. We are 30 minutes ahead of time. Break for Lunch and reconvene at 1pm.

Lunch 12:00 - 1:00

Timeline / Letter of Concurrence / Discussion

1. The original RFP was due July 20th, and then extended to July 30th. The CDC's IPR is due September 4th. There was a conference call including, Ron Haas, Jerry Burkman, Larry Harris, Cindy Clark, and Barbara Burcham. Lois Carnicom was not available as she was off. After discussion there were four options identified. Ron wrote a letter and had it emailed to the members for their review. The following is the summary of options:
 1. ISDH application could be sent in prior to the Letter of Concurrence. This happened last year and it wasn't good.
 2. RFP due date to original, 20th raises concerns.
 3. RFP due date of July 30th, and ISDH write recommendations and send them to CPG so that the Letter of Concurrence can be written based upon Division recommendation. Those recommendations will then need to get remaining ok's up to and including the Governor. If changes are made, then a supplemental letter can be written at that time and submitted.
 4. Use a conference call and discuss the Letter of Concurrence. In the past people have gotten cut off, tracking the conversation, and what was said was a problem.
 5. If the division can request the extension. Read quote from IPR. "Reports must be submitted by September 4, 2007. Late or incomplete applications may result in enforcement action such as a delay in the award and/or a reduction in funds. CDC will only accept requests for a deadline extension on rare occasions and after adequate justification has been provided." There is the fear they might say no anyway.
2. Ron opened the floor for suggestions or thoughts.
3. Tony Gillespie asked with access of all information, what is Ron's view.
4. Ron Haas stated #3 – ISDH recommendations the weekend prior to the next CPG meeting. If other changes, send a supplemental letter to follow. This would give ISDH and CPG time to review document before it goes to CDC. CDC sends a notice and we scramble – this happens every year. It might be a viable option to apply for an extension. We don't know if we'd get it. Jerry Burkman responded, CDC granted an extension for New Orleans due to Katrina. Ron

- Haas's concern is if we ask and they say no, then it's even more of a time crunch.
5. Suggestions were made: Send wording to Ron for sharing; suggestion to move the IPR to an earlier timeline; move timeline is doable, but don't know what is needed until CDC sends document; we know it's coming, try to get stuff done ahead of time; usually due end of September, but now September 4th; and can be addressed earlier next year.
 6. Jerry Burkman pointed out that Ted Forbes has nothing to do with the dates set from CDC. It does not come from him. He has no control over it either.
 7. Ron asked for three things:
 1. A chart that shows the populations that have applied (RFP);
 2. A chart of who got funded based on populations targeted; and
 3. A letter from last year for issues not addressed that haven't been resolved.
 8. Last year didn't know what populations – what amounts – etc. The Needs Assessment committee is asking the same question. Debra Stanley asked if the funding was for entities. The populations will be available according to Lois Carnicom.
 9. Timeline is as follows: August 16 ISDH recommendations ready and ISDH will overnight to members to receive August 17th for a weekend review prior to CPG meeting on August 21st. Charts will be included in the overnight package. Discussion will be the following Tuesday, August 21st. Chart will be based upon ISDH recommendations. There will be the option to send a supplemental letter, if needed.
 10. Topic was raised regarding organizations that were funded last year and one thing that didn't make sense. Regions that had substantial percent of Epidemic data were under funded, but ones with less percentage had more funding. Funding didn't follow the disease. Is it division or application? Entities that didn't apply got funding.
 11. Jerry Burkman replied she understands the funding following the disease. Different regions / cities / organizations have other funding that needs to be included in the discussion regarding funding from elsewhere. ISDH might not fund if other funding is available. The epidemic and the upcoming epidemic within that area are funded by someone, either ISDH or others.
 12. AIDS Task Force Fort Wayne is not applying, has high disease burden, but not applying.
 13. Questions from Tony Gillespie: Is that going to happen again? Some have pursued it. Lois Carnicom stated the RFP ask for other funders in application. ISDH can be considered part of funders. Tony Gillespie brought up in Lake County, is there formula per region? How do we know? Is there an allocation? Sounds subjective, and doesn't make sense. What is ISDH asking for people to do?
 14. Ron Haas reminded the body that the discussion regarding the Letter of Concurrence is next month. I'm not saying your point is not valid.
 15. Debra Stanley asked who we should submit questions to prior to next month's meeting. Submit to Lois Carnicom. To fellow CPG members, we need to think proactive in our planning process... We have left the field wide open... We have

been asked to narrow... We haven't followed the disease, yet we want ISDH to follow the disease. We want to fund everybody everywhere; we are all in this together.

16. Mark Hughes asked, Is ISDH to fill in the gaps? Jerry Burkman answered, No, not enough money. We are not going to double fund.
17. Diana Bowden brought up in the past, that if agency that focused on a population, then they get the money, and they seem to do what they want to do. Are they held accountable if they do not hit their targeted population? Lois Carnicom answered this is what the site visits are for. Diane is upset that some funded agencies keep getting worked with and when does it stop? Lois responded she is unsure how to answer. We can only follow agencies that we fund. If we don't fund, we cannot intervene.
18. Adrianna Torres asked how you find out if people are doing what they say they are doing. Tony Gillespie asked is that what we want to do, to question what one agency does? Adrianna expressed concern that if an agency is not doing what they are supposed to do for my population, when another agency or mine are fighting for a little bit of dollars and we could do it. Tony said it is easy to say what is not being done. It is so subjective.
19. Ron Haas expressed that ISDH has made abundantly clear. (1 We are not the ISDH prevention police. It is their role to monitor the project. (2 If you know of an agency that is not doing what they are supposed to be doing, then call Cindy Clark, call Lois Carnicom, call Jerry Burkman. Voice your concerns. It is up to ISDH to take action as needed.
20. Ron Haas advised the CPG members to pull out their guidance and go to page 24 about the Letter of Concurrence. It reads:
 1. That the CPG was provided with a copy of the comprehensive HIV prevention plan and the health department's application for federal HIV funding, including the budget;
 2. The degree to which ("how well or not") the health department and CPG has successfully collaborated in developing, reviewing, or revising the comprehensive HIV prevention plan;
 3. The degree to which the health department has responded to the priorities in the comprehensive HIV prevention plan in its application to the CDC for federal HIV prevention funds;
 4. The process used for obtaining concurrence, including:
 - i. A description of the process used by the CPG to review the application;
 - ii. The amount of time the CPG had to review the application;
 - iii. Who from the CPG reviewed the application (e.g., co-chairs, members, subcommittee chairs, etc.); and
 - iv. A degree of concurrence (i.e., without reservation, with reservations, or non-concurrence).
 5. At a minimum, the letter(s) should be signed by the co-chairs of each CPG on behalf of the CPG. The letter should include an indication that the Co-Chairs have reviewed and understand the application, are signing the

letter on behalf of the CPG, and will report on the concurrence process to the entire CPG.

21. This is the option and the timeline in option number 3. It is non-negotiable. IPR-FOA is due August 30 to have to CDC by September 4th. ISDH recommendations done by August 16th. Dolly Lozano moved we go with recommendation #3. The recommendation was re-read. Vote: Yes – 17 No 1, Abstain 1.
22. Ron Haas shared that he has learned something today. CPG has made recommendations to Division regarding increase in funding. Jerry Burkman has returned an email that stated that if an increase for CPG occurs, it comes out of Prevention projects. The Division is told in advance – you are going to get x amount of dollars. Division conforms the budget to fit the dollars they will get. Jerry didn't say no, just that there are barriers to make your budget fit this amount. In addition, if the amount is fixed, how is the fixed amount split up? There are still questions out there.

Committee Meeting Time until 2 p.m.

1. Ron Haas reviewed in committee time; think about our next planning process. Think about a timeline for review for the current prevention plan, IPR. Advisory does not need to meet. Question: Dolly Lozano asked what about the STD paper that went to Advocacy. What is the charge for the STD committee? The only committees that need to meet at this time are the core committees: Intervention, Needs Assessment, and Populations. Policy needs to work on the conflict resolution and PINCH process, for conflict. Reconvene at 2 p.m.

Committee Reports & Overview of Committee narratives

1. Needs Assessment – Debra Stanley - no.
2. Budget – Brian Fisher – Budget will be done next month for 2008.
3. Policy – Ryan Nix – no.
4. Interventions – Ramon Morton – Talked about the narrative. It will be finished this week. Want to look at what funded and what was listed by the committee.
5. Brian Fisher will do budget and ISDH will try to find \$10,000 for Needs Assessment.
6. Debra Stanley asked to put together an ideal budget. Ideal vs. \$10,000. Result will be a combination of the two committees. ISDH said an amount. Debra will prepare a budget separate from CPG for the Needs Assessment.
7. **All committee narratives are due to Barbara Burcham by July 31st.**

Public Comment

None – Public left.

Old Business

1. CPG contact list. Does anyone have any problems with being on the list to be distributed? Copies were made available. **Barbara Burcham is to email the list to all CPG members.**

CPG Meeting
July 17, 2007

New Business

1. Asked if there were any carry over dollars. Lois Carnicom answered, she didn't know at this time.

Celebrations

1. Ramon Morton asked for us to pray for the DIS worker that was killed by her husband yesterday.
2. Ron Haas has been 25 years HIV positive and healthy and happy.
3. Laura Prado Reyna is a grandmother again with 17 grandchildren.
4. Cindy Clark has 13 grandchildren.

Announcements

No additional announcements.

The Meeting Adjourned at 2:35 p.m.
Next Meeting – August 21, 2007