

**HIV Prevention Community Planning Group Meeting Minutes
Tuesday, June 19, 2007
Indiana State Department of Health
Rice Auditorium
Indianapolis, IN 46204**

Member Attendees

Rev. Donald Archey	Ron Haas	Larry Pasco
Lois Carnicom	Anna Urias Hail	Laura Prado Reyna
Brian Fisher	Mark Hughes	Debra Stanley
Paula French	Jeff Lane	Jesus Vesga
Tony Gillespie	Dolly Lozano	Wendy Woods
Ramona Gilmore	Richard Nash	

Who Had a Proxy

Cydrisse Dooley
James Howard
Ramon Morton
Ryan Nix
Adriana Torres

Actual Proxy

Richard Nash
Debra Stanley
Debra Stanley
Paula French
Anna Urias Hail

Non-Attending Members

Shola Ajiboye	Regina Lowery
Diana Bowden	Ramon Morton
Cydrisse Dooley	Ryan Nix
James Howard	Adriana Torres

Staff Attendees and Technical Advisors

Vivian Arnold, ISDH Staff	Cindy Clark, ISDH Staff
Janice Blair, ISDH Staff	Sue Henry, IDOE
Barbara Burcham, ISDH Staff	Susan Newton, ISDH Staff
Jerry Burkman, DIV Director	Andrea Perez, ISDH Staff
Erika Chapman, ISDH Staff	Dawne DiOrio Rekas, ISDH Staff

State Staff and Technical Advisors Not In Attendance

Cathy Archey-Morgan, ISDH Staff	Larry Harris, ISDH Staff	Bernice Humphrey
Jim Beall, ISDH Staff	Dan Hillman, ISDH Staff	Stephanie Lofton, ISDH
Shawn Carney, ISDH Staff	Serina Kelly, ISDH Staff	Cheryl Percy, ISDH Staff
Michael Connor, ISDH Staff	Terry Jackson, ISDH Staff	Dr. Manoj Pardasani

Visitors

Jackson Sekikubo	Kem Moore	Patrick Sweany
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General Information

1. In the absence of the Community Chairperson at 10:21 a.m. Debra Stanley called the meeting to order beginning with introductions. Directed by his legal council, Larry Pasco stated he does not represent the Marion County Health Department or any of their organizations or legal entities.
2. State Community Co-Chair Lois Carnicom reviewed the Community Planning Group's Purpose and Ground Rules.
3. The May 15, 2007 Self Assessment was reviewed.
4. Larry Pasco referred to the final comment on page 5 pertaining to the CAB Prevention Cards. In contacting Gilead and other regional printers he found that they could print the cards in both English and Spanish, but stated that CHSPAC was still planning to use a more costly vendor.
5. Tony Gillespie commented about item 32 pertaining to the Parking Lot stating that anyone can add items to it for discussion during the meeting.
6. Debra Stanley made clarification about the second comment on page 5. A new vendor does not have to be a community based organization as the Division is free to go outside and find a vendor. She referenced Paula French's comment about it being imperative for the vendor to be able to fund the monies upfront for services, that there are entities able to do this.
7. Consensus was made for the Self Assessment.
8. Consensus was made for the Attendance roster.
9. At 10:30 a.m. Community Co-Chair Ron Haas arrived and assumed the chair.
10. Consensus was made for the May 15, 2007 CPG Meeting Minutes.

June 7, 2007, Executive Committee Minutes

1. Page 2 item 30 add Ans. Yes, we are on track.
2. Page 2 item 20 replace with 'Paula French commented Conflict of Interest applies to what benefits Paula or Step-Up, for example.'
3. Larry Pasco stated that pertaining to the Prevention Card on page 5 that he contacted a local vender and reiterated what he said previously.
4. **AdHoc Committee Chair Ramona Gilmore asked that Larry fill out a sheet provided by Serina Kelly with the information he has pertaining to the Prevention Cards. Discussion followed.**
5. Ron Haas clarified that Serina was asking for input from CPG not approval. He then differed questions to Lois.
6. Page 6 item 15 replace Prevention with Position.
7. Consensus was made for the Executive Committee Minutes.

Division Update

1. Lois Carnicom introduced Patrick Sweany, an MPH student doing an internship with the Division of HIV/STD.
2. The RFP is available now on the Web, and Jerry Burkman provided the Web address. <http://www.in.gov/isdh/programs/hivstd/index.htm> . Everyone is free to download their own hard copy.

3. Information was provided outlining ISDH support staff CPG job duties, this was in response from the Division per a prior request.
4. Debra Stanley asked for clarification as to why payment is not made up front to vendors.
5. Lois Carnicom stated that all Prevention contracts are set up that way - services provided first then reimbursement/payment.
6. Debra Stanley will speak with Lois privately concerning this matter.
7. Tony Gillespie asked if a new RFP - in regards for new vendor - is being developed and if there was one in place initially.
8. Lois Carnicom was unsure regarding original contract as it was before her CPG administrative time.
9. Ron Haas stated that they have not shopped for a vendor in quite a few years. Barbara Burcham is researching CHSPAC's RFP and perhaps they will be able to modify that, similar to writing a new RFP.
10. **Barbara Burcham stated that she has the RFP that Serina used when they changed their agent, thus making the task easier. She asked the CPG body for suggestions of other known vendors.**
11. **Ron Haas said members are to submit this information to Barbara.**
12. Discussion followed about the process of shopping for a vendor with a goal of not being charged 13 percent.
13. Jeff Lane initiated a discussion about the numbers on the Web site being increased 25 percent and that they weren't up until a week ago.
14. Lois Carnicom explained that individuals were found that had tested positive in another state that had moved back to Indiana. These individuals were not previously counted and that is why there was an increase.
15. Ron Haas questioned why it took until June 2007 for Decembers numbers to show up on the web, as they depend on these reports for reporting to their funders. The December report is only coming out in June.
16. **Andrea Perez clarified that they found that there were 3 different ways to get to those numbers in terms of the web site. Two of the ways were working and a third way had not been linked in. Cheryl and she called in and this was fixed, thus they were unaware of the numbers out there.**
17. **Ron Haas stated that a glitch in the system is not fixed as they can not get the full report to print out; they have to do it page by page.**
18. **Lois Carnicom apologized and will get it rectified as soon as possible.**

Question and Answer Period

1. Dolly Lozano asked how one places items onto the Parking Lot:
2. Ron Haas said that Tony will write them on there.
3. Ron Haas initiated a discussion about the Parking Lot and consensus was made to keep the Parking Lot as a tool for future meetings.
4. Debra Stanley revisited the Executive Committee Minutes item 24, which commented someone did not have a copy of the co-chair policy. She

- emphasized that people need to speak out with clarity and at the moment. Many important things are discussed and people do not need permission to enter into discussion. The body is open they just have to bring it forth.
5. Lois Carnicom hopes that people feel that this is a safe place to open up and to share enabling them to serve clients.
 6. Tony Gillespie thinks clarification is needed about this being a safe place as things from the community need to be discussed. People are emotional as they are dealing with living and dieing which are not always ideal conversations. They will be careful to have appropriate conversations, and be as open and honest as possible.
 7. Debra Stanley asked if the Question and Answer period is the appropriate time to have a dialogue and should an agenda item be set for the deep emotional issues?
 8. Ron Haas stated that they may need to set it as an agenda item.
 9. Tony Gillespie said that those are not agenda items. Members need to just bring it to the table to be discussed as one can not agendize communities and race. That is why they are here and it is part of the work of the policy.
 10. Debra Stanley suggested that since they are mostly done with the work, if in next months meeting they could utilize the entire afternoon to have open dialogue with the pinch procedure.
 11. Laura Prado Reyna stated that they need to review policies to take some time to better the process.
 12. Dolly Lozano said that they all serve the populations, they all struggle and they all have to fight to better serve their community. She encouraged the Hispanics to not take a back seat and to fight for their community even if someone does not agree as the CPG is not just one person.
 13. **Discussion followed and Sue Henry suggested they bring in an outside facilitator who is not emotionally involved.**

HIV/AIDS Services - Shawn Carney

Program Manager Services Shawn Carney gave a presentation answering three previously submitted questions.

1. How will the influx of funding to Marion County impact the services provided to the rest of the state?
Answer - To the best of our knowledge, the services to be provided in the new Transitional Grant Area (TGA) will be enhanced clinical and dental services, which will not overlap with Part B services. In other words, the new Part A funds will not supplant Part B funds.
Part A has agreed, however, to sub-grant back to ISDH approximately \$500K for continued HIAP coverage for TGA residents. This mirrors the manner in which Emerging Communities (EC) funds - the forerunner to Part A - were used.
Considering all of the funding changes (the loss of the EC funds, the sub-grant from the TGA, and moderate increases in the Part B base

and ADAP earmark), Part B will be able to slightly increase its statewide service cap in FY2007-2008.

2. Will Title II dollars go to Marion County while getting Title I dollars?
Answer - Yes, Part B remains obligated to serve the entire state, even the TGA.

3. With the impact of Title I dollars to Marion County, will that allow excess Title II dollars to be used statewide for prevention, support services, etc.?
Answer - No, the funding changes will not impact the service goals of Part B which are to provide insurance and related services to as many eligible applicants as possible. Supportive services such as Care Coordination and Special Populations Support are not funded by the Part B award. Part B funds cannot pay for prevention activities. (A list was provided in a handout outlining the types of services that are allowed)

Shawn Carney clarified that Part B is Title II, and Part A is Title I, and Part C is Title III. A question and answer period followed the presentation.

Lunch 11:55 A.M. - 1:00 P.M.

(The CPG members previewed a CHSPAC DVD during lunch - provided by Barbara Burcham - that is used for orientation purposes.)

Budget Discussion

1. Brian Fisher reported that the CPG meeting costs are averaging approximately \$3,500 per month. He recommended that at the present membership level they cut two meetings with a stipulation of a cutting a third meeting this year.
2. Ramona Gilmore felt that today's meeting had low attendance and questioned what was being accomplished today.
3. Brian Fisher mentioned that next year to possibly having six meetings which would allow approximately \$5,000 to utilize for a regional meeting or an educational retreat; otherwise have eight meetings next year.
4. Ron Haas outlined three Projects that need to be accomplished:
 - 1. Submission for the Comprehensive Plan**
 - 2. Committee Timelines for next year**
 - 3. Work on Letter of Concurrence in September**
5. Ron Haas stated that in November 2007 is the election process for Committee Chairs.
6. Debra Stanley stated that their needs to be some clear qualifications for people serving as committee chairs.
7. Brian Fisher informed the body that ISDH Conference Calls do not come out of the CPG budget. The raise in gas costs will have to be absorbed into the CPG budget. He stated that if they schedule eight meetings they

- will be over budget. Six meetings would allow for more leeway and extra money. Committee chairs will have to ensure that the work gets done.
8. ISDH administers the CPG funds from the CDC in the amount of \$31,000.
 9. A discussion followed if there was money for next year that could be funneled for Needs Assessment.
 10. Debra Stanley said that they recommended to the State that they apply for more money. Brian was talking about money only for the CPG meetings. There is a need for money for the Needs Assessment and for the Plan.
 11. Ron Haas sent a budget request letter to Jerry Burkman, which she responded to quickly. The letter asks that Jerry's representative will reveal CPG's cost for the year. Any money that goes to CPG comes away from Prevention Projects.
 - 12. Debra Stanley specified to ask for more money, but not to take money away from Prevention monies.**
 - 13. Ron Haas has not had a follow-up discussion.**
 14. Debra Stanley pointed out that there are other required expenditures and they will need to prioritize for an extra \$10,000.
 15. Brian Fisher has not been provided with past budget information.
 - 16. Lois Carnicom asked that a proposal be put together of what they will need for next year and other expenditures for Needs Assessments.**
 - 17. Brian Fisher questioned if ISDH could give CPG that money.**
 - 18. Lois Carnicom stated that it was \$10,000 for the piece this year.**
 - 19. Brian Fisher stated that as Budget Chair he was never provided that information. Barbara Burcham will meet with Brian.**
 20. Dolly Lozano questioned having conferences aside from regular meetings.
 21. Brian Fisher clarified that there would only be extra money available if they went to six meetings.
 22. Tony Gillespie asked if the source that was used to fund the Needs Assessment was available for next year. Answer: No.
 23. Tony Gillespie question how much money CPG received from the State aide line item.
 24. Jerry Burkman stated that it decreased \$150,000. State aide has been cut and the money has been spent on Pre-prevention projects. She does not know off-hand how much CPG received.
 25. Brian Fisher reiterated that they need to cut six meetings and that they have to decide now for next year.
 - 26. Brian Fisher recommended that October and December meetings for 2007 be cancelled and consensus was made.**
 27. Ron Haas stated that the next recommendation is to have six meetings bi-monthly in 2008. He suggested that they start in January and go every other month. He asked for a consensus for a bi-monthly schedule that started in January 2008 due to budget restraints. Discussion followed.
 28. Brian Fisher reiterated that this year's budget consisted of \$38,000 and next year's budgeted amount is \$31,000.
 29. Anna Urias Hails questioned if it is the State's or the CPG body's responsibility to be looking for available funds.

30. Ron Haas has spoken with Lois Carnicom about the legal aspects of the CPG body looking for additional funding.
31. Lois Carnicom stated that Ted Forbes said it was ok.
32. Discussion followed if CPG or the State is to be looking for alternate funding as Ron and Lois were uncertain.
33. Tony Gillespie shared that Chicago City Health Department supplements the CPG process for their Community Planning Group. He suggested they look into what other planning groups are doing. Plus he provided another option of combining all planning groups.
34. Reverend Archey questioned if there was a quorum present. A count was taken and they did have quorum.
35. Tony Gillespie stated that it was illogical for the CPG body to go out and find money.
36. Brian Fisher stated that from a budget perspective CPG must plan only by what they have.
37. Paula French thought there were two separate issues being discussed, and they needed to get back to the issue on the table which was 'do they go to six meetings.'
38. Anna Urias Hail wanted more clarification as she was not hearing anything from the State. She said that the CPG is making a commitment for what they need for the CPG to do it as a group.
- 39. Lois Carnicom asked again for a proposal in writing stating what the CPG needs.**
40. Brian Fisher stated that some States are combining all their groups: CHSPAC, CAB, and CPG.
41. Richard Nash commented that a Seattle CPG member at the HPLS conference told him that their group is down from 31 members to 8.
- 42. Ron Haas stated Brian Fisher has made a recommendation for six meetings - to meet bi-monthly next year.**
43. Debra Stanley asked for information about combining CHSPAC and CAB.
44. Brian Fisher stated that there are logistics involved involving other people
45. Ron Haas stated that previously Mike Wallace brought in Barbara Burcham to look at combining the organizations and it was not well received.
46. Discussion followed about combining and working with CHSPAC.
- 47. Consensus was made to conduct six meetings in 2008.**
48. Debra Stanley asked that the recommendation be modified having the six meetings to coincide with CHSPAC meetings.
49. Brian Fisher stated that CHSPAC meets on the even months. That they have committees who meet on the off months and their liaison oversees the schedule.
50. Ron Haas asked for the recommendations for the schedule to be the same as CHSPAC meetings. (Jerry Burkman spoke with Ron in private).
51. Ron Haas clarified that CHSPAC's schedule meets in August and October and that CPG's Letter of Concurrence is scheduled in September.
52. Discussion followed about doing the process by mail and the amount of Committee work involved.

53. Barbara Burcham pointed out that adjustments could be made to reschedule meetings for the Letter of Concurrence.
- 54. A vote was taken to accept the modified recommendation to run the meetings for next year concurrent with CHSPAC. Totals: 4 - yes, 8 - opposed, 2 - abstentions.**
- 55. Ron Haas stated that they would need to revisit this matter and would like some input from the Budget Committee.**

Committee Time

1. At 1:45 p.m. meeting broke for Committee time: Each committee was to discuss their contribution for submission to the plan, to the Timeline, for Presentations, and what types of Training.
2. Barbara Burcham needs this information in writing.
3. Jerry Burkman provided an ASTHO Prison Project handout.

Committee Reports

Advocacy Committee

1. Tony Gillespie reported that the Advocacy Committee was working on 5 position papers but have decided to focus on one and that is Needle Exchange.
2. In terms of TA, where advocacy is concerned, we have no sense who resides over what legislative districts. Establishing their own TA profile who is where as far as the State is concerned.
3. Approach the CHSPAC doing some things together.

Epidemiology Population Committee

1. Mark Hughes reported that the Epi/Population Committee met and discussed how the Training piece should look.
2. Dates and streamlining the training.
3. They will have the other pieces of the plan ready by the July 31st, since they are only going to have 6 meetings.

-- Ron announced that Lois is going to look into the CPG Survey with Jim Luther.

Needs Assessment Committee

- 1. Debra Stanley reported that the Needs Assessment Committee is still waiting for the report from Luther. (Lois is getting that to them)**
2. Reviewing original Resource Guide from 2005 and will review the CHSPAC guide. Removing from the guide all the populations. Very few were able to describe who they serve on the population.
3. They will do the GAP analysis after reviewing existing services.

Public Comment

None

Old Business

1. **Tony Gillespie questioned about the letter to be mailed to the University and to the BSSV. Ron Haas forgot to mail them and will do that this week.**

New Business

1. Tony Gillespie asked if there are any carry over dollars.
2. Lois Carnicom stated that there is some and that they are in the process of applying.
3. Tony Gillespie asked about the about the application process.
4. Lois Carnicom stated that most of the money is going for Rapid Testing Kits.
5. Tony Gillespie asked if they are taking recommendations.
6. Lois Carnicom stated yes with a time line by the middle of next week.
7. Debra Stanley asked for clarification of the Support Staff's duties for CPG Operations. She asked if Barbara is for CPG or the Division.
8. Barbara Burcham stated that she is the liaison for the CPG and the Division.
9. Debra Stanley questioned her job description and connection to CPG body.
10. Lois Carnicom specified that Barbara is the communicator for CPG between other entities.
11. Jerry Burkman provided an example: If the Department of Education calls and asks a question concerning CPG she would be directed to Barbara Burcham.
12. Barbara Burcham stated that she is the CPG Liaison and if there is a problem with something, she is there for them.
13. Discussion followed and ended with Paula French stating that it is not up to the CPG how the State should write their employees job descriptions.

HPLS Conference Presentations

Richard (Rico) Nash

1. Richard Nash thanked the CPG committee for voting him to attend the HPLS conference that was held in New Orleans.
2. This was the first time he was in that part of the country, and the first time he attended a vigil for HIV.

Workshops:

- New DEBI Workshop - Coming out with a new DEBI that is focused on providing youth with knowledge of HIV, role plays and a video.
- CPG Workshop - New member orientation, with a 5 Course Data Tool.
- Roberts Rules of Order Workshop: Rules of conducting a meeting.

- Transgender Workshop: Challenges and obstacles that they are faced with, phobias, health care mistreatment, and dealing with silicon injections is one of their major health problems.
- HIV/AIDS Afro-American Health Crisis Workshop: Provided statistics about how high the percentage rate of AIDS cases within the US and the different age groups and genders within the Afro American culture. Shared about injection drug use and sexually transmitted diseases. Discussed socio-economic issues, lower incomes, etc. CDC - established the Afro-American work group and intervention activities.
- 3. It was a great learning trip and provided lots of HIV/AIDS information.
- 4. Note about Hurricane victims: Most New Orleans residents rent so they will not be returning, as main relief aide was given to home owners.

Jeff Lane

1. Jeff Lane provided a PowerPoint presentation with pictures outlining the devastation of the Hurricane and shared about the number of HIV/AIDS cases prior and after the storm.
2. **Workshop Sessions:**
 - Project Faith: Awareness/Teach
 - Building Bridges: Security and Department of Corrections
 - Consumer
 - Latino Involvement: Diversity within the Latino Community, Language barriers, homophobia, logistical challenges, HIV/AIDS as a family topic, School systems, Increase access to Health Care
 - Needs Assessment
 - Transgender Populations
 - Took a 3-hour Bus Tour - AIDS Taskforce. Learned a lot. It began with the word Start and ended with the word Stop. The presenter explained that at the end of the tour the whole entire region that they toured for 3 hours was under water during the storm. Eighty percent of New Orleans was under water, except for a "Sliver by the River." Some of the deepest areas were 19-21 feet deep.
 - No AIDS Task Force - reported that Prevention decrease in condom distribution 53 percent, huge increase in Spanish speaking population hoping to find work, fewer hospitals being utilized due to the flood damage, less than half of the schools have reopened, College enrollment has decreased and public Transit is down.
 - Only 2 Spanish speaking out reach workers for the entire State of Louisiana.

(Written reports will be provided to the CPG)

Celebrations/Announcements

1. Reverend Donald Archey provided a handout announcing the publication and release of his book, "Pastor, How Did You Get AIDS?"
2. Dolly Lozano announced her daughter graduated from High School.
3. Richard Nash announced Wednesday, June 27th is Get Tested Day.
4. Dr. Jackson expressed his appreciation and is preparing to go back to Uganda.
5. Jerry Burkman announced that Patrick Sweany will be working with an AmeriCorp Volunteer, as CDC is sponsoring regional meetings at various hospitals to review HIV testing and healthcare issues. There are far too many unaware that they have AIDS.
6. Patrick Sweany expressed his thanks to the CPG members for the opportunity to sit in on their meeting.

3:15 p.m. meeting adjourned