

**HIV Prevention Community Planning Group Meeting Minutes
 Tuesday, September 18, 2007
 Indiana State Department of Health
 Rice Auditorium
 Indianapolis, IN 46204**

Member Attendees

Shola Ajiyoye Rev. Donald Archey Diane Bowden Lois Carnicom Cydrisse Dooley Brian Fisher Paula French	Tony Gillespie Ramona Gilmore Anna Urias Hail Mark Hughes Dolly Lozano Ramon Morton Richard Nash	Ryan Nix Larry Pasco Laura Prado Reyna Debra Stanley Jesus Vesga Wendy Woods
Who Had a Proxy Ron Haas Ryan Nix (until arrival)	Actual Proxy Paula French Paula French	

Non-Attending Members

Ron Haas Jeff Lane	James Howard Adriana Torres
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Staff Attendees and Technical Advisors

Vivian Arnold, ISDH Staff Jim Beall, ISDH Staff Barbara Burcham, ISDH Staff Jerry Burkman, DIV Director Erika Chapman, ISDH Staff Cindy Clark, ISDH Staff	Larry Harris, ISDH Staff Terry Jackson, ISDH Staff Susan Newton, ISDH Staff Andrea Perez, ISDH Staff Dawne DiOrio Rekas, ISDH Staff
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State Staff and Technical Advisors Not In Attendance

Cathy Archey-Morgan, ISDH Staff Dan Hillman, ISDH Staff	Cheryl Percy, ISDH Staff Patrick Sweeny, Intern
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Visitors

Beth Yoder Gloria Manamela Susan Fay Martha Graves Abby Neeling Anne Dillon Sarah Burkholder	Brenda Masson South African Delegates Dr. Khalo, ADAP Manager Shirley Hugo, CBO Mrs. Khokho, Asst. Health Commissioner Ados Velez-May, NASTAD Tiego Gillian Motthanme, Chicago's South African Consulate
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General Information

1. The meeting started at 10:05 a.m. Debra Stanley called the meeting to order with Introductions around the table.
2. Ground rules and purpose read by Lois Carnicom.
3. Policy for Co-Chair Elections, line #9 read by Debra Stanley, "If the Community Co-Chair is unable to complete a full term the nominee with the next highest vote will be invited to fulfill that term" and introduces Ramon Morton as the next Community Co-Chair.
4. Ramon Morton accepts and shared he has an intense passion to stop HIV disease in our community. His goal is to do as members wish him to do; his work is for the members. Cell 219-644-7532. Email Moncardo199@yahoo.com
5. Go back to our regular agenda.

Self-Assessments

1. No emails or fax were received by the Division regarding the self assessment.
2. At Executive committee discussed importance of completing the self assessment. One suggestion made was member signs off on list at self assessment turn in and the Executive committee to explore additional survey options. 11 out of 23 is not a good return rate for the self assessment to measure our process. This assessment is part of our role as members.
3. Topics raised regarding attendance at Executive committee policy:
 - i. **No policy regarding Executive Committee absences.**
 - ii. Wendy Woods and Mark Hughes have had conflicts with the time of the call.
 - iii. Executive committee is part of whole body; use the same policy or do we need a new policy.
 - iv. July meeting was the day after the 4th.
 - v. **It will be necessary to look at the By-Laws and all Policies at the same time. Revisions will need to be made to fit meeting schedule set for next year's reduction to 6 meeting.**
 - vi. **Decided the Policy and Membership work together on policy review and drafts.**
 - vii. Chairmanship to change if removed from Executive committee.
 - viii. **Will Executive committee go to 6 calls as well?**
 - ix. If removed from Executive committee and as chair of a committee, are you still a member? Agreement that yes, still a member of CPG.
 - x. *Tony Gillespie moved to table discussion and send to membership and policy to make a recommendation. Consensus reached.*
4. Self assessment accepted

Attendance

1. The Attendance Sheet was reviewed and accepted.

Attendance Executive Committee

1. Attendance sheet Executive Committee was reviewed and accepted.

Aug 21st, CPG Meeting Minutes

1. Page 5, Letter of Concurrence discussion, #10 should read, "Donald Archey stated Allen County refused to sign MOU'S with Archey AIDS Foundation.
2. Page 6, Ted Forbes, #5 following 2nd sentence should read, "The recommendations received, made by CPG to the ISDH were not followed so by the time we got here..."
3. Page 7, Celebrations and Announcements, #14, add at end of sentence "and in 5 years they have 400% Abstinence for the life of the SAMSA grant."
4. Consensus was made with corrections to the Minutes.

Budget Report

1. Brian Fisher reported these will be some remaining funds.
2. Recommendations for use of Extra funds
 - a. Fall conference – December in Atlanta- prevention conference
 - b. Retreat at November meeting
 - c. Printing of plan
3. CPG paid for plan printing previously per Jerry Burkman.
4. Discussion regarding printing
 - a. Who paid in past?
 - b. If state pays does state decide how many and to whom?
 - c. Posting on Website is one option.
 - d. Lois Carnicom reported she has submitted request for printing costs.
5. **Request made for all budget info for next years budget process**
6. *Tony Gillespie recommends plan be published in electronic version and be posted on the web.* Brian Fisher seconded. Discussion:
 - a. Some don't have access to internet.
 - b. Some use paper copy to read.
 - c. Print only limited number of hard copies.
 - d. Purpose is to educate the entire state.
 - e. Plan should be in other languages, even if posted on website.
 - f. Plan should be made available to funded sites and community when requested.
 - g. State policy on printing on demand is \$.15 cents / page.
 - h. No consensus reached
7. *Ramona Gilmore recommends setting aside dollars to send one member to attend prevention convention.* Ryan Nix seconded. Discussion.
 - a. Concern over training for one vs. training for all in the form of a retreat.
 - b. Concern time used productively in these discussions, and is not useful for representing the community.
 - c. Some confusion about ISDH wanting CPG funds to print CPG plan. Why should CPG pay for the plan. Taxpayers have right to have a copy if they choose.
 - d. No Consensus reached.
 - e. Agreed to put in parking lot until return call is received by Jerry Burkman from her call to finance about 2004 – 05 printing line costs.
8. **Dolly Lozano requested clarification on recommendation process, second or not, consensus or not, vote or not.** Agreed to put on Parking lot / retreat.

9. **Printed copy requests made by Shola Ajiboye, Dolly Lozano, and Anna Urias Hail.**
10. *Brian suggests for a good faith effort CPG put \$1,000 towards printing the plan, leave us \$2000 for conference or retreat. Think about that during the break.*
11. Tony Gillespie stated that there is a Retreat committee formed.
12. Larry Harris stated before we go to break, there is a no smoking policy for this agency. So there is no smoking in front of the building.
13. Agreed to take a 5 minute break.

Break

Larry Harris called meeting back to order

September 6, 2007, Executive Committee Conference Call Minutes

1. Ramon Morton asked for any corrections to the Executive Committee minutes?
2. **Ryan Nix reported bylaws state 30-40 members; Policy and Membership committees will work together on number of members.**
3. **Ton of policies to be discussed. Suggestion at next Executive committee call to discuss/review the policies that need to be revisited.**
4. Page 3 Letter of Concurrence, add “/Non-Concurrence”
5. Donald Archey recommends **Letter of Non-Concurrence appear on the website. It was decided that this is new business and placed in parking lot.**
6. Executive Committee minutes accepted with correction.

Lunch Break

South African Delegation made presentation and answered questions

Division Update

1. Lois Carnicom gave the Division Update. No questions
2. **Regina Gilmore asked for a copy of the agencies that were funded.** Larry Harris agreed to send her a copy.

Larry Harris gave IPR/FOA status and update

1. Last time we met, the Division submitted a preliminary budget proposal to the CPG body, and I heard your concerns. We went back to the table with Jerry Burkman and Loren Robertson, Mary Hill and Dr. Monroe. We reassessed some line item charges that we had proposed. As was asked, regarding why we are charged for other charges, such as telephone, computers, etc. All programs are charged for these expenses, not just the HIV Prevention Program. In the review, some are the following “Administrative” charges ~~that~~ were reviewed that resulted in recouping approximately \$259,000 which was put back into HIV Prevention contracts. These were :
 - a. “The proposed allocation for Seat charges” were reduced, (computers, telephones, etc)
 - b. Reduced phone calls and long distance calls; stressing the use of email whenever possible,

- c. The proposed allocation for HIV Lab fees and expenses were reduced, and reallocated \$100,000+
- d. Ordering of Rapid tests was cut back by approximately \$25,000 - \$30,000
2. ISDH will still fund 18 sites vs. 29 sites in 2008, for a total of \$1,184,600 to 18 sites.
3. With the assistance of CDC (Ted Forbes, Gustavo Aquino, and Ted Duncan) they gave a lot of input into funding according to disease. Some areas may not seem to be enough money. But again, take into consideration it is 1.1 million dollars towards HIV Prevention vs. \$935,000 in the preliminary budget. I hope that addresses the concerns raised over funding the disease prevalence.
4. In the review of the applicants, the scores were looked at, staff reviewers and also outside of the Division reviewers were used. It was non-biased as there were outside reviewers as well. There were a minimum of three individuals for a final score. The HIV Prevention Program used the Populations that were identified by CPG.
5. Larry Harris asked if there were any questions.
6. Larry Pasco raised the concern that can't begin to serve all populations in one site.
7. Larry Harris answered, for the areas you are speaking. Region 6 - Marion County Health Department, Brothers United, Treatment Plus, in region 6
8. Larry Pasco asked what materials are they going to provide for IDUs
9. Larry Harris responded that each of the agencies will decide what they can do. Then it will be reviewed, discussed and actions accordingly.
10. Anna Urias Hail stated CPG recommends what needs to be done. Her program, SAMSA covers cookers, etc. ISDH could recommend the agencies disperse cookers etc.
11. **Debra Stanley asked will we receive a grid that says per region, per targeted population and intervention.**
12. **Mark Hughes requested grid by agency to include what items they are distributing: interventions, services, etc. what they will provide.**
13. Tony Gillespie expressed his thank you to ISDH for going back to the drawing board and reallocating funding. While recommendations changed, **Region 1 still ranks 2 and Region 6 ranks 1. Region 1 is 3rd or 4th for this funding cycle. We really need to work towards not repeating that.**
14. **Larry Harris stated yes, you and I have had a conversation about this. Region 6 got more, Region 2 was 2nd and Region 1 was 3rd. Not something I can correct today, but yes, this will be addressed in the future.**
15. **Larry Pasco stated he checked with the Attorney General and federal money comes to state and it turns into local money. According to the Attorney General (as Larry reported) there is no law against needle exchange in Indiana and Larry wants Division to check on needle exchange with ISDH legal. Do all or nothing. No condoms if no needle exchange. "My community demands justice."**
16. Larry Harris replied "dooly noted."
17. Ramona Gilmore asked if Larry Pasco applied for funding.
18. Larry Pasco didn't apply for funds since they are based on reimbursable and they can't get a credit line.

19. Tony Gillespie stated funding is an issue that is not unique to Larry Pasco, it is a problem for many organizations. If we can **we should really look at some capacity building for community based organizations**. There are all kinds of programs in other cities and states that could work well to help many of our organizations.
20. Larry Harris agrees to a list of agencies funded.
21. Diana Bowden expressed a request regarding bleach kits and crack kits. **That it would be nice if there was some language put in the guidance, to guide that it is ok with ISDH for the organizations to spend money on these materials. To show approval of the purchase and distribution of these materials.**
22. Ryan Nix stated the **state has line item for condoms and maybe state to use line item to order a certain number of kits**. To specifically target line item, maybe 10-15%, purchase kits on a first come first serve. When they run out agency will have to spend their own money to buy more.
23. Rico Nash stated no one is opposed to bleach kits. Got to have a combination of both. To say stop all if you don't get bleach kits, you lose my support. Don't throw away something that works.
24. Anna Urias Hail **suggested putting it in writing populations and written guidance include that it is ok to spend money on bleach kits, Cook kits, and crack kits.**
25. **Diana Bowden is requesting the statement come from ISDH.**
26. Tony Gillespie restated we need to make sure it is in plan. Make sure policy makers and politicians get a copy of the plan. One way to address is for the CPG to do education, press releases, etc. then someone respond.
27. Larry Pasco states one way his position on harm reduction materials could be resolved is the Division and the commissioner of health could sign off and needle exchange could be done as a public health directive.

Committee Meeting Time until 2 pm

1. **Tony Gillespie is willing to work with Barbara to polish up all the narratives for the plan, and then be done with it. Paula French agreed to help.**
2. **Chairs of the following committees to send revision from committee work: Needs Assessment, Populations, and Evaluation.**
3. Inclusion full transcripts or website links to be discussed.

Break for Committee time for 30 minutes

Committee Reports & Overview of Committee narratives 3pm

1. **Needs Assessment** – Debra Stanley – has decided to revise their report to remove typos and repetition. Needs Assessment is in narrative including all tools used. If someone wants to see full report they will be referred to the ISDH Website addresses.
2. **Populations** – Mark Hughes - remove verbiage and resubmit.
3. **Advocacy** – Tony Gillespie - has all pieces and Larry Pasco will submit narrative with all of his recommendations.
4. **Evaluation** - Paula French - some revisions to be submitted. Also willing to evaluate / compile statistics and overview of self assessment over the year. Tony Gillespie advised we can still use Dr. Manoj Pardasani.

5. **Interventions** – Diana Bowden – Selected as new Chair of Interventions. There are several revisions. Some language changes. **Requested Barbara Burcham to send narrative from 2005, populations, and interventions table.**
6. **Policy** - Ryan Nix – According to the Bylaws must receive changes 30 days for review before vote. Topics are meeting days, times, number of members, etc.
7. Committees can conference call. Call or email Barbara Burcham and she will arrange.

Public Comment

None

Old Business

1. Brian Fisher asked question **regarding where is the RFP on new fiscal administrator.** Lois Carnicom reported it has been sent to Jerry Burkman for review and approval. It is not possible to get through by Jan 1st, but will make it effective when completed. Realistic estimate is May or June 2008 to complete contract. It takes at least 90 days for full process.

New Business – Review of Parking lot items

1. *Debra Stanley recommends CPG look for technical assistance on Roberts's rules of order, minutes, etc.* Discussion was that the CPG had a parliamentarian at one time until they had moved to consensus method. The reason they went to consensus vs. Robert's rules is that Robert's Rules is so complicated. Recommendation withdrawn.
2. **Request to clarify procedures / policies about voting. Agreed to put it on the retreat list for further discussion.**
3. Discussion points on **how to do minutes**
 - a. Bullet points only.
 - b. Bring in a stenographer.
 - c. Explore what other Community planning processes do. Not another advisory committee in Indiana. Something outside of Indiana.
 - d. Keep it on the basics. Agree to let go of the rest. Send to retreat as a further topic for discussion.
4. Letter of non-concurrence was answered.—ISDH, Division of HIV/STD has not responded to CPG's letter of non-concurrence for the 2008 HIV Prevention application, nor has CDC, HIV Prevention Services responded.
5. *Budget question of how is remaining money going to be utilized. Can group make decision.* This was the first year for the budget committee and we can learn from it. Conference in December can only pay registration or to do a training retreat. Larry Pasco recommended retreat. Cydrisse Dooley seconded. No Consensus.
6. *Brian Fisher recommends that as a good will effort, the CPG put \$500 toward printing and we'd like 100 copies of plan. \$400 toward the conference fee for 1 person. The rest of the money to go toward a retreat.* Larry Pasco seconded. Discussion followed:
 - a. Scholarship deadline for this conference has already closed.
 - b. Printing for 2005-8 is over \$6,000.
 - c. No consensus, call for vote

- d. **10yes-3no vote carries.**
7. Debra Stanley concerned over the cost of printing the plan. We do not have to have the most expensive. **Suggestion to use most cost effective method of printing.**
 8. Ryan read the policy of how the decision is made regarding what member will go to the conference. **Tony Gillespie, Larry Pasco, and Ramona Gilmore are interested.** Co-chair & Liaison to decide.

Celebrations

1. Larry Pasco, received \$10,000 grant from Levi Strauss to Harm Reduction Institute, and also received 50,000 needles which will be held in Chicago until needed. Also the rainbow endowment will be sending some money. Harm Reduction asked for \$8,000, and it will be determined how much they will receive later. Also Larry doesn't have to have hip replacement. Just some work on the joint.
2. Question raised on the date of the retreat in November. Will it be for one or two days? To be for a date around the regular CPG meeting.
3. Jerry Burkman reported a HIV staff nurse Gloria O'Harra had a lemon size tumor on brain that she had surgically removed. She will be going to Evansville for recovery.
4. Tony Gillespie said last month was difficult. He expressed thank you to the ISDH staff for adjustments made to budget. Thank you also to CPG members despite our differences, we did a great job on critical thinking for the plan and advocating for our community.

Announcements

No additional announcements.

The Meeting Adjourned at 2:35 p.m.
Next Meeting – November 20, 2007