

## **Comprehensive HIV Services Planning and Advisory Council**

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### **CHSPAC Meeting Minutes**

**Wednesday, 20 February 2008 12:30p.m. – 3:30p.m.**

#### **ATTENDEES**

Erma Aker  
Malinda Boehler  
Portia Duff  
Julie Foltz  
Tracy Huck  
Randy Lewis  
Tammy Morris  
Jack Steele

Alan Amberg  
Charles Coley  
Tammy Dutkowski  
Tony Gillespie  
Mike Hughes  
Lenox Madubansi  
Brad Plunkett  
Nathan West

Tom Beatty  
Jamie Crabb  
Brian Fisher  
Marie Hoadley  
Brenda Kreiger  
Gloria Manamela  
Dale Richmond  
Roy Guffey

#### **ABSENTEES**

Katie Bennett  
Kelli Fuller  
Paulette Majors  
Nate Rush  
Teresa White

Craig Boeck  
Kellie Kaneshiro  
Yvette Paniagua  
Linda Santoro

Jackie Cherry  
Bill Leisman  
Eddie Parker  
Fred Steinke

#### **GUESTS**

Stephanie Simmons  
Alisha Hooks

Beth Whipple  
Bruce Carson

Dana Cheater

#### **ISDH STAFF**

Sara Bradley  
Darin Foltz

Neal Carnes  
Kristi Montgomery

Shawn Carney

**Meeting began at 12:35 p.m.** The mission statement was read by Brian Fisher and quorum was established.

#### **Minutes**

December Minutes were approved with one change. The person Malinda had the Anthem conference call was not Nancy Jewell, it was Leslie Nammon.

## Old Business

- **Anthem Update** – Malinda and Brian had a conference call with Leslie Nammon and she did not understand why we were still asking about the letters that were going out with HIV medications listed. She informed us that nothing would change; no consumers have received any more letters and have not heard of any that have. The board has decided to let it go.

## New Business

- **Review Policies and Procedures/make recommendations for changes** – The board agreed that it is time to review the policy and procedures manual.
- **Chair and Vice Chair Policy** – It needs to be more specific in the policies and procedures manual regarding Chair and Vice Chair on whether or not one has to be a consumer and one be a provider.
- **Committee chair seats 2 year term** – It is felt by some board members that the chairs of the subcommittees are stuck and we need to possibly put a 2 year term limit. It was discussed that the chair of the subcommittees don't have to stay the whole 2 years but if they choose to, then they can.
- **Technical Advisor/changes to membership matrix** – There has been a proposal drawn up that some slots on the matrix for some of the empty seats be made into Technical Advisor seats and possibly meet either in person or via conference call once a year to field questions that the board may have. The board will vote on at the next full council meeting in April.

**MATEC Needs Assessment** – The board filled out a needs assessment for Malinda and there needs to be one filled out annually so they know what types of trainings might be needed in the future.

**HOPWA Update** – State Housing Authorities is in their RFP process and have had 50 RFPs submitted but there are only 13 slots. The awards will be announced in April.

## Group Work:

### *ALL TITLES*

- The All Titles work group will have meetings outside of the ones during CHSPAC either quarterly or more often.

### *FUNDING*

- Nothing to report

### *ORAL*

- The committee feels that they have done all that they can do with dental and maybe they should work on vision next.

### *LEGISLATIVE/EDUCATION*

- Had a Legislation and Education day last fall and possibly will have another one this spring.

## **Committee Work:**

### *CAB*

- Lisa Lloyd is the new CAB/CHSPAC Liaison.
- Randy Lewis is the new chair of CAB.
- We now have 7 open districts.
- Jackie Cherry has forfeited his seat on CAB and CHSPAC for representative of District 12.
- The board is currently doing quarterly surveys.
- 6 board members are attending the Positive Living 11 conference in Okaloosa, Fl., March 7 – 9, 2008.

### *CPG*

- The meeting in January had Technical Advisors from the Centers for Disease Control in attendance.
- EPI Demonologists met February 19, 2008.
- The next Community Planning Group will meet March 18, 2008.

### *Membership*

- The committee did some brain storming regarding what vacant seats would become Technical Advisors.

### *Planning*

- Discussed in writing the Comprehensive Plan that we need to do a wide needs assessment plan. The committee thinks that the surveys would be better than focus groups due to the attendance at these focus groups.

### *Evaluation*

- It was decided that all surveys were completed in 2007
- Worked on the resource guide and updated regions 7, 8, and 9. The next regions to be updated are 10, 11, and 12. Tammy Dutkowski will update region 10 and region 12 has already been updated.

### *Policy*

- Reviewed the status of President's Emergency Plan for AIDS Relief reauthorization
- Shared that Senator Lugar of Indiana could play a pivotal roll in the vote to remove the earmark on the bill and stated that they would provide everyone with the necessary information to call their representative about this vote.

### *Medical AD HOC*

- They are adjusting the ADAP formulary with ICHIA so everyone gets medications dispensed at the same time.
- As of now, CHANTIX will stay on the ADAP formulary.

### *Procedures*

- Nothing to report.

### *Executive*

- Discussed under NEW BUSINESS.

### **Division Update**

- Shawn handed out copies of the most recent version of the Comprehensive Plan for review, will be doing a full revision.
- Telisa (Lisa) Lloyd is the new CAB/CHSPAC Liaison for the division; she starts February 25, 2008.
- Kristi's assistant position and Neal's enrollment specialist position have been reposted.
- ICHIA is sending out a letter regarding a sample survey

### **Public Comments/Announcements**

- AIDS Resource Group's open house is March 7, 2008
- The Marion County Health Department will have competitive RFP going out soon
- Matthew 25 has moved to their new building at 465 Old 40 Road effective February 19, 2008
- Some Place Else did a Drago Gram for Valentines Day

**Meeting adjourned at 4:00 p.m.**