



DC HIV Prevention Community Planning Group		Meeting Minutes
GROUP	HIV Prevention Community Planning Group	
MEETING TITLE/TYPE	Full HPCPG Meeting	
DATE / TIME	April 14, 2011	5:30 pm – 8:00 pm
LOCATION/ROOM	899 North Capital St., N.E. Room 406, Washington DC	

ATTENDEES/ROLL CALL: 10 voting members were present					
Member	Present	Absent	Member	Present	Absent
Melina Afzal	x		Ken Pettigrew	x	
Patty Alleman	x		Richard Rice, MA	x	
Natalia Averett	x		<i>Laureen Lynch-Ryan, Alt.</i>		x
Mark Baker	x		Nestor Rocha		x
Susan M. Blake, Ph.D.	x		Hazel V. Smith		x
Chris Bryant	x		<i>Abby Charles, Alt.</i>		x
Cyndee Clay	x		Tyler Spencer	x	
Margaux Delotte-Bennett	x		Ron Swanda	x	
Manuel Diaz-Ramirez	x		Rev. Dana Tolliver	x	
<i>Jose Ramirez, Alt</i>		x	Mamie Washington		x
Calvin Gerald		x	Brian Watson		x
Leandra Gilliam	x		Pernell Williams	x	
Andrew Kerkhoff	x		A. Toni Young		x
Daniel O'Neill	x		<i>Kehinde Hall, Alt.</i>	x	
<i>David Mariner, Alt.</i>		x	Terrence L. Young	x	
			Meredith Zoltick	x	
HAHSTA Staff					
Donald Babb, Carolyn Thompson (for Néstor Rocha)					
Guests					
Tony Wooden, Deaf Reach; Ronald King, Committee on Health, DC City Council					
Logistical & Technical Support					
Bianca Stewart and Ashley Whitaker, TCBA					

X - Represents attempted to participate by Conference Call

AGENDA	
Item	Discussion
Call to Order	The meeting was called to order at 5:50 p.m. by Carolyn Thompson.
Approval of Agenda	A motion to approve the agenda was moved by Terrence Young; Richard Rice seconded the motion. Vote: 7- in favor; 0-opposed; 0-abstentions The agenda was approved.
Approval of Minutes	A motion to approve the minutes was presented by Natalia Averett, and seconded by Pernell Williams. Vote: 7- in favor; 0-opposed; 0-abstentions The minutes were approved.

<p style="text-align: center;">Overview of Ongoing Projects</p>	<ul style="list-style-type: none"> - Enhanced Comprehensive HIV Prevention Plan (ECHPP): Carolyn Thompson reported that there has been vast community engagement and involvement in developing the CDC-funded Enhanced Comprehensive HIV Prevention Plan. The first year is the planning portion of the ECHPP. She reported that some of the objectives are very ambitious but there are also required interventions and the strategies that were specified by the Centers for Disease Control (CDC) which are in line with the National HIV strategy. Ms. Thompson suggests that CPG members read the ECHPP proposal and explained that year two will be the implementation phase. <p>Donald Babb explained that the ECHPP is the response to a new HIV strategy that covers the 12 cities that have the most people currently living with HIV. He explained that the draft is submitted and CDC reviews and provides feedback.</p> <p>Meredith Zoltick asked if each of the 12 cities get funding. It was explained that the process is competitive where everyone receives a certain amount, but not all equal. DC received \$1 million for the first phase.</p> <ul style="list-style-type: none"> - Community Services Assessment (CSA): Ms. Thompson reported that revisions have been made up to the transgender populations section and it is still a working document. Any feedback on this document can be sent to Mr. Babb. For clarity, when referencing SIB the acronym stands for Strategic Information Bureau which is the department within HAHSTA that handles the data. - Work plan: The calendar of CPG events will be used to start the work plan process. - Urban Coalition for HIV/AIDS Prevention Services (UCHAPS): Néstor Rocha and the SIB Bureau Chief Tiffany West-Ojo have been very active with UCHAPS. Ron Swanda asked whether there is an official relationship with UCHAPS. In response, Ms. Thompson explained they are a member of UCHAPS. Cyndee Clay in her absence provided a written report (see Page 8).
<p style="text-align: center;">CPG Reorganization</p>	<p>Melina Afzal explained that the reorganization of the CPG came about when the group looked at how effective the meetings are and asked what the roles of the members are. The issue of leadership came up and it was questioned how to cultivate leadership within the group. Trying to empower the CPG members and work with the government are some of the goals of the reorganization. How can the CPG have purpose and meaning? Initially the CPG had lots of committees and they were deemed ineffective. Recommendations are now being considered as to what the committee’s responsibilities will be.</p> <p>Natalia Averett clarified that:</p> <ul style="list-style-type: none"> - Information was taken from the larger group discussions where restructuring recommendations were made. - If there was a majority vote against a recommendation it was removed and if there was an item that was approved by the majority then it was

	<p>kept. This current process will now review the recommendations that were questioned by 20%-30%.</p> <ul style="list-style-type: none"> - This procedure was put in place because the CPG can get stuck on working out "process" <p>Ms. Afzal also shared that this will cause accountability in making sure all members are being engaged.</p> <p>OPERATIONS COMMITTEE – is made up of committee members and a government co-chair that currently has 7 members. A conference call is held every month where decisions are made in support of the CPG.</p> <p>The recommendations discussed for the Operations Committee included: <u>Regarding “The HPCPG suspends those aspects of Robert’s Rules that don’t work for our needs, adopts rules of engagement for meetings that incorporate the useful aspects of our policies and the needs and preferences of members and guests”.</u></p> <p>Discussion Recap:</p> <ul style="list-style-type: none"> - Structure is needed but persons that are within the community need to feel comfortable participating in the conversation and providing input. - Organized discussion is needed and if anything goes beyond those lines then Robert rules can be inflicted. - The recommendation is to outright suspend the rules around discussion so the conversation can flow and implement different rules of engagement. - Mr. Babb stated that rules of engagement already exist. Action Item: Mr. Babb to provide the CPG with existing rules of engagement. - Mark Baker said the issue is the selective choice on the use of Robert’s rules at a particular time. - Ms. Afzal said the existing rules of engagement would be a good skeleton and framework to work with to create new rules of engagement. <p>Motion: For the CPG to suspend Roberts Rules related to discussion <u>in order to adopt their own rules of engagement</u>: Natalia Averett moved, second by Terrence Young Vote: 9-approved, 0-opposed, 0-abstention The motion is passed.</p> <p><u>Regarding “Facilitates CPG discussion of goals, objectives and items relevant to the work plan”</u></p> <p>Discussion Recap:</p> <ul style="list-style-type: none"> - Does the CPG committee feel developing a work plan is a responsibility that the Operations Committee should have? - Operations Committee is the only standing committee so it’s easy to place the responsibility on the Operations Committee. - Mr. Young said the Operations Committee is trying to share the responsibilities since they’re the only standing committee currently. - There would probably not be a work plan standing committee but a work group created for this specific task or the task could be assigned to one of
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the newly established standing committees.

- Mr. Babb said in 2007 a work plan frame was created that showed the different task that needed to be completed by the CPG and then a sub-work plan was created to show how to each specific task would be done.
- Mr. Swanda pointed out that the Bylaws currently state the Operations Committee is the responsible party and he feels it should stay that way.
- Ms. Averett said that there is a possibility that the group wants that responsibility changed which is why this option is being put on the table.
- It was suggested that the Operations Committee are the overseers of the work plan process, and the Operations Committee would be responsible for bringing it to the full CPG for approval.

Motion: The Operations Committee or through a work group or ad hoc committee that they will oversee, will coordinate with other committees and ensure that the CPG receives a work plan that is presented for approval. Natalia Averett moved, seconded by Pernell Williams

Vote: 9-approved, 0-opposed, 0-abstention

The motion is passed.

Question: Mr. Swanda asked if the Bylaws would have to be amended for this motion. It was advised they would not.

Regarding "Review of the work plan and prevention plan implementation and effectiveness and report to the CPG required annually":

Discussion Recap:

- Rev. Dana Tolliver asked why there was not a work plan since 2007.
- Mr. Babb stated there were a lot of details but it was a problem keeping track of whether task on the work plan were being completed and it collapsed.
- How often should the Operations Committee review the work plan to make sure it is on task? It was suggested as needed but at the minimum quarterly.
- Ms. Thompson stated the word effectiveness needs to be looked at. It was suggested to be removed.
- The work plan is what's done internally so that the prevention plan can be created.
- Work plan is the overall activities throughout the year that would be completed by the CPG; the prevention plan is the major work product.

Question: A members asked whether the Bylaws would have to be amended to vote on the item being discussed. The response was no.

Motion: Review of the work plan and prevention plan implementation and report to the CPG required at least quarterly and more often if needed.

Vote: 9-approved, 0-opposed, 0-abstention

The motion is passed.

Regarding “All CPG workgroups and committees must have charters before they begin working. The committee or workgroup shall notify the Ops committee if they believe the charter needs to be revised, the Ops committee then informs the CPG of any revisions”

Discussion Recap:

- A member asked who develops the CPG’s original charter?
- A need is developed out of the full CPG and then a committee or work group is established and if they decide once convened and find there are some changes that should be made the change is presented for approval.
- Mr. Young indicated that his thought was the full CPG would create the initial action.
- A statement was made that in the past, when people were in workgroups and meetings they did not know what they were suppose to do and who they were suppose to report information to.

Motion: All CPG workgroups and committees must have charters before they begin working. The committee or workgroup shall notify the Operations Committee if they believe the charter needs to be revised, the Operation’s Committee then presents to the CPG for approval any proposed revisions. Natalia Averett moved, Terrence Young seconded

Vote: 10-approved, 0-opposed, 0-abstention
The motion is passed.

Question: Mr. Swanda asked if the Bylaws would have to be amended for this motion. The response was, it would not.

Regarding “Require bi-annual full review of CPG bylaws, policies and procedures and require report to CPG with recommended follow up actions

Discussion Recap:

- Once committees are created the Bylaws will have to be amended.
- A full review annually was recommended by Ms. Thompson
- The policies and procedures will also need to be reviewed relevant to the specific committee

Motion: Operation committee facilitates full annual review of CPG bylaws, policies and procedures and reports to the CPG. Natalia Averett moved, second by Pernell Williams

Vote: 10-approved, 0-opposed, 0-abstention
The motion is passed.

MEMBERSHIP – it was recommended to create a membership committee and the recommendations for the committee’s responsibilities were discussed and voted on.

Regarding “Require CPG members to have alternates”

Discussion Recap:

- Richard Rice believes this recommendation is appropriate.
- Mr. Williams says it is easier to have an alternate when you are on the

CPG as a member of a CDO but when you are a community member it is more difficult.

- Ms. Thompson says “require” is the word that bothers her. CPG alternates should be representative of the same affiliation as the CPG member they are representing.
- According to Mr. Babb, alternates have to be registered and sign a commitment.
- The purpose of this recommendation is to encourage outside participation.

Motion: Encourage CPG members to have alternates and/or bring guest.
Melina Afzal moved, Terrence Young seconded

Vote: 10-approved, 0-opposed, 0-abstention
The motion is passed.

Regarding “Require that CPG alternates represent the demographic category of the member they support, as is the current rule, or that they represent a risk category, skill set or background that the CPG needs represented”

Discussion Recap:

- To keep a young person from feeling alienated it was suggested that a youth alternate also brings a guest.
- Lots of marginalized populations need more than one participant to help make decisions.

Motion: Require that CPG alternates represent the demographic category of the member they support, as is the current rule, or that they represent a risk category, skill set or background that the CPG needs represented. Pernell Williams moved. Richard Rice seconded.

Vote: 10 - approved, 0-opposed, 0 abstentions
The motion is passed.

Regarding “Have a roster that lists each member’s unexcused absences and absences covered by alternates, which goes out with the minutes of every meeting. This will help members track how many meetings they have missed that were not excused by the bylaws”

NO DISCUSSION

Motion: Have a roster that lists each member’s unexcused absences and absences covered by alternates, which go out with the minutes of every meeting. This will help members track how many meetings they have missed that were not excused by the bylaws. Pernell Williams moved, and Mark Baker seconded.

Vote: 10 - approved, 0-opposed, 0 abstentions
The motion is passed.

Regarding “If a CPG member resigns or is removed from the CPG, allow the alternate to serve the remainder of that member’s term as a full member of the



	<p><u>CPG</u>:</p> <ul style="list-style-type: none"> - Alternates are not required to come to orientation which could cause an issue. The challenge to have alternates is because they are not chosen on a regular basis. - Mr. Young stated that more often than not, once a member resigns then the alternate will go with them. - It was suggested that the alternate is considered to serve after they are reviewed by the membership committee - It was clarified that the alternate would not become a member but finish out the term - According to Ken Pettigrew, alternates not having requirements cause them to be underutilized; they should not be just a place holder but required to be engaged. - Having an alternate that was not voted on is a concern of Mr. Williams - An alternate should not have a vote since you aren't suppose to have a vote prior to orientation and that haven't gone through one if they take over a term - Mr. Williams stated a process should be in place by the membership committee to cover the details and then present a process to the Full CPG. <p>Motion: That alternates can replace members that are removed or resigned with approval from the membership committee. Terrence Young moves, Pernell Williams seconded</p> <p>Vote: 8-approved; 1-opposed; 1-abstention Mr. Babb suggested to consider not allowing the alternate to fill the whole term remaining because it could possibly be two years. It was agreed that the committee would decide that process.</p>
Break	The group decided not to take a break.
Change of Meeting Day	<p>A discussion was held to change the meeting day due to meeting conflicts. The options are staying at this day and time and meet while there is another group meeting as well or move to 441 4th Street on this date and time. Donald Babb stated that the First Thursday in an option to stay at 899 North Capitol.</p> <ul style="list-style-type: none"> - There are a few members who have standing meetings on the First Thursday so they are unable to participate on that date - It was advised by Mr. Babb that the date can be changed but he has to check the schedule for the other group that meets. - An electronic vote will be done
Announcements	Mr. Williams shared that next Monday is the new member orientation and though mentors are not required to show up they can. Mr. Babb advised he would need to know if mentors were planning to attend.



Handouts:	<ol style="list-style-type: none"> 1. Agenda – April 14, 2011 2. March 10, 2011 Draft Minutes 3. Community Service Assessment (CSA) – 4/13/2011 4. UCHAPS Meeting Update for the DC CPG 5. Feedback Needed from CPG Members April 2011 6. Accelerating an HIV Prevention Revolution: A Roadmap 7. Draft Enhanced Comprehensive HIV Prevention Plan (ECHPP)
MEETING ADJOURNED	Meeting adjourned @ 8:07pm
NEXT MEETING	May 12, 2011, 5:30 pm – 8:00 p.m. 899 North Capitol Street NE 4 th Floor Washington, DC 20002

UCHAPS Meeting Update for the DC CPG
Delivered by: Cyndee Clay, Steering Committee, UCHAPS Rep
4/14/11

Cyndee Clay and Nestor Rocha attended the March 20-21, 2011 UCHAPS Business Meeting in Los Angeles, CA. The agenda for the meeting included UCHAPS elections for a new community co-chair representative, and new steering committee representatives. It was decided that the DC steering committee representative would be a government representative, so Nestor will be representing DC on the steering committee.

UCHAPS stands for the Urban Coalition of HIV/AIDS Prevention Services. The Urban Coalition for HIV/AIDS Prevention Services (UCHAPS) is a partnership of community members and health department representatives from urban jurisdictions most heavily impacted by HIV/AIDS. UCHAPS member jurisdictions represent over one-third of the nation’s epidemic, are among the epicenters of the urban HIV epidemic, and are often at the forefront of piloting new intervention strategies. They include:

- Chicago
- Fort Lauderdale
- Houston
- Los Angeles County
- New York City
- Miami-Dade County
- Philadelphia
- City and County of San Francisco
- Washington, DC

UCHAPS is dedicated to reducing mortality and morbidity, disparities in health outcomes and the incidence of new HIV infections and collaborates with allied organizations and federal partners



towards reaching these common goals. UCHAPS continually explores ways to improve the delivery of services and uses a peer technical assistance model to exchange expertise, strategies and solutions to common challenges.¹

Major discussions during the meeting included:

- A request for organizations to share how their local health departments, CPG's and community members have utilized or talked about the National HIV/AIDS Strategy
- Request for members to review their jurisdiction's pages on new UCHAPS website and submit homegrown interventions from their jurisdictions for the website. Any DC members that would like to submit an intervention can contact Cyndee Clay (CyndeeClay@HIPS.org)
- Request to report on any work DC has done to collaborate the work of the CPG and Planning councils
- Report that next year HPLS will be ½ invited CDC track and ½ Abstracts.
- The CDC report included information that we should expect a "new framework" on community planning in the forthcoming CPG guidance from the CDC and that we should expect that we will have to show how the CPG is collaborating with the care council.
- Tiffany West and the DC Department of Health were congratulated in their efforts to get surveillance data outside of the "black data box". Tiffany has been invited to and visited other health departments' surveillance teams to show the work that we have done in DC.
- Conversation about the trend to shift away from DEBI's and toward activities with a larger community impact.
- Conversation about PrEP (Pre-Exposure Prophylaxis - i.e. putting people on antiretroviral medicine to prevent HIV acquisition). Few health departments are ready to implement but most are talking about it, especially for high risk populations. Philadelphia is currently implementing in a clinical setting. Most of the concerns were around costs and who would pay for the medication.
- Nestor presented DC's work around ECHAPP (Enhanced Comprehensive HIV Prevention Plans)

¹ UCHAPS.org



- There was also community and government break out sessions. It was decided that a regular conference call would be held for UCHAPS community members. Any DC CPG member that would like to participate in the call can contact CyndeeClay@HIPS.org for more information.

Full minutes from the meeting will be made available upon request to CyndeeClay@HIPS.org as soon as they are received.

NOTE: Melina Afzal and Cyndee Clay are the Community Delegates to UCHAPS, and Terrence Young is the Alternate Community Delegate. Nestor Rocha is the government delegate.