



**District of Columbia  
HIV Prevention Community Planning Group**

64 New York Avenue, NE  
Washington, DC 20002

**Minutes – April 9, 2009 Meeting**

**Attendance: 20 members were in attendance**

<b>Members &amp; Alternates</b>	<b>P</b>	<b>A</b>	<b>Members &amp; Alternates</b>	<b>P</b>	<b>A</b>
Melina Afzal	X		Michael Pryor	X	
<i>Kristen Degan</i>		X	Richard Rice	X	
Sean Arayasirikul	X		Néstor Rocha		X
Natalia Averett	X		Melissa Sellevaag	X	
Paola Barahona	X		<i>Daniel Ehlman</i>		X
<i>Geno Dunnington</i>		X	Ron Simmons	X	
Susan M. Blake, Ph.D.	X		<i>Ken Pettigrew</i>		X
Mark Baker	X		Hazel V. Smith	X	
Cyndee Clay	X		Isaiah Webster III	X	
Manuel Díaz-Ramírez	X		Gigi Thomas		X
Lisa Fitzpatrick, MD	X		<i>Earline Budd</i>		X
Ronald Harris	X		Zenovia Wright	X	
Daniel O’Neill	X		A. Toni Young		X
Michael W. Plankey, PhD	X		Terrence L. Young	X	

**HAA Staff:** Dr. Shannon Hader, Stacey Cooper, Tiffany West, Jenevieve Opoku, Donald Babb

**Guests:** Pernell Williams, Aryka Chapman, Lindsey Grossman

**AGENDA**

- Call to order
- Building Bridges Exercise
- Review and Approval of Minutes and Agenda
- Leadership Reports and Recommendations
- Work Group Reports
- Break
- STD Update
- Presentation: Developing the Prevention Plan
- Parking Lot Issues
- Adjournment

## **CALL TO ORDER**

Paola Barahona called the meeting to order at 5:40 p.m. It was reported that Stacey Cooper would be sitting in for Néstor Rocha at tonight's meeting.

## **BUILDING BRIDGES**

Melina Afzal and Cyndee Clay led a team-building exercise at the opening of the meeting to identify the combined strengths of the group and how those strengths can enhance the CPG. (*See outcomes of this exercise at the bottom of the minutes.*)

## **APPROVAL OF AGENDA**

Donald Babb reported that one change was made to the order of the agenda that had been e-mailed to the group due to the prioritization discussion. Cyndee Clay was added to the agenda to provide an update on the UCHAPS meeting.

## **APPROVAL OF AGENDA**

### ***Motion***

*Motion by Cyndee Clay: To approve the agenda as presented*

*Motion 2<sup>nd</sup> by Isaiah Webster*

*Motion approved with 17 votes in favor and 1 abstention*

## **APPROVAL OF MINUTES**

The group reviewed the minutes and Natalia Averett made a motion to correct her name on the minutes from the previous meeting. Dr. Hader made a motion to have her name included as having attended the February meeting.

### ***Motion***

*Motion by Ronald Harris to approve the minutes with the corrections*

*Motion 2<sup>nd</sup> by Natalia Averett*

*Motion approved with 17 votes in favor and 1 abstention*

## **LEADERSHIP REPORTS**

### ***Glossary***

Paola Barahona reported that an HPCPG glossary was being disseminated to explain the terms that would be used during this meeting. It was also requested that people not use acronyms during the meetings, or at least that the acronyms are explained during the discussion.

### ***Logistical Support***

Stacey Cooper reported that HAA does not have a logistical support provider for the HPCPG at this time due to a contract issue with Beale. Therefore, HAA was unable to provide food at this meeting. It is the hope that a new contract with another entity will be in place by mid-April.

### ***CDC Application***

Stacey Cooper explained that HAA must apply for a new 2-year “bridge” grant from the CDC in July or August and that the new grant will start January 1, 2010. HAA is awaiting the release of the application guidance with the exact date. The Community Planning Guidance will not change until 2012. A special meeting may need to be called on July 9 to review the CDC application and decide on a letter of concurrence with the application. It was explained that in the letter of concurrence the HPCPG outlines the process by which it reviewed the application and reports on whether the group agrees that the application follows the priorities established in the HIV Prevention Plan.

#### *CSA Update*

Paola explained that due to delays in conducting the Resource Inventory and the needs assessment focus groups, there is a delay in completing the Community Services Assessment (CSA). HAA will not know until next week what the new deadlines are, but the change may require extension of the current HIV prevention plan (which ends September 30, 2009) in order to provide enough time to complete the new plan, including prioritization of populations. In order to facilitate the process of reviewing the CSA when it is ready, the HPCPG is seeking new members for the Data and Prioritization Committee. One of the tasks of this ad-hoc group will be to review the draft of the CSA and make recommendations for improvement. Paola requested to have a meeting next week to develop a time-line.

#### *Changes to Meeting Structure*

Paola informed the group that there is a new meeting structure that will include a parking lot, for issues not resolved during the meeting. Each attendee was provided with index cards to write their issues for discussion before the close of the meeting. Also, a break period is being added mid-way through the meeting.

#### *UCHAPS Update*

Cyndee Clay gave a report on the March UCHAPS meeting. UCHAPS stands for Urban Coalition on HIV Prevention Services. UCHAPS is a group of states and DC (DC, NYC-NY, Chicago-Illinois, Philadelphia-Pennsylvania, San Francisco-California, and Miami-Florida) whose government and community representatives meet to discuss prevention issues and the emerging issues within those cities. Their process is similar to the community planning process. The meeting included a discussion of issues related to social marketing within the cities. It was clarified that the DC delegation includes the Community Co-Chair, the Government Co-Chair and an alternate selected by the two co-chairs. Cyndee was selected as the alternate and asked to attend.

## **WORK GROUP REPORTS**

#### *Work Plan*

The working group had met and learned that the CSA was delayed, which affected the development of a work plan. Paola Barahona reported that the work group would be scheduling another call and that everyone would be invited to participate

#### *Training*

Cyndee Clay reported that the training work group met via conference call and reviewed the proposed list of training sessions. It was proposed that there should be either one 20-minute or two 20-minute segments crucial to the CPG and the work needing to be completed. Some sessions will take place during CPG meetings while others will take place on non-CPG nights and those member interested can attend. The group is scheduled to meet again next month.

#### *Prioritization*

Zenovia Wright reported that the Prioritization committee is scheduled to meet on Monday, April 13, 2009 at 5:30 on the first floor at HAA. The meeting is open to anyone who wants to participate. Dr. Susan Blake inquired about the types of materials that will be available to assist in the prioritization process. Tiffany West-Ojo stated that Monday’s meeting will only be a brainstorming sessions to discuss what’s available and next

steps. Dr. Hader reported that there will be a link to the plan developed by Care. Donald Babb stated that a summary of the prioritization models will be sent to the group.

### *Prioritization Factors*

Dr. Simmons reported that this group will determine the factors to be used to prioritize and how populations will be prioritized. The group will also consider what we should look at, such as infection rates and the number of people living with the virus. A conference call is scheduled for Friday, April 10 at 9:00 a.m. Both Isaiah Webster and Tiffany West-Ojo inquired about why the prioritization factors and prioritization groups are being separated. Cyndee Clay interjected that the previous process had been confusing; but it could possibly be simplified.

### *Motion*

A motion was made that Donald Babb's presentation on the prevention plan be moved to right after the break in place of Melissa Sellevaag's STD update. The motion was seconded and unanimously passed.

## **DEVELOPING A PREVENTION PLAN**

Donald Babb presented an overview of prioritization as part of the development of a prevention plan, which includes indentifying the populations most in need of prevention services. In the traditional approach, populations are ranked, led by the population deemed to be most in need of prevention services. A separate process is used to identify the most appropriate strategies and interventions to reduce HIV transmission in those populations.

A limitation of this approach is that the Prevention Plan does not include goals, strategies or plans for reducing HIV transmission.

The presentation asked several questions, including:

- Is the list of prioritized populations – and the separate list of recommended interventions – the most useful product that could be developed by the HPCPG?
- Is a ranked list enough, or could desired outcomes and strategies be linked to those populations?
- Does prioritization — of populations or goals — need to be thought of purely as “ranking”?

Questions came up what about what the CSA is and Donald explained that it includes the resource inventory, gap analysis and needs assessment. Dr. Hader offered that HAA already has other data available that can be used for the prevention plan, including the Surveillance Update, the heterosexual behavior study and information on available prevention services.

Many questions ensued about this plan and there was much interest in expanding the current plan. It was suggested that a platform like Facebook or other service be used to post ideas about the plan be made available to the group. Also, a recommendation was made that there be conference calls to allow people to call in and ask questions about the proposed plan. Cyndee Clay will use “Doodle” to schedule a time most convenient to the group to have these calls.

### *Motions*

Isaiah Webster proposed that the HPCPG hold a special meeting May 14 to discuss prioritization. The motion was seconded by Ron Harris and approved.

Dr. Simmons proposed that the Prioritization Factors meeting be called off until after this May 14 meeting, which was approved.

**Adjournment:** The meeting was adjourned at 8:15 p.m.

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### **Combined Strengths identified through the teambuilding exercise**

Determination- to get the job done  
Resourcefulness- to do what we need to do to reach our goals  
Perseverance- when it's challenging  
Commitment – to community & prevention  
Patience- through meetings & when things are hard  
Flexibility  
Ability to set goals & revise  
Enthusiasm  
Faith on process- buy into what we're doing  
Vision- setting goals and being flexible  
Honesty & vulnerable- in sharing ideas

Working groups- getting on same page; set goals  
Staying committed as individuals & to the group  
Acceptance of trial, error and tribulations  
Using names for each other