

DC HIV Prevention Community Planning Group		Meeting Minutes
GROUP	HIV Prevention Community Planning Group	
MEETING TITLE/TYPE	Full HPCPG Meeting	
DATE / TIME	May 12, 2011	5:30 pm – 8:00 pm
LOCATION/ROOM	899 North Capital St., N.E. Room 406, Washington DC	

ATTENDEES/ROLL CALL: 21 voting members participated					
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		Néstor Rocha		x
Susan M. Blake, Ph.D.	cc		Hazel V. Smith	cc	
Chris Bryant	x		<i>Abby Charles, Alt.</i>		x
Cyndee Clay	x		Tyler Spencer	cc	
Margaux Delotte-Bennett	x		Ron Swanda	x	
Manuel Díaz-Ramírez		x	Rev. Dana Tolliver	x	
<i>José Ramírez, Alt</i>		x	Mamie Washington	x	
Calvin Gerald		x	Brian Watson	x	
Leandrea Gilliam	x		Pernell Williams	x	
Andrew Kerkhoff	x		Terrence L. Young	x	
Daniel O'Neill		x	<i>Kehinde Hall, Alt.</i>		x
<i>David Mariner, Alt.</i>		x	Meredith Zoltick	x	
HAHSTA Staff					
Donald Babb, Genevieve Opoku					
Guests					
Maranda Ward (Children's National), Earl Terry (Deaf Reach)					
Logistical & Technical Support					
Bianca Stewart and Ashley Whitaker, TCBA					

cc - represents participation by Conference Call

AGENDA	
Item	Discussion
Call to Order	The meeting was called to order at 5:34 p.m. by Néstor Rocha.
Approval of Agenda	A motion to approve the agenda was made by Terrence Young and Ron Swanda seconded. Vote: 11- In favor; 0-opposed; 0-abstentions The agenda was approved.
Approval of Minutes	A motion to approve the minutes was made by Ron Swanda and Richard Rice seconded. Vote: 10- in favor; 0-opposed; 1-abstention The minutes were approved.
Team Building Exercise	The group participated in the Survivor team building exercise after the approval of the minutes

HAHSTA Update

RFA – Nestor Roach reported that it's time for a new HIV testing RFA to be released. HAHSTA wants to maximize performance with not just volume but also education, as well as programs that can generate revenue so they can sustain themselves (clinical programs specifically). Mr. Rocha stated that screening is not self sustaining and accessing 3rd party revenue can help off-set some of the cost.

He said the RFA is undergoing final review by the Office of Grants. Provided approval is given it will be on target for a release date of May 16, 2011.

ECHPP – The Enhanced Comprehensive HIV Prevention Plan that was conditionally approved by the CDC was shared at the last CPG meeting. The ECHPP is CDC's response to the National AIDS Strategy to maximize prevention effectiveness. Once the DC plan gets final approval it would make the District eligible to apply for funding for two more years. That announcement is already out and a response is due at the end of this month.

Interim Progress Reports -- Reports are being prepared related to the cooperative agreements with CDC, including the Hepatitis Prevention Coordination Program and the Expanded HIV Testing program, which is part of the strategy for testing in medical settings (hospital and health care networks). An IPR is a mid-year progress report to the CDC. It also serves as an application for continuation of funding for the next grant year.

Funding Guidance -- Mr. Rocha stated the guidance for the flagship prevention grant (core prevention grant), which supports the CPG, is still expected. There may be changes to mirror and/or support ECHPP but he won't know until it is out. He also suggested the grant could change the CPG's role. Mr. Rocha also clarified that the ECHPP and Expanded Testing Program are two different programs with separate funding opportunities.

UCHAPS -- The current Executive Committee of the Urban Collation of HIV/AIDS Prevention Services will remain participating and voting until August, but the new members are beginning to participate. Cyndee Clay is stepping down and Mr. Rocha will be stepping up representing the jurisdiction. UCHAPS is now a 501(c)3 organization. This allows them to be eligible to apply for funding opportunities in areas like capacity building and peer technical assistance.

CDC Jurisdictional Meeting – The Centers for Disease Control and prevention funds programs directly and the District is one of the jurisdictions that also has CBOs with directly funded programs. The CDC works directly with HAHSTA as the grantee as well as with the directly funded programs. CDC is organizing a jurisdictional meeting for all programs that are funded to get together. CDC will meet with HAHSTA first and then meet with the programs for two days. Mr. Rocha said HAHSTA will assist in hosting the meeting. Mr. Rocha said HAHSTA will have to establish a topic to present, since an overview of HAHSTA is too large a topic.

CSA – The Community Services Assessment has been distributed and Mr. Rocha is looking for feedback. He is hoping to discuss it further in the next meeting.

Moving Meeting Date - Polling is ongoing for Ryan White Planning Council committees in reference to a change of location or date for the meetings that

	<p>now coincide with CPG meetings. Once the other group provides feedback, the process will go forward.</p> <p>Conflict of Interest Form – CPG members need to sign their conflict of interest forms. The conflict of interest forms are a requirement by CDC.</p> <p>Rules of Discussion – Mr. Rocha said the Operation Committee needs to have a conversation about the rules of discussion since Robert Rules were suspended for discussions. Terrence Young stated that members should not speak unless acknowledge and be respectful of one another until there is further discussion.</p> <p>Rev. Dana Tolliver and Natalia Averett pointed out that rules of engagements already exist.</p> <p>Donald Babb pointed out that there is nothing included in the existing rules of engagement that speak on how a question can be called or asked and things of that nature. It addresses turning off cell phones, being courteous and things of that sort.</p>
<p>CPG Reorganization</p>	<p><u>Attendance at committee meetings</u> -- It was stated that the same attendance policy would go for the standing committees as it does for the full CPG meeting.</p> <p><i>Responsibilities would include</i> - Require chairs of committees to send attendance rosters to the membership committee. Remove members from the CPG who miss more than 3 consecutive committee meetings.</p> <p>Motion: Track attendance at committee meetings. Remove members from the CPG who miss more than 3 consecutive committee meetings. Moved by Natalia Averett, Mark Baker seconded</p> <p>VOTE: All in Favor -Unanimous; Opposed - 0; Abstentions - 0</p> <p><u>Require all members to attend new member orientation.</u> <i>New Member Orientation Discussion Recap:</i></p> <ul style="list-style-type: none"> - It would be good for all members to attend New Member Orientation, so new members can get to know their mentors and the other members. - Tyler Spencer thinks there should be time built in during the full committee meeting for new members to mingle with the current members. It was suggested that mentoring time could be at the first CPG meeting following the orientation. - Ken Pettigrew stated that it is the one safe space before the new members are put into the overall process. - Mark Baker believes that the requirement should be that the membership committee members attend the new member orientation; - Members felt 8:30 a.m. on the weekends is a challenging time for most to attend new member orientation. <p>Motion: Require all membership committee members to attend new member orientation and allow separate meeting for mentoring purposes between the new members and current members (preferably the first meeting following the new member orientation). Moved by Margaux Delotte-Bennett, seconded by Mark Baker</p> <p>VOTE:</p>

All in Favor – 20; Opposed - 0; Abstention - 1

Develop policies and procedures for membership recruitment and enforce policies for CPG attendance and participation.

Discussion Recap:

- The bylaws currently state that based on attendance, when a person has two to three absences a letter is sent out to the chairs and the person who attendance is being reviewed.

Motion: Move the developing of polices and procedures to the Operations committee.

Moved by Natalia Averett, seconded by Terrence Young

VOTE:

All In favor - Unanimous; Opposed – 0; Abstentions - 0

Motion: Develop policies and procedures for member recruitment to be brought before operations committee and the Full CPG Committee.

Moved by Natalia Averett, seconded by Terrence Young

VOTE:

All in Favor - Unanimous; Opposed - 0; Abstentions - 0

Makes recommendations to the Operations Committee and to the CPG regarding ways to develop leaders.

Discussion Recap:

- Pernel Williams doesn't believe anyone can make recommendations to develop leaders because it's too wide reaching. The Operations Committee would be the committee he thinks should take on this task.
- Nestor Rocha believes it should be a shared responsibility between both committees.
- Donald Babb points out that this recommendation is to have the membership committee make recommendations to the Operations Committee.

Motion: Make recommendations to the Operations Committee and to the CPG regarding ways to develop leaders.

Moved by Mark Baker, seconded Terrence Young

VOTE:

All in Favor – 17; Opposed - 1; Abstentions - 0

Require CPG members to provide a nominee for membership during member recruitment.

Discussion Recap:

- Ron Swanda doesn't believe this recommendation is a good idea and it won't be effective.
- Margaux Delotte-Bennett believes that every member should have to participate in the process but not necessarily have to recommend nominees.
- Donald Babb informed the group that he conducts an analysis of the composition of the CPG membership based on race, gender, ethnicity, age, and skills. This is a way that the full CPG can get involved in discussing where the group is under represented and then recommend someone who may fill in that gap.

	<ul style="list-style-type: none"> - Richard Rice stated he believes the word <u>require</u> should be removed and replaced with <u>encouraged</u>. <p>Motion: Encourage CPG members to provide a nominee for membership and actively participate during member recruitment.</p> <p>Patty Alleman suggested the membership committee be responsible for defining what “actively participate” means.</p> <p>Moved by Patty Alleman, Terrence Young seconded.</p> <p>VOTE: All in Favor – 16; Opposed - 0; Abstentions – 4</p>
Break	The group decided not to take a break.
Work Plan:	<p>It was decided during the Operation Committee call that an ad hoc committee be assembled to establish/complete the basis of the HPCPG work plan. This would entail deciding what time frame the work plan would cover, what activities it would include, who would be responsible for the task, and what the format would be. The last work plan was done in 2007 – 2008.</p> <p>Mr. Babb created a packet that includes the CSA work plan, the CPG work plan from 2007-2008, a CDC work plan template, a section of the CDC Community Guidance Planning guidance on the CPG’s roles and responsibilities, and a draft CPG timeline from 2011-2012.</p> <p>The ad hoc committee would provide a structure format, timeline (should it cover 1, 2 years) and activities to be included.</p> <p>Action Item: Ms. Clay stated she will ask UCHAPS to provide examples of other CPG work plans.</p> <p>Work plan ad hoc Committee Members: Terrence Young, Patty Alleman, Margaux Delotte-Bennett, and Leandrea Gilliam.</p>
Next Steps:	<p>Invite UCHAPS Director, Anna Ford to a meeting to present on the new HIV/AIDS Strategy (NHS).</p> <p>Motion: Have the NHS conversation in June. Moved by Cyndee Clay, seconded by Pernell Williams</p> <p>VOTE: All in favor - 15, Opposed – 2; Abstentions - 0</p> <p>Action Item: The Logistics contractor is to determine whether the UCHAPS Director’s presentation can be recorded.</p>
Announcements:	<ul style="list-style-type: none"> - Margaux Delotte-Bennett - Teen parenting photo exhibit at Eastern Market tonight. Hosted by Sasha Bruce School. - Shine Night at the Bruce House on Saturday. The topic is homelessness in DC

Handouts:	<ol style="list-style-type: none"> 1. Agenda – May 12, 2011 2. April 14, 2011 Draft Minutes 3. HPCPG Member Attendance since March 1 or April 1, 2011 4. Community Service Assessment (CSA) – 5/6/2011 5. Feedback Needed from CPG Members April 2011
MEETING ADJOURNED	Meeting adjourned @ 7:50pm
NEXT MEETING	<p>June 9, 2011 899 North Capitol Street NE, 4th Floor Washington, DC 20002 5:30 pm – 8:00 p.m.</p>