



DC HIV Prevention Community Planning Group		Meeting Minutes
<b>GROUP</b>	HIV Prevention Community Planning Group	
<b>MEETING TITLE/TYPE</b>	Full HPCPG Meeting	
<b>DATE / TIME</b>	February 10, 2011	5:30 pm – 8:00 pm
<b>LOCATION/ROOM</b>	441 4 <sup>th</sup> Street, NW Room 1107 Washington DC	

**ATTENDEES/ROLL CALL: 14 voting members were present**

Member	Present	Absent	Member	Present	Absent
Melina, Afzal	x		Anadia (Sharmus) Outlaw		x
Natalia Averett	x		Richard Rice, MA	x	
Susan M. Blake, Ph.D.	x		<i>Laureen Lynch-Ryan, Alt.</i>		x
Mark Baker		x	Nestor Rocha	x	
Chris Bryant	x		Hazel V. Smith	x	
Cyndee Clay	x		Rev. Dana Tolliver	x	
<i>Debbie McMillian, Alt.</i>		x	Isaiah Webster III	x	
Manuel Diaz-Ramirez	x		Pernell Williams	x	
Calvin Gerald	x		Zenovia Wright		x
Ronald Harris		x	A. Toni Young		x
Daniel O'Neill	x		<i>Kehinde Hall, Alt.</i>		
<i>David Mariner, Alt.</i>			Terrence L. Young	x	
<b>HAHSTA Staff</b>					
Donald Babb, Jenevieve Opoku					
<b>Guests</b>					
Ron Swanda, Pearuna Boyd, LeAndrea, Maranda Ward, Gillian, Earl Terry [Deaf Reach], Ronald (Tony) Wooden [Deaf Reach], Charles Abbey, Watsa Brian and Josi Runinth.					
<b>Logistical &amp; Technical Support</b>					
Bianca Stewart and Javonna Hargrove, TCBA					

AGENDA	
Item	Discussion
<b>Call to Order</b>	The meeting was called to order at 5:48 p.m. by Nestor Rocha.
<b>Approval of Agenda</b>	A motion to approve the agenda was made by Terrence Young, seconded by Richard Rice. <b>Vote:</b> 11-In favor, 0-Opposed 0-Abstentions The agenda was approved.
<b>Approval of Minutes</b>	Richard Rice pointed out that Earl's last name is incorrectly stated as Wooden. His last name is Terry.  A motion to approve the January minutes was made by Terrence Young, seconded by Susan Blake. <b>Vote:</b>



	<p>11-In favor, 0-Opposed 0-Abstentions The minutes were approved with noted corrections.</p>
<p><b>Vote on Membership Renewal Application</b></p>	<p>Nestor stated that the following members' terms will end soon and the CPG needs to vote on their renewal.</p> <ol style="list-style-type: none"> <li>1. Hazel Smith</li> <li>2. Manuel Diaz-Ramirez</li> <li>3. Daniel O'Neil</li> <li>4. Susan Blake</li> </ol> <p>Mr. Rocha thanked everyone for expressing their interest and deciding to stay in the CPG. Melina Afzal thanked Ronald Harris, Isaiah Webster and Xenovia Wright for their work on the CPG committee since they are not returning for another term.</p> <p>A motion to accept Hazel Smith, Manuel Dia-Ramirez, Daniel O'Neil and Susan Blake for renewing their membership application was made by Isaiah Webster, seconded by Terrence Young.</p> <p><b>Vote:</b></p> <p>The members were approved unanimously.</p>
<p><b>HAHSTA Report</b></p>	<p><b>Enhanced Prevention Application</b></p> <p>Mr. Rocha reported that HAHSTA is in the process of finalizing two (2) workbooks that are required to be completed, as part of the HIV Enhanced Prevention Plan (EHPP). Workbook one (1) is a full situational analysis responsive to the required and recommended interventions. Workbook two (2) is an outline of goals and strategies. Two stakeholder meetings were held; January 20, 2011 and last week in which input was received on how to enhance the strategies. The draft submission date to the Centers for Disease and Prevention (CDC) for their evaluation is February 15, 2011. Final revisions, including all comments from the CDC are due by March 15, 2011. After March 15, 2011, the next step is partial implementation. The reason why this is partial implementation is because initially, this grant was a one year grant in which the first five months would entail developing the plan and the remainder of the period would be for starting the implementation of proposed strategies. Upon receipt of the CDC's approval, next steps can be taken to move forward. Nestor stated that the final document will be available for the HCPCG for the April meeting.</p> <p><b>HAHSTA Move</b></p> <p>Mr. Rocha announced that on Friday, February 18, 2011, HAHSTA will be moving to 899 North Capitol Street, NE, 4<sup>th</sup> floor, Washington DC. Space has been set aside for meetings and conferences; however access after hours is not known yet. Prior to the meeting next month, Mr. Rocha stated that he will find out about accessibility after hours and he will send information to members.</p> <p>Mr. Rocha stated that he observed the reactions of members about the meeting</p>



	<p>space that they are meeting in this evening (441 4<sup>th</sup> Street, NW, Room 1107). Furthermore, there was discussion in previous meetings about holding meetings at different locations. Members were asked to express their thoughts about requirements for meeting space for the year. Pernell Williams’s thoughts are that there should be a destined location, so that people know where meetings are held. In addition, he noted that the meeting space should be consistently available, safe, metro accessible and suitable parking (10-20 spaces). Daniel O’Neill noted that before a decision is reached, that the members should have an opportunity to visit the meeting space at 899 North Capitol Street. Rev. Tolliver stated that parking information needs to be shared wherever the location is. Alternate for Manuel Diaz-Ramirez stated that transgender identification and those who do not have identification also needs to be considered when finding a location. Donald Babb expressed concerns about air conditioning after hours at the location at 899 N. Capitol. If air condition is turned off after 5:00 pm then another meeting space will have to be located. Mr. Williams asked: Where is the meeting going to be held next month? Nestor stated that next meeting will be held at 899 N. Capitol Street unless notified that it will be elsewhere.</p> <p>Mr. Rocha announced that Mayor Gray appointed Dr. Gregory Pappas as the new Senior Director for HAHSTA. In addition, Nestor stated that he will invite him to a CPG meeting. Mr. Williams asked if it is it appropriate for the CPG to thank Dr. Elias-Kamanu for her help and service to the CPG. Also, he asked if it is it appropriate for the CPG to welcome the new deputy director. It was suggested that Pernell Williams write the letter.</p>
<p><b>CSA/Prevention Plan Update</b></p>	<p>Extensive feedback was received from members. There has been a lot of effort put in to the CSA and Prevention Plan including the revisions. HAHSTA staff is in the process of integrating everyone’s comments and making further changes. Next, they will prepare a timeline to move the document to their content person to develop a gap analysis.</p> <p>Natalia Averett stated that since the HCPG has the CSA Plan she would like to make motion to add the CSA to the Prevention Plan as soon as it is ready and approve that Plan as the current Prevention Plan. Also, she pointed out that the current Plan expired in September and it was not extended because the group wanted to review how the Plan was created and special populations. There was discussion on the motion and Ms. Averett withdrew her motion. Next, Susan Blake made a motion for the operations committee to present a timeline for planning two scenarios: (1) receive the CSA, put the CSA in and approve it as the Plan, and (2) use the CSA to create the real plan. There was discussion on the motion and Ms. Blake withdrew her motion. Then, Daniel O’Neil made a motion that contingent upon receiving a final copy a the CSA at the next meeting, the operations committee provides a statement of what is next for the group to update the Prevention Plan, seconded by Susan Blake.</p> <p><b>Vote:</b> 15-In favor, 0-Opposed 2-Abstentions</p> <p>The motion passes.</p>
<p><b>CPG Reorganization</b></p>	<p>Ms. Averett led the group in the Introduction to CPC Restructuring Exercise. The purpose of the exercise was to give individuals the opportunity to indicate their</p>



	<p>opinion about comments or recommendations made in the group discussions at previous meetings. The group was given 30 minutes to complete the form. Members that did not complete the form within the designated time frame were given the opportunity to complete the exercise following the meeting. Ms. Averett collected all of the exercises.</p>
<b>Break</b>	The group decided not to take a break.
<b>HPCPC Calendar</b>	Cyndee Clay stated that the calendar will be available at the next meeting.
<b>Next Steps</b>	<p>Amend the Bylaws</p> <ol style="list-style-type: none"> <li>1. Allowing for participation in 2 meetings a year by conference call</li> <li>2. Allowing for the creation of Standing (permanent ) Committees</li> <li>3. Reducing the minimum amount of time to circulate proposal to the amend the minutes</li> <li>4. Allowing fro the electronic voting in certain circumstances</li> </ol> <p>Mr. Babb stated that he would email the proposed amendments and additions or changes will be stated the in blue. Mr. Rocha noted the group will vote on each item next month.</p>
<b>Announcements</b>	<ol style="list-style-type: none"> <li>1. Mr. Babb announced that the reimbursement policy for CPG has been implemented and gave a brief overview of the policy</li> <li>2. Ms. Afzal stated that if anyone is interested in hanging out after the meeting, she will organize it.</li> </ol>
<b>Handouts:</b>	<ol style="list-style-type: none"> <li>1. Agenda</li> <li>2. January 2011 Draft Minutes</li> <li>3. Introduction to CPG Restructuring Exercise 10FEB2011</li> <li>4. Suggested Language for Proposed Amendments to the HPCPG Bylaws</li> <li>5. HPCPG Reimbursement Policy</li> <li>6. Reimbursement Report</li> <li>7. Announcement of Appointment of Dr. Gregory Pappas to Serves as the Deputy Director for HAHSTA</li> </ol>
<b>MEETING ADJOURNED</b>	The meeting was adjourned at 7:21 p.m.
<b>NEXT MEETING</b>	<p>March 10, 2011, 5:30 pm – 8:00 p.m.        899 North Capitol Street NE        4<sup>th</sup> Floor        Washington, DC 20002</p>