



<b>Group</b>	HIV Prevention Community Planning Group		
<b>Meeting Title - Type</b>	Full HPCPG Meeting		
<b>Date / Time</b>	March 11, 2010	5:30 pm – 8:00 pm	
<b>Location/Room</b>	HAHSTA, 64 New York Avenue, Fifth Floor Conference Room		

ATTENDEES/ROLL CALL: 15 voting members were present			
Afzal, Melina	Fitzpatrick, Lisa	Rice, Richard	Young, A. Toni
Averett, Natalia	Harris, Ronald	Rocha, Néstor	Young, Terrence
Blake, Susan	McMillian, Debbie	Simmons, Ron	Clay, Cyndee
Outlaw, Sharmus	Tolliver, Dana	Díaz-Ramírez, Manuel	Webster, Isaiah
Plankey, Michael			
<b>HAHSTA Staff</b>	Babb, Donald	Cooper, Stacey	Thompson, Carolyn
	West-Ojo, Tiffany		

AGENDA	
Item	Discussion
<b>Call to Order</b>	Meeting called to order at 5:41 p.m. by Néstor Rocha. Melina Afzal, Community Co-chair-elect, presided with Mr. Rocha in the absence of Paola Barahona.
<b>Ice Breaker</b>	Melina Afzal, facilitated an Ice Breaker titled “Yes And” to create your own invention and build on each other ideas. The exercise was designed to facilitate ideas and participation using group.
<b>Approval of Agenda</b>	Michael Plankey moved to approve the agenda Susan Blake seconded In Favor: 10 Opposed: 0 Abstentions: 1 The motion was approved.
<b>Approval of Minutes</b>	In favor: 9 Opposed: 0 Abstentions: 4 The minutes were approved.  Isaiah Webster III pointed out a probable error in the January 14, 2010 minutes. The minutes indicated nine abstentions to the vote to approve new members on page two was probably a mistake. The logistics contractor noted the error and will make the correction and finalize the January 14 <sup>th</sup> minutes.



**Community Service  
Assessment Discussion**

Tiffany West-Ojo reported that the Strategic Information Bureau will provide an orientation on the Community Services Assessment, information from which will be used in developing the HIV Prevention Plan. Macro, Inc. and a George Washington University (GWU) were the contractors conducting the Community Services. The CSA has three (3) components: the needs assessment, prepared by GWU; the resource Inventory, prepared by Macro, Inc. and the gap analysis, still to be completed by GW.

Data and reports provided by the contractors need to be examined by the HPCPG and a process developed to conduct the gaps analysis. An all-day Saturday meeting or two (3-hour) sessions were proposed with the needs assessment committee and the contractors along with HAHSTA staff to develop the process to conduct the gaps analysis.

Dr. Michael Plankey stated he saw a document related to the Transgender (priority population) and requested a copy of the documents for each priority population but was informed that no such documents have been distributed.

Richard Rice asked whether a needs assessment was conducted for all the priority populations and was informed that the process was too expensive.

Determining the look and feel of the gap analysis will be the decision of the HPCPG working with Tiffany West-Ojo and her team.

A question was asked as to the length of the document, the group was advised that key points have to be pulled out and the size of the product will depend on the HPCPG.

Three (3) key outcomes should come from the planning effort:

- A Draft/ Outline for the CSA
- Experts must be able to present their findings
- A Strategy for the gaps analysis

There was confusion related to the difference between the CSA and the Prevention Plan. It was stated that they are two different things; the CSA will assist in creating the prevention plan.

The question was called by A. Toni Young to end the discussion and seconded by Isaiah Webster.



<p style="text-align: center;"><b>Community Service Assessment Discussion continued</b></p>	<p>All in favor: 10 Opposed: 4 Abstentions: 0 The question to end the discussion was approved.</p> <p>Isaiah Webster motioned to form a CSA Workgroup to focus directly on the CSA and agree to a meeting date at a later date.</p> <p>All in Favor: 12 Opposed: 1 Abstentions: 2 The motion was approved</p> <p>A point of clarification was requested to define the roles and responsibility of the Workgroup. Donald Babb stated that HAHSTA will follow-up to provide a definition to the full committee.</p> <p>The CSA workgroup members include: Natalia Averett A. Toni Young Cyndee Clay Isaiah Webster Melina Afzal Ron Simmons Sharmus Outlaw</p> <p>A. Toni Young motioned to convene the CSA workgroup for an initial meeting on Saturday, March 27, 2010 with a second meeting to complete any tasks on Saturday April 3, 2010. Isaiah Webster seconded the motion.</p> <p>All in Favor: 9 Opposed: 2 Abstentions: 2 The motion passed</p> <p>A point of clarification was requested to determine if non-members can participate in the workgroup. The response stated that non-members can participate, but cannot vote.</p>
<p style="text-align: center;"><b>Update on the Operations Committee</b></p>	<p>Néstor Rocha provided an update on the Operations Committee pointing out that Terrence Young joined the Prevention Plan Work Group. He distributed a sample of the format that could be used for the HPCPG Prevention Plan and Donald Babb provided a brief presentation of the draft formats.</p> <p>Richard Rice requested the latest data to assist with developing the prevention plan. Lisa Fitzpatrick stated she will join the work group, as did Ron Simmons.</p> <p>The goal is to develop a template for the prevention plan.</p>



<p><b>CDC Funding for HAHSTA</b></p>	<p>Néstor Rocha reported that CDC awarded \$5,645,000 to HAHSTA for 2010, about \$800,000 less than request, but that HAHSTA did not foresee any reduction in the services it provides. HAHSTA is in the process of finalizing a budget modification.</p>
<p><b>UCHAPS Update</b></p>	<p>Néstor Rocha reported that he and Paola Barahona attended the UCHAPS (Urban Coalition for HIV/AIDS Prevention Services) meeting in Houston, Texas and provided a brief update to the committee. The group is defining/revising their strategic plan for the next 5 years to maintain the same focus but refined their goals to reflect more clearly their objectives. They are considering applying for 501(c)(3) status to have greater flexibility for the use of funds.</p> <p>Creation of a report card is being considered to measure the effectiveness of UCHAPS in supporting their groups and a presentation was made on the scale up of HIV screening. Discussions also included:</p> <ul style="list-style-type: none"> <li>- A 4<sup>th</sup> generation of an antigen and antibody test that will locate the virus sooner and more accurately.</li> <li>- Needle exchange, (the ban has been lifted). The CDC is planning to issue interim recommendations. They will reach out to jurisdictions to get consultation on guidelines for needle exchange.</li> </ul>
<p><b>Bylaws</b></p>	<p>A proposal to amend the Bylaws to increase the frequency of meetings from 6 per year to monthly, was presented and discussed.</p> <p>Michael Plankey made a motion to accept the amendment to the Bylaws. His motion was seconded by Richard Rice.</p> <p>All in Favor: 6  Oppose: 1  Abstentions: 3  The motion was approved</p>
<p><b>General discussion</b></p>	<p><b>New Member Orientation</b>  The new Member Orientation will be March 20, 2010 at the Hall of States, Room 283. Only new members and their mentors are required to attend.</p> <p><b>Work Plan Development</b>  Lisa Fitzpatrick requested a point of clarification on the number of meetings that can be missed. It is 50% or six (6). It was also asked whether the meetings can be decreased to 2 hours in length, since the number of meetings are now twelve (12).</p> <p>Cyndee Clay offered to work on developing an agenda for the next six (6) months to see what will be done so as to ensure efficiency.</p>

<p><b>MEETING ADJOURNED</b></p>	<p>The meeting was adjourned at 8:01 pm</p>
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<p><b>NEXT MEETING</b></p>	<p>April 8, 2010 at 5:30 pm-8:00 pm</p>
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