



DC HIV Prevention Community Planning Group		Meeting Minutes
GROUP	HIV Prevention Community Planning Group	
MEETING TITLE/TYPE	Full HPCPG Meeting	
DATE / TIME	September 8, 2011	5:30 pm – 8:00 pm
LOCATION/ROOM	899 North Capital St., N.E. Room 407, Washington DC	

ATTENDEES/ROLL CALL: 18 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	cc		Rev. Dana Tolliver	x	
<i>Jose Ramirez, Alt.</i>		x	Mamie Washington	x	
Calvin Gerald	x		Brian Watson	cc	
Leandrea Gilliam		x	Pernell Williams	x	
<i>Amena Johnson, Alt.</i>	cc		Terrence L. Young		x
Andrew Kerkhoff	x		<i>Kehinde Hall, Alt.</i>		x
Daniel O'Neill		x	Meredith Zoltick	cc	
<i>David Mariner, Alt.</i>		x			
HAHSTA Staff					
Donald Babb					
Guests					
Tony Wooden (Deaf Reach), Robert (Deaf Reach), John Moore (UMD), Donald Hitchcock (OraSure)					
Logistical & Technical Support					
Bianca Stewart (TCBA), Sharron Harris (TCBA)					

**cc - represents Conference Call

AGENDA	
Item	Discussion
Call to Order	The meeting was called to order at 5:45 p.m. by Nestor Rocha.
Approval of Agenda	<p>Add a UCHAPS update on the CDC funding and CPG Re-organization discussions.</p> <p>Donald Babb pointed out that Richard Rice's term ends this month so elections need to be held next month for a new member and in November the Community Co-chair's term is up and a new community chair will need to be elected.</p> <p>Pernell Williams presented a motion to accept the agenda as amended; Rev. Dana Tolliver seconded the motion.</p> <p>Vote: Unanimous approval. The agenda was approved.</p>
Approval of Minutes	Richard Rice motioned to approve the July minutes; Rev. Dana Tolliver seconded the motion.



	<p>Vote: In Favor - Unanimous. The July minutes were approved.</p>
<p>CDC Funding Application</p>	<p>Nestor Rocha provided an update on the development of the application, indicating that it was further along and was almost completed. Once the application is completed it will be shared with the entire body.</p> <p>Ron Swanda provided a handout about senior services he believed could be used to beef up the section that speaks to seniors within the application referencing counseling and testing. He was informed by Donald Babb that that the application is limited to 50 double-spaced pages, so it is difficult to add information. He also advised the group that a full prevention plan must be submitted next June and that will be the opportunity to enhance those areas.</p> <p>Mr. Swanda said that he does not believe the Planning Council is aware that the CPG is planning on reaching out to them in the manner that is articulated in the application. Mr. Rocha felt they were aware in a different way. He indicated there have been activities in the past where joint efforts were made between the CPG and Planning Council. Mr. Babb suggested that a member from the Planning Council be included on the CPG.</p>
<p>UCHAPS Update</p>	<p>Cyndee Clay reported that, one of the big discussions at last month's UCHAPS meeting was the name change from community planning to prevention planning and what that would look like. According to Ms. Clay, the CDC gave a big presentation on what the outcome will be and jurisdictions all over the country are talking about what it means for the community group to merge with the Ryan White group. Under the new prevention planning guidance there will be broader community engagement in prevention planning so someone from the Planning Council as well as other groups will be needed on the CPG. The process is intended to be result oriented and there will be flexibility to decide whether the council and CPG will merge or not.</p> <p>Once the guidance is issued, there will be a 30 day review and public comments period. Ms. Clay suggested forming a group to review and provide comments on behalf of the DC HPCPG. There will also be webinars that will explain the changes.</p> <p>Natalia Averett suggested that a plan should be put in place so that once the guidance comes out a group is already in place to review it since only a month will be given. Ms. Clay suggested that it may be something to include in the workplan. Patty Alleman believed the framework should be determined as well. According to Mr. Babb the CPG will no longer prioritize populations but will have a part in reviewing the draft before it goes to CDC. Ms. Clay suggested that the CPG advocate for better research or data as well.</p> <p>Action Item#1: Cyndee Clay will ask around to other CPGs on how they are planning and preparing for the upcoming changes.</p>



<p>Re-Organization</p>	<p>Motions regarding the Plan Development Advisory Committee</p> <p>Prevention Plan Committees</p> <hr/> <p>MOTION: Natalia Averett moved to make the initial two committees, Strategies and Prevention one single committee with the discussed functions called the Prevention Planning Committee. It was seconded by Andrew Kerkhoff. Vote: Approval - Unanimous; Opposed – 0; Abstentions – 0.</p> <p>MOTION: Cyndee Clay moved to consider renaming the prevention plan committee the Plan Development Advisory Committee (PDAC). It was seconded by Andrew Kerkhoff. Vote: Approve - 14; Opposed - 0; Abstentions – 2.</p> <p>MOTION: Natalia Averett moved that the committee advise the PPG with regards to assisting HAHSTA in the development of the plan. The motion was seconded by Pernel Williams. Vote: Approved -9; Opposed – 0; Abstentions – 5.</p> <p>MOTION: Pernel Williams moved to adopt the function that the committee will serve as liaison to HAHSTA as HAHSTA develops the prevention plan. Tyler Spencer second. 13-approved; 0-opposed; 1 – abstention</p> <p>MOTION: Natalia Averett moves that the committee will review the plan as it is developed and report to the PPG its observations and any recommendations it has regarding a response to the PPG. It was seconded by Tyler Spencer. Vote: Approved - 12; Opposed - 0; Abstentions – 2.</p> <p>Mr. Spencer questioned whether the Operations committee would be the liaison with HAHSTA once the decision is made. Ms. Averett responded that historically there was always a specific contact from the CPG to work with HAHSTA. In the past when the CPG contacted HAHSTA it was done by the community co-chair. Mr. Babb then advised that in prior years when the CPG had committees, the assigned committee would work directly with the EPI staff to discuss relevant information then report back to the Full CPG. The committee consisted of people who knew the details of what needed to be decided upon. Ms. Clay proposed to amend the motion by adding additional tasks. It was decided to make it an additional recommendation instead of adding it.</p> <p>MOTION: Reviews the Plan as it is developed, reports to the CPG its observations and any recommendation(s) it has regarding a response from the PPG. The motion was seconded by Tyler Spencer. Vote:</p>
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	<p>Approved-12; Opposed - 0; Abstentions-2.</p> <p>MOTION: Natalia Averett moves that the committee will collect input from the PPG to provide to HAHSTA during the development of the plan. The motion was seconded by Cyndee Clay.</p> <p>Vote: Approved -11; Opposed -0; Abstentions – 3.</p> <p>MOTION: Natalia Averett moved that the committee provide reports to the CPG on the progress of the committee’s work and the status of the committee’s workplan and makes recommendation to the operations committee. The motion was seconded by Cyndee Clay.</p> <p>Vote: Approved - 13; Opposed -0; Abstention-1</p> <p>General Committee Structure</p> <hr/> <p>MOTION: Cyndee Clay moved that a Chair and Vice Chair be established for each committee with an understanding that it is not a succession but as a discreet role with discreet responsibilities. The motion was seconded by Pernell Williams.</p> <p>Vote: Approved - 11; Opposed -0; Abstentions – 3.</p> <p>MOTION: Natalia Averett moved that the Vice Chair’s role is to assist Chair and fill-in when the Chair is not available and report when the Chair is not available as it is the Chair’s responsibility to report on the work of the committee. The motion was seconded by Cyndee Clay.</p> <p>Vote: Approved -11; Opposed - 0; Abstentions - 3</p> <p>Mr. Babb pointed out the need for a process in selecting the committee members. It was agreed that the chairs and vice chairs be selected for the committees through the self nomination process and committee vote.</p> <p>The three established committees are Membership, Plan Development Advisory Committee (PDAC), and Operation Committee.</p> <p>Action Item: Donald Babb will distribute an email to give committee members the opportunity to select which committee they are interested in serving on.</p>
<p>Next Steps:</p>	<ul style="list-style-type: none"> - There was no report on the work plan update. - CPG members will discuss the liaison between the Ryan White Planning Council and PPG at the next meeting.
<p>Announcements</p>	<ul style="list-style-type: none"> - HIPS is starting a Friday Program which consists of workgroups and seminars. More details online. - Peer Educator Training by Prevention Educators at Georgetown University Intercultural Center Rm 101 from 11a – 2pm. Welcome to observe this Saturday and Sunday and next Saturday and Sunday. - The Mayor has appointed Ron Swanda to the Commission on Aging



Handouts:	<ol style="list-style-type: none">1. Agenda – September 14, 20112. July 2011 Draft Minutes3. HPCPG Attendance June 20114. Suggested CPG Workplan Format5. CDC’s New High-Impact Approach Program Backgrounder6. DC Funding Application7. Proposed CPG Committee Recommendations
MEETING ADJOURNED	Meeting adjourned @ 7:45pm
NEXT MEETING	October 13, 2011 5:30 pm – 8:00 p.m. 899 North Capitol Street NE, 4 th Floor Washington, DC 20002