

**Prevention Planning Group Meeting
August 28-29, 2008
Hyatt Place Hotel
Tampa**

Thursday, August 28, 2008

Bobby Davis conducted roll call and established a quorum. Bobby asked the group to recognize a moment of silence for individuals who recently passed away from the epidemic. He reviewed the packet and self introductions for guests were made.

Amy Zamot motioned to accept the minute summary from the April 2008 meeting. Motion approved unanimously.

Phil Reichert, Hepatitis Program Administrator, Bureau of HIV/AIDS

Phil Reichert provided an overview of the Hepatitis Prevention Program and the recent activities of the Viral Hepatitis Planning Council. The following updates were included:

- Accepting nominations for the Viral Hepatitis Planning Council, email April Crowley at HSD_HIVPrevention@doh.state.fl.us if you are interested.
- 3.1 Million dollars for the Hepatitis Program, however they are going through a 4% reduction
- March 18th was Hepatitis Day at the Capital
- May 19th annually is World Hepatitis Day
- Testing initiative throughout the state
- Completed the 2008-2010 Hepatitis Prevention Plan
- Changing from a day and half meeting to a full day meeting
- 2009 Manual is on the website (intranet)-DOH focus only
- Hepatitis Plan is available on the Bureau website
- April Crowley, Health Educator, offers "Live" hepatitis educational seminars online; CME/CEU available for Nurses, one hour sessions

Leanne Savola, Michigan's Community Partnerships Unit, Michigan Department of Community Health

Leanne Savola presented a Power Point overview of Michigan's community planning experience. Leanne works for the Michigan Department of Health. She explained that their Comprehensive HIV Prevention Plan is 27 pages and provided the following information:

1. An overview of community planning in Michigan
2. Explained what the guidance says about the plan
3. Explained what Michigan did with their plan and how that may apply in Florida

Leanne's contact information is Leanne F. Savola, HSD_HIVPrevention@doh.state.fl.us, 313-456-3106. Please contact her if you have questions in regard to the material presented.

Marlene LaLota, Prevention Program Administrator, Bureau of HIV/AIDS

Marlene LaLota provided an overview of the Estimation of HIV Incidence Report from the Centers for Disease Control and Prevention (CDC).

The following information was provided:

- 40K is the number of new infections annually that has been reported for the last several years. However, the new methodology presented the numbers and indicated that approximately 56,300 new infections were reported in 2006.

- Anticipated reported on the new Florida numbers, but did not receive the information due to redistribution of the numbers. Florida specific data will be available soon and it will be helpful to conduct a national comparison. This will be provided at a later time.
- Another MMWR will be released September 12th with a detailed breakdown of the 56,300 reported infections by age, race, gender, risk, etc. Also, numbers for jurisdictions will be included in the report
- Significant findings among the national infection rates include: 73% Men, 45% Black, 35% White, 17% Hispanics & Risk factors: 53% Men who have Sex with Men (MSM), 31% high risk heterosexual, 12% Injecting Drug Users (IDU)
- Comprehensive prevention programs have to be inclusive and consistent to be effective: DEBI's, Outreach, Testing, Community Planning, etc.
- Marlene reported that the Bureau received over 100 RFP's in the recent fiscal cycle. They will be looking to fund projects that will target the increased numbers and target populations.

Much discussion ensued about the responses from the local areas in regard to the announcement of the new CDC numbers. Marlene explained that if local areas have questions in regard to the interpretation of the data, please contact either Spencer Lieb or Lory Maddox from the Surveillance Section of the Bureau.

Allison Herring, Community Planning Coordinator, Bureau of HIV/AIDS Prevention

Allison Herring presented a Power Point presentation and overview of National HIV Prevention Plans and based on her findings, she provided recommendations for improvements for Florida's HIV Prevention Plan.

- Allison reviewed about 30 to 40 state plans including Illinois, New York, Michigan, Alaska, etc.
- Allison provided the following key recommendations from the analysis of the state plans:
 - Prioritize the populations (Indication of need, prevention services, service gaps)
 - Community Services Assessment (Resource Inventory-user friendly)
 - More input from local community planning groups
- She suggested to prepare a Plan that is easy to follow and easy to find information on a specific target population.

Friday, August 29, 2008

Bobby Davis conducted roll call and established a quorum.

Marlene LaLota, Bureau and Prevention Updates

Marlene LaLota presented the following updates:

- On August 20th, the Bureau submitted the Prevention Grant to CDC
- National Behavioral HIV Surveillance study that was conducted in Miami on MSM, IDU & High-risk heterosexual is complete and Dano Beck will present the findings of the data at the November 2008 Meeting.
- A new HIV 101 video will be produced and will be placed onto Track IT for new staff to access the training. It will be created in English, Spanish and Creole
- Based on the response from the SOS conference, the Bureau is producing a video about Black and Hispanic women called Latino's Unidos Contra El Sida (LUCES). The Latino Advisory workgroup will produce the script to include actors with a family theme and a series of vignettes (sister, mother, child, & older adult). Factual information will be included as well as best practice models will be highlighted among the video. Also, the video will dispel myths and truths about HIV/AIDS. Maria Hobbs stated that they held a conference call to work on the script. Teresa White is the lead of the Latino Advisory Group
- HAPC Meeting was held in July in St. Petersburg and several presentations were held on Latino and Latina issues, MSM issues, with interactive discussion on what each area is doing in regard to addressing Hispanic issues.
- Plan to host a meeting about the recommendations and the snapshot of data on Hispanics for each area since each HAPC was charged with looking at their individual areas and reporting what they are doing. In addition, a statewide Latino summit was proposed.
- The Infectious Disease in Correctional Facilities Summit will be held December 3-5, 2008 at the Florida Hotel and Convention Center in Orlando, Florida.

Gilda Roman Nay Torres requested that Marlene report back to Tom Liberti and request that the Latino Advisory Group plan a conference call to synthesize the information that was recommended at the HAPC meeting and follow-through with the requested action items.

Marlene LaLota, 2007 Florida HIV Prevention Funding Snapshot

Marlene LaLota reported that the funding will be different with the new funding streams. She entertained comments and questions in regard to the current Snapshot.

Much discussion ensued in regard to the funding matching the prioritized populations. However, Marlene explained that the Bureau will update the Snapshot once the new 2009 contracts are awarded and distribute it to the members.

Benjamin Jeff Allen voiced concern in regard to what was suggested during the April meeting about the PPG having web-cam/web-based meetings versus face to face meetings. He stated with the funding the way it is, we may need to look at this as an option for cost savings.

Marlene LaLota stated that the Bureau has the ability to do Live meetings and that they already have begun to provide technical assistance this way.

Gilda Roman Nay Torres suggested going to the local health department to access the meetings. Leisha McKinley-Beach suggested conducting a Live meeting first and then determining if this works for the Prevention Planning body.

Leisha McKinley-Beach reported that the Closing the Gap has been reauthorized and the Request for Proposal will be released in January 2009. A one hour or two hour training on grant writing will occur to ensure the applicants will adhere to the requirements of the proposal.

Charles Martin provided the following updates in regard to the Black HIV Advisory Group and the MSM Out in The Open Report:

- Ujima Conference will be held October 10-12, 2008, Miami
- Southeastern Gay Men's Health Summit-November 7-9, 2008, Fort Lauderdale
- National Black HIV/AIDS Awareness Day-February 7, 2009-planning events for this day
- They have received numerous requests from NASTAD and other states for the MSM Video

The workgroups met to discuss relevant activities. Updates were provided by each of the Co-chair's of the workgroups.

Charles Martin, Special Projects Workgroup

Juliette Love provided the report for the group. She explained that they were looking to gain clarity about the new funding snapshot. The group wants to help make the Prevention plan more user friendly, especially for smaller organizations. They also want to revisit: initiatives from the Bureau to engage smaller organizations, re-recommend special training's for smaller organizations, and gain excellent TA by Regional Minority AIDS Coordinator (RMAC's). However, some of the areas struggle with their RMAC's.

Leisha McKinley-Beach acknowledged the work of the existing RMAC's and committed to re-emphasizing the role of the RMAC.

Gilda Roman Nay Torres stated that some of the RMAC's may not have resources to provide the necessary TA.

Juliette stated that the Special Projects Workgroup would like to see the RMAC's roles and responsibility and the appropriate chain of the command coming from the Bureau to reiterate their positions and job descriptions.

The following items were requested of the Special Projects Workgroup:

- 1) To distribute the roles and responsibilities of the RMAC's to the PPG members.**
- 2) The Advisory Groups be added back to the agenda as a standing agenda item for updates.**

Leisha McKinley-Beach reiterated that the Advisory Group chairs would not be contacted for each meeting; however, they need to be prepared to present an update from their groups.

Leisha reported that the Bureau is having a contractor's meeting prior to next year's funding cycle so everyone is on the same page.

Bobby Davis reported that the RMAC's role has been expanded to include specific populations that they are responsible for including MSM and Women.

Bobby Davis & Peter Bright, Methodology Workgroup

Bobby Davis reported the following of the Methodology Workgroup:

- 1) They are working on a grid to fill in funding sources that are not included on the DOH grid.
- 2) They also discussed the priority setting tool, AIDS case data-last time 50% will be sent to you pre-populated, 25% disproportionate impact, 25% will be for you to prioritize your local data with non-funded populations.

It was agreed that the information will be sent to the PPG Representatives/Alternates and HAPC's by September 30, 2008 and be due by November 15, 2008. If the local area does not submit the data, then the Bureau will default to the pre-populated data.

Peter Bright motioned that the priority setting tool that the Methodology workgroup presented is the tool that will be used for the Comprehensive HIV Prevention Plan. Motion approved unanimously.

Shane Bailey, Needs Assessment Workgroup

Shane Bailey presented that the Needs Assessment Workgroup finalized the documents that they will be using in Survey Monkey online. By next meeting, they will be available via internet and printed.

Black Women and HIV Initiative Presentation

Leisha McKinley-Beach & Kalenthia Nunnally-Bain

The video from the Sistas Organizing to Survive Conference was shown. Leisha explained that the conference participants were charged with a pledge of testing 100,000 Black women each year by 2010. In addition, the women left with their mobilization toolkits (buttons, cards, fact brochures, etc.).

Leisha McKinley-Beach reported her personal pledge to educate 1000 Black women and get them tested for HIV. She has reached 100 to date.

Leisha reported that each of the SOS materials is available on the [www. wemakethechange.com](http://www.wemakethechange.com) website.

Kalenthia Nunnally-Bain reported that the conference was very successful and had a tremendous impact. She is conducted a local conference in Miami-Dade on December 5, 2008. She has received support from the Mayor's office and Bath and Body Works.

Highlights of HPLS

Juliette Love, Bobby Davis & Charles Martin

Juliette Love & Bobby Davis provided a handout from the HIV Prevention Leadership Summit for their report of activities.

Juliette reported the following:

- The highlight was the presentation on women by Leisha McKinley-Beach.
- That we are lucky in Florida since there are places in the US where programs like MSM and SISTAS would never occur.

Charles Martin agreed that he thought that HPLS was good.

Local Community Planning Updates

Area 8: Peter Bright reported that they are putting together a larger one-day MSM training in the south of Area 8

Area 15: Olive Wedderburn reported that they held their first Prevention Meeting-MSM was identified as needing services etc. Also, issues for white women there is a concern that there is nothing for them-they think it is a Black issue. They will be meeting again in September to continue the planning process.

Area 7: Maria Hobbs-working on plans for Latino HIV Awareness Day-October 15, 2008. There is language of integration of Patient Care and Prevention.

Area 4: Delena Stephens Bowen reported that her area is working on strategic planning for the community planning process. Agencies that are contracted with the DOH are requested to be part of the planning process.

Area 3/13: Shane Bailey reported that their PEP club is setting up an educational table in the clinics for positives accessing the educational materials. Bobby Davis reported that they are working on linkage data for positive folks.

Area 12: Edmond Kirt Sumpter reported that he is glad to see that churches are becoming more involved in his area.

Area 2: Valerie reported on testing and linkage follow-up. Basic and Big Bend Cares have been chosen as pilot sites for the CARE Ware training. She explained that they are rotating their planning meetings to other counties which resulted in increased participation. She also reported that they received the Capacity Building 2 year project from CDC for Sista.

Area 10: Juliette Love reported that they held a youth specific gay form recently that was successful. Also, Donna Markland, RMAC has coordinated a workshop to be held on December 19, 2008 in Broward County on "How to be an advocate".

Area 4: Dan Merkan reported on community work where they gathered a survey at various events on MSM and the data will be available at later time. ***Marlene LaLota requested that they share their findings with the PPG members once available.***

Area 9: Caroline Hill reported on various community events held on National HIV Testing day that each of their local agencies participated. She also explained that they were able to get the churches involved.

Open Forum

Next Meeting Date and Agenda Items

The next Prevention Planning Group meeting date is November 20-21, 2008 at the Embassy Suites International Drive, Orlando, Florida.

The next Patient Care Planning Group meeting will be held November 13-14, 2008 at the same location.

Bobby Davis reported that the timeline is included in the packet for the Comprehensive HIV Prevention Plan due next year.

There being no further business to discuss, the meeting was adjourned at 12:04PM.

Summary of Discussion	Action Items	Person(s) Responsible	Timeline
Gilda Roman Nay Torres requested that Marlene report back to Tom Liberti and request that the Latino Advisory Group plan a conference call to synthesize the information that was recommended at the HAPC meeting and follow-through with the requested action items.	Marlene LaLota agreed to follow-up with Tom Liberti about conducting a meeting/conference call of the Latino Advisory Group to discuss recommended action items from the HAPC meeting.	Marlene LaLota Bureau of HIV/AIDS	Post Meeting
Marlene LaLota explained that the Bureau will update the Snapshot once the new 2009 contracts are awarded and distribute it to the members.	Marlene LaLota agreed to update the Funding Snapshot with the new Contracts information.	Marlene LaLota Bureau of HIV/AIDS	Post Meeting
Juliette Love stated that the Special Projects Workgroup would like to see the RMAC's roles and responsibility and the appropriate chain of the command coming from the Bureau to reiterate their positions and job descriptions. Also, they would like the Advisory Group reports to be added as a standing agenda item.	1. To distribute the roles and responsibilities of the RMAC's to the PPG members. 2. The Advisory Groups be added back to the agenda as a standing agenda item for updates.	1. Allison Herring 2. Michelle Scavnicky/ Co-chair's	1. Post Meeting 2. Prior to next Co-chair's call
Bobby Davis & Peter Bright, Methodology Workgroup Bobby Davis reported the following of the Methodology Workgroup: 1) They are working on a grid to fill in funding sources that are not included on the DOH grid. 2) They also discussed the priority setting tool, AIDS case data-last time 50% will be sent to you pre-populated, 25% disproportionate impact, 25% will be for you to prioritize your local data with non-funded populations.	It was agreed that the information from the Methodology Workgroup be sent to the PPG Representatives/Alternates and HAPC's by September 30, 2008 and be due by November 15, 2008. If the local area does not submit the data, then the Bureau will default to the pre-populated data.	Bobby Davis Peter Bright Bureau of HIV/AIDS staff	By November 2008 PPG Meeting
Shane Bailey, Needs Assessment Workgroup Shane Bailey presented that the Needs Assessment Workgroup finalized the documents that they will be using in Survey Monkey online. By next meeting, they will be available via internet and printed.		Shane Bailey Allison Herring	By November 2008 PPG Meeting