

**Prevention Planning Group Meeting
April 9-10, 2008
Quorum Hotel, Tampa**

Wednesday, April 9, 2008

Charles Martin welcomed the members, conducted roll call and established a quorum. Self introductions for guests were made.

Bobby Davis requested the group 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.

December 13-14, 2007 Minutes Review and Approval

Gilda Roman Nay Torres requested that the language for the Latino Advisory Group update be modified to reflect that the group wanted to explore the number of individuals who have migrated to Florida because of the IDU usage issues.

Larry Osband motioned to approve the Prevention Planning Group meeting minutes from December 13-14, 2007 with the changes as noted. Minutes were accepted and approved unanimously.

Lorenzo Robertson, Statewide Black Gay Coordinator

Lorenzo Robertson showed the Finding our Voices video and explained its use for addressing issues related to Black Gay Men. Lorenzo explained that the video (1 hour in length) was designed to be shown completely through or can be stopped for discussion sessions, depending on the group with whom you are working. A sign-in sheet was distributed for individuals to receive a copy of the video for use in their areas.

Gilda asked about the process for educational material review in Florida. Leisha explained that each state has a representative and an Educational Peer Materials Review Panel. Karen Simons is the FLDOH contact; therefore if you are interested in participating or becoming involved you may send Leisha an email at HSD_HIVPrevention@doh.state.fl.us.

Gilda commented how the video is to be used from a statewide planning perspective. What kind of action would be recommended? She suggested it be utilized as a tool to mobilize communities.

Charles Martin commented that it will be included in the planning process when we are looking at the priority areas for the state.

Benjamin Jeff Allen suggested that it would have been helpful to have an HIV positive person on the video. Self disclosure is the issue and individuals need to feel comfortable to self disclose.

Much discussion ensued around the video not primarily focusing on HIV. Lorenzo responded that the intent of the video was to address other health issues that impact black gay men, not only HIV. Gilda suggested that persons living with HIV be added to "Finding our Voices, Part 2".

Dano Beck, Behavioral Surveillance Coordinator

National HIV Behavioral Surveillance among IDUs and MSM

Dano Beck provided an overview of Behavioral Surveillance Data Findings for Evaluation and Planning among Injection Drug User (IDUs) and Men who have Sex with Men (MSM). Dano explained that the purpose of National HIV Behavioral Surveillance (NHBS) is to identify and fill gaps in programs and services, as well as identify successes. He further explained that the

Bureau of HIV/AIDS is looking to gain feedback from the Prevention Planning Group on the study findings and their implications

Bobby Davis commented on the 96% testing lifetime rate for IDUs and asked what venue they were being tested in.

Dano explained that the venue-based sampling was conducted among heterosexuals and MSM. In regard to the IDUs, they identified key informants and distributed coupons to gain more participants through respondent driven sampling. Dano explained that there are limited data from the IDU study cycle available in other states.

Dano explained that the study used the following incentives as recruiting mechanisms during the IDU study cycle: \$20 for the interview and \$10 for each IDU referred, with a maximum of \$50. More survey data is available on the Bureau's website www.floridashealth.com/Disease_ctrl/aids/index.html.

The following recommendations were suggested by the Prevention Planning Group members in response to the study:

- 1) Increase prevention education on needle/drug equipment-offer information for ways to sterilize equipment.
- 2) Include in the presentation a list of ILI, GLI, and other interventions that were in effect at the time of the study. This list would help to clarify study findings on use of prevention services.
- 3) Social Marketing Campaign versus small group interventions-this may be different in each area. What works in one area of the state may not work in another.
- 4) Increase Internet use and increase online initiatives as targeted outreach activities.
- 5) In rural areas, there is limited access to gay clubs. Therefore online activities are suggested for MSM.
- 6) Increase routine testing initiatives (at least once a year) and include testing in places frequented by MSM (restaurants, gyms, gay clubs, etc.)

Larry Osband requested that all of the PowerPoint presentations (including Dano Beck's) be available on either the Bureau of HIV/AIDS website or The AIDS Institute's website post meeting.

Local Community Planning Updates:

Area 1-Marni Woodson

- o Community Level Interventions are working very well as well as setting up test locations
- o Barbershops and Hair Salons have been active test locations
- o Community Planning Group meets once a month-next meeting is April 21, 2008

Area 2A-Valerie Mincey

- o Currently recruiting Persons living with HIV/AIDS (PLWHA) and community stakeholders to attend local planning group meetings
- o Solicited financial support from the local Kiwanza's Club and Arizona Chemical to assist in providing incentives such as gas cards for individuals to attend meetings
- o Providing a comprehensive orientation process for new members
- o Engaging faith-based partners to become part of the process
- o Basic-2008 Guiding Light award for organizational leadership

Area 2B-Sylvia Hubbard

- o Conducted week long activities for World AIDS Day
- o Faith Based initiatives

- Males health conference-Saturday, April 12, 2008
- MSM conference in June

Area 3/13-Shane Bailey

- RMAC is training and coordinating the Positive Empowering Positives (PEP) club-speaker's bureau for education
- Keeping with the Pace Conference will be held on May 7, 2008

Area 4-Delena Stephens-Bowen

- Developing a strategic plan to get people motivated due to a number of recent changes
- Staff turnover with AIDS program office has created challenges
- Community Planning group meets every other month

Area 5/6/14-Mellita Mills-Kendrick

- Actively working to host the MSM forum on May 10, 2008 in Tampa at Metropolitan Charities
- Tampa Bay Community Events Partnership, which is a community-based effort, just collaborated with Community Health Advisory Partnership (CHAP) to expand their efforts. A recent event-community block party/health forum: 1,200 persons in attendance, block party, youth pavilion, minority communities.
- There has been expressed interest in hosting focus groups as follow up with the black men who have accessed services from these events.
- Local CPP will host a meeting for Polk County folks on April 18, 2008-they will begin to conduct focus groups to address issues in their area.

Area 7-Maria Hobbs

- Combined Patient Care and Prevention group is meeting every month: Currently working on the integration of prevention and patient care services
- CAFÉ Latino is working together to plan for National HIV Testing Day
- MSM task force
- New RMAC-Tai Cocchia
- Michelle McKinney added that she assisted in training testing sites for the faith-based initiative in Brevard County

Area 8-Peter Bright

- Thanked Marlene Lalota for visiting Area 8 to assist with solving their prevention problems.
- Working on a prevention grid about the services areas will be serving and looking at a needs assessment.
- Conducting a retreat for MSM's

Area 9-Larry Osband

- Next community prevention planning meeting-3rd week in May
- Town Hall Meeting held 2 weeks ago, received 135 pledge cards back-1,350 people came in for testing and counseling

Area 10-Donna Markland & Juliette Love

- Cheer retreat, day long program with the committees to discuss the direction of planning-still write a local plan-tool for application and funding.
- April 22, 2008, RFA workshop will be conducted titled "Evaluating Effective Interventions". The focus is how to provide good evaluation on your projects. The workshop will be held at the Broward CHD in the Auditorium; and they recruited an expert from the American Cancer Society to conduct the workshop for free.

- April 27, 2008-AIDS Walk-fundraising, recruiting, AIDS Health Care Foundation in Broward County-money is going to the "Out of the Closet" testing
- Red Ribbon Partners Team-BCHD-will be participating
- April 30, 2008-conducting jail program flyer on corrections which is a one day seminar to discuss jail based initiatives and tour the facilities.
- Juliette Love added that the S-Men-Out in the Open forum that was conducted included information regarding gay men services
- Out in the Open workgroup meets monthly, S-Men project is funded through the health department.

Area 11A-Charles Martin

- Announced New RMAC-Florence Greer
- Quarterly meetings with other agencies-to ensure prevention is running smooth and everyone is in sync.
- USCA will be held 2008
- Programs on Miami Beach

Area 11B-Yul Knighten

- 1st Annual National Women and Girls day-low attendance, but great coordination and was held at the Key West High School
- National Black Church week of prayer-good attendance, ages 9-69
- Currently planning the Annual Juneteenth Event to be held in predominately Black area of Key West. The program offers cards or coupons for individuals to come back for HIV testing.
- Jail linkage in Monroe County is working well.
- Prevention is held on the 2nd Wednesday of every month.
- Consortia Meetings are held on the 3rd Thursday of every month

Area 12-Kirt Sumpter

- Conducted a successful Positive Champ program with 52 guests in attendance. Physician presented on the importance of adherence.
- Started the Real AIDS Prevention Project (RAPP) interventions-community network has been assisting very well
- Standards and Quality committee is currently finalizing the following tasks; 1) distribute a directory of available prevention, early intervention and outreach services to all HIV/AIDS service providers in area 12 and 2) to plan at least one educational opportunity
- 524 surveys, 112 returns—report from Ryan White Survey-low
- Next meeting scheduled for PCHAP is June 10, 2008

Area 15-Olive Wedderburn

- Olive is a new representative and will report items at the next meeting

Marlene Lalota reported that the Bureau employed Dr. Max Wilson-evaluator from Jacksonville-role is similar to a statewide coordinator, to coordinate evaluation programs. Services will be available to providers throughout the state.

Thursday, April 10, 2008

Charles Martin welcomed the members, conducted roll call and established a quorum. Self introductions for guests were made.

Leisha McKinley-Beach, Comprehensive Plan for 2010-2012

Leisha provided the following updates:

- Welcomed the new members
- Sistas Organizing to Survive: Black Women's Conference on HIV/AIDS, June 20-22, 2008, Orlando, Florida-register on the Bureau of HIV/AIDS website or www.wemakethechange.com
- Faith-Based Initiative: The Bureau is working on an AME Initiative with Bishop McKinley Young from the African Methodist Episcopal church and looking to meet the goal to have one test site in every county by March 30, 2008. As of the deadline, only 37% of counties had secured test sites. However, they are still proactively working to achieve this goal.

Leisha provided an overview of the Comprehensive Plan for 2010-2012. Leisha announced that the Comprehensive Plan is due in August of 2009.

- 3 meetings will be held prior to the deadline-August 2008, November 2008 and Spring 2009
- Provided an overview of the writing team and the process of routing through the Bureau for approval prior to submission
- Develop the writing team members from the existing workgroups
- Recommended to include more local information in the plan

Q-Is there a timeframe that the local group should have the materials included in the plan?

A-The PPG reps will convey that information as it becomes available.

Ken Bargar, PPG Bylaws Review

Ken provided an overview of the bylaws and reviewed the changes. Refer to attached bylaws with approved changes.

Juliette Love motioned to approve the changes to the PPG Bylaws. Motion approved unanimously.

Gilda raised concern regarding the Bylaws not referencing what is defined as the "areas". ***Peter Bright recommended that the issue of defining the "areas" in the PPG Bylaws be revisited in a future meeting.***

Co-chair's, Priority Populations & PPG Issues

Bobby requested feedback for topics and focus for future PPG Meetings.

Suggestions include the following:

- Prevention for Positives
- IDU issues
- Women
- Effective linkages for STD and HIV/AIDS-cross referrals

Leisha distributed the 2007 Florida HIV Prevention Contracts by Target Population document. Leisha explained that the document was distributed by Priority populations and included targeted funding, priority groups, etc.

Marlene Lalota provided an overview of the 2007 Florida HIV Prevention Contracts by Target Population. It was suggested to send the document of populations electronically to group to share with the local areas. Marlene explained that the data only includes contracts that are CDC directly funded programs. Other programs that target prevention, outreach and testing initiatives are not included. Refer to attached document that was distributed.

Discussion ensued regarding the priority populations and funding shifts. ***It was suggested to place this information on the agenda for the next PPG meeting and allow the opportunity for discussion.*** Marlene agreed to update the document and be available to answer questions. Please send comments to Marlene regarding the data at HSD_HIVPrevention@doh.state.fl.us.

Nominations for HIV Prevention Leadership Summit (HPLS)

Mellita Mills-Kendrick, Area 5/6/14

Juliette Love, Area 10

Ken Bargar, Consumer At-Large

Gilda Roman Nay Torres, Substance Abuse At-Large—withdrew nomination

Each candidate provided a brief overview of why they would like to attend.

Mellita Mills-Kendrick was selected as the community representative to attend the HPLS.

PPG Meeting Discussion

Allison Herring presented the members with the date options to have the last meeting of the year to avoid other meeting conflicts. She proposed November 20-21, 2008 and confirmed that the August meeting is scheduled for August 28-29, 2008.

Gilda Roman Nay Torres asked if the Bureau had examined the option to conduct meetings via webcast technology and if it would be available to do for the December meeting. The Bureau has not looked into it, therefore it was suggested that they look into conducting web casts for future meetings.

Gilda Roman Nay Torres motioned to have the fall meeting on November 20-21, 2008. Motioned approved unanimously.

At-Large Nomination Form

Leisha McKinley explained the purpose of reviewing the At-large nomination form. She indicated there was an issue about the section regarding “guidance expertise” (back of form), nominee scoring—reads “if the nominee is an expert in this field as indicated by a graduate level degree and work experience, he/she receives—1 point”. The question presented “Was it supposed to read “or” instead of “and”?. The members agreed and the form was changed.

Needs Assessment Workgroup Report

Shane reported that the NA workgroup has been working on a tool to collect local data on prevention information from community providers as well as individuals living with HIV/AIDS. He explained the plan is to use Survey Monkey (web-based survey system) for both the client survey and the provider survey.

Shane reported the following additional changes that were made:

- Under “who is completing this survey”, they have removed prevention provider
- For question #11-add current housing status to include rent, own, dorm, family/friends, homeless, institute or shelter, etc.
- Grammatical changes on client survey
- It will be translated into Spanish and Creole.

Shane reported that the workgroup anticipates completing the survey by the end of the year to have the data included in the 2010-2012 Plan. Shane explained that the community provider NA survey can be completed by anyone (not only Bureau funded providers) who are offering or conducting prevention services. They can go online or complete a paper survey to be inputted on the Survey Monkey website.

Peter Bright suggested adding additional categories to the number of HIV/AIDS clients being served (over 750, etc.) by providers.

The workgroup selected Dan Merkan, Yul Knighten and Ken Bargar for the team to write the state plan.

Special Projects Workgroup Report

Charles reported nothing to look over this time. They are going to examine the new numbers – funding allocations and provide feedback to the Bureau and identify any additional information on the report. They will set up a conference call to report back prior to the next meeting. The workgroup selected Juliette Love, Gilda Roman Nay Torres, and Benjamin Allen to participate on the statewide writing team.

Methodology Workgroup Report

Peter Bright reported that the workgroup has requested that the Bureau prepare a very simple excel spreadsheet that would be pre-populated with priority populations and HIV rates for each of the areas in rank order. It would also list the funded interventions as well as provide additional columns for the local areas to fill out their non-funded interventions, total, partial, complete or incomplete gaps in prevention services. The form would be distributed to the HAPC's, RMAC's, contract managers, and local community planning areas. However, if there is an issue gathering the local information, then the pre-populated forms will be available to include in the statewide plan. Peter and Bobby have agreed to participate on the statewide writing team.

Open Forum

Bobby suggested that the Bureau develop and disseminate a timeline for writing the plan. It should include important deadlines for submission, writing team proposed dates, routing process through the Bureau, etc. He requested that it be sent prior to the next meeting.

Gilda Roman Nay Torres provided the Latino Advisory Group update. Gilda reported that they have been actively involved with the National Latino AIDS Agenda who met in December in Washington, DC where over 500 National Leaders working around the country addressing Latino issues attended. They have developed an AIDS Action Plan that includes both policy and programmatic recommendations. The document is in revision and should be out soon. In addition, Evelyn Ullah and Alberto Santana participated in a Latino consultation held at CDC and they are looking to develop policy issues around Latinos and Prevention. The Statewide Latino Advisory Group held a conference call and is looking to reconvene the group. They will revisit the Call to Action Plan that was previously developed and provide a progress report on the action items, identifying additional areas to pursue regarding policy for Latinos.

Ken announced that the Consumer Advisory Group has been notified that Bruce Campbell from the Bureau of HIV/AIDS, Patient Care section will act as the group's DOH liaison.

Charles reported that the Black Leaders Advisory Group held a conference call to discuss ideas for this year including attending and presenting at different town hall meetings throughout the state. Charles agreed to report more at the next meeting.

Marlene explained that CDC is in the process of finalizing the document for partner counseling and referral services, and the new name will be partner services=PS. The Bureau is in the process of updating all of brochures, the 501 manual, etc. as well as additional materials.

There being no further business to discuss, the meeting was adjourned at 11:05AM.

Summary of Discussion	Action Items	Person(s) Responsible	Timeline
Larry Osband requested that all of the PowerPoint presentations (including Dano Beck's) be available on either the Bureau of HIV/AIDS website or The AIDS Institute's website post meeting.	Disseminate electronic copies of the presentations from the meeting.	Bureau of HIV/AIDS staff/The AIDS Institute staff	Post meeting
PPG Bylaws: 1. Review and changes were made to the existing PPG Bylaws. 2. Gilda Roman Nay Torres raised concern regarding the Bylaws not referencing what is defined as the "areas". Peter Bright recommended that the issue of defining the "areas" in the PPG Bylaws be revisited in a future meeting.	1. Disseminate April 2008 approved Bylaws with changes to members of the PPG. 2. Ken Bargar and Gilda Roman Nay Torres will review the language regarding the "areas" and propose changes prior to the next meeting.	1. Bureau of HIV/AIDS staff/ The AIDS Institute staff 2. Ken Bargar & Gilda Roman Nay Torres	1. Post meeting 2. Proposed Bylaw changes must be sent 30 days prior to the next meeting
Agenda topics for next PPG meeting	Suggestions include the following: <ul style="list-style-type: none"> ○ Prevention for Positives ○ IDU issues ○ Women ○ Effective linkages for STD and HIV/AIDS-cross referrals ○ 2007 Florida HIV Prevention Contracts by Target Population. It was suggested to place this information on the agenda for the next PPG meeting and allow the opportunity for discussion. 	The Bureau of HIV/AIDS & PPG Co-chairs	Determine and select topics and presenters by next PPG Co-chair's conference call
Gilda Roman Nay Torres asked if the Bureau had examined the option to conduct meetings via webcast technology and if it would be available to do for the December meeting.	It was suggested that the Bureau look into the possibility of conducting web casts for future meetings.	Bureau of HIV/AIDS staff	By Next PPG Meeting
Writing Team Development	The following names were selected for the 2010-2012 Statewide HIV Prevention Plan Writing Team: Dan Merkan, Yul Knighten, Ken Bargar, Juliette Love, Gilda Roman Nay Torres, Benjamin Jeff Allen, Peter Bright and Bobby Davis.	Bureau of HIV/AIDS staff	Ongoing
Bobby Davis suggested that the Bureau develop and disseminate a timeline for writing the plan. It should include important deadlines for submission, writing team proposed dates, routing process through the Bureau, etc.	The Bureau will develop a timeline for the process of the 2010-2012 Statewide HIV Prevention Plan.	Bureau of HIV/AIDS staff	Be distributed prior to the next meeting.