

**2005 SC HIV Planning Council
First Meeting/Orientation
February 24, 2005**

HPC Members: Maurice Adair, Laney Brackman, Anthony Brown, Anita Case, Sylvia Flint, Teretha Fowler, Susan Fulmer, Carmen Julious, Les Knight, Annette Larsen, Sara LeGrand, David Mattison, Pedro Morales, Eugene Paige, Tim Pitts, Kimberly Robinson, Larry Walton, and Norlica Washington.

DHEC Staff: Kim Brown, Lewis Hicks, Lynda Kettinger, JoAnn Lafontaine, Roshan McDaniel, Tony Price, Doug Taylor and Dorothy Waln.

Program Staff: Donald Wood

The meeting was called to order at 10:15 a.m. by Susan Fulmer, DHEC Co-Chair.

Welcome and Introductions: Lynda Kettinger, STD/HIV Division Director, welcomed the group to the initial meeting of the HIV Planning Council (hereafter HPC). After everyone introduced themselves Lynda gave an overview of how the group came to be formed.

Group Activity: Lewis Hicks led the group in an icebreaker called “Get to Know Somebody New.”

Overview of HIV/AIDS in South Carolina: Lynda Kettinger provided the group with an overview of HIV/AIDS in South Carolina and how the funding received for Care and Prevention is allocated statewide.

Lynda was followed by JoAnn Lafontaine, Ryan White CARE Act Manager, gave an overview of Care Services provided statewide and what is expected of S.C. from HRSA.

Dorothy Waln, Prevention Program Manager, provided the group with an overview of prevention efforts statewide. She also gave a brief overview of the Prevention products required to be completed to meet our CDC mandates.

Introduction to the HPC: Susan Fulmer gave an overview of the HPC’s missions and goals and went over the organization chart for the newly formed HPC. Members were allowed to review the contents of both manuals they received and the documents contained in them.

The group reviewed the HPC proposed Ground Rules and accepted them as presented. Susan then led the group in a discussion of the HPC Bylaws and Committee structure including a review of the HPC Membership Profile which was compiled using the information provided on the application for membership by the newly selected members. This was followed by a review of committee appointments.

Nominations for Community Co-Chair: The group accepted nominations for Community Co-Chair prior to lunch. Sylvia Flint and Kimberly Robinson were nominated for the position of Community Co-chair.

Lunch: Following the nomination process lunch was served.

Election of Community Co-Chair: Following lunch the group reopened the nomination process for Community Co-chair. Since there were no more nominations a formal vote was taken. Kimberly Robinson was elected to the position.

Schedule for HPC Meetings for 2005: The group decided to continue with quarterly meetings of the HPC for the rest of the year. The following dates were accepted: May 25, Aug. 23 and Dec. 6.

Committee Discussions: Following the election of the Community Co-chair, the group broke up into committees and to discuss needs for 2005, projected time frames for upcoming tasks, DHEC staff appointments to HPC and its Committees and to schedule future committee meeting dates. \

Administrative Details: Donald Wood, the HPC administrator, gave the group an overview of his role in the planning process. All HPC members completed the documents he provided and returned them to him (Emergency contact, Confidentiality, current contact information, etc.).

Wrap Up/Announcements/Adjournment: Susan thanked the group for their attentiveness and asked for any questions.