



Meeting Minutes
Holiday Inn City Centre at USC
May 25, 2005

Orientation: Orientation for new members or those members who did not attend the initial orientation was held from 10-11 a.m. New members were given an overview of the Council by Susan Fulmer and completed all of the necessary paperwork required by the administrator.

Attendance (Members): Aaron Bryan, Anita Case, Annette Larsen, Anthony Brown, Atensia Earp, Clifton Williams, David Mattison, Eugene Paige, Laney Brackman, Larry Walton, Les Knight, Matt Jenkins, Maurice Adair, Norlica Washington, Pedro Morales, Sara LeGrand, Susan Fulmer, Suzanne Freeman, Sylvia Flint, Teretha Fowler, Tim Pitts and Virginia King. **Absent:** Andy Hall, Carmen Julious and Kimberly Robinson.

Attendance (DHEC Staff and Guests): Bernard Gilliard, Dorothy Waln, Doug Taylor, JoAnn Lafontaine, Kim Brown, Lewis Hicks, Lynda Kettinger, Roshan McDaniel, Tony Price, Dr. Wayne Duffus, Ubong Udoyen, Linda Ashley, Natalie Jackson, Veronica Stephens and LaVonda Johnson.

Attendance (Administrative): Donald Wood

Opening: The quarterly meeting was called to order at 11:14 a.m. by Susan Fulmer, DHEC Co-Chair.

Welcome and Introductions: Susan welcomed everyone to the meeting. Everyone was then given the opportunity to introduce themselves and to tell the group which agency that they represented.

Minutes: - The minutes were approved with the following changes: Sara LeGrand was also nominated for the position of Community Co-chair. Change **he** to **the** in the third paragraph of the subheading Overview of HIV/AIDS in South Carolina. Delete the **they** in the second paragraph under subheading Introduction to the HPC.

Administrative Report: Donald Wood, the HPC administrator, gave an overview of the HPC budget. Several members had questions about the travel line item in the budget. Those questions were referred to Dorothy Waln and Susan Fulmer for clarification. At present, the monies allocated for travel will be used for Kimberly Robinson to attend the HPLS and for members to attend the S.C. HIV/STD Conference.

Donald reiterated to the group the importance of filling out the evaluation forms after each meeting. This is the only way that the Executive Committee and administrator can ensure that the meetings are productive and meeting the expectations of all members.

Executive Committee Reports: The administrative contract ends September 7, 2005. DHEC is reviewing the scope and services and will be completing the RFP for the new contract within the coming weeks. All of the committees are working very hard. Resignations were received from two members (Kim Deloney and Cella Hawkins). They have been replaced by Atensia Earp and Matt Jenkins.

Care and Support Committee Report: Two meetings have been held to date. The committee is in the process of reviewing the information received concerning the NASTAD project.

Consumer Advisory Committee Report: The Ryan White Consumer Advisory Committee met last week. It was the consensus of the group that specific input was needed from consumers on the NASTAD project and they were more than willing to act as a sounding board throughout the process.

Membership Committee Report: Two new members have been appointed. The Executive Committee will continue to serve as the Membership Committee for the first year of the Council.

Needs Assessment Committee Report: The committee has met twice. Laney Brackman distributed a list of existing data collection efforts around the state and reviewed the resource inventory that was provided by DHEC.

Several members had questions about the availability of a copy of the summary report from the MAI site visit. It was recommended to table the discussion until JoAnn arrived.

Natalie Jackson from the USC School of Nursing was asked to provide the group with a copy of the instruments that are used by the Rural Women's Health Project. Laney reminded the group that time for suggested changes to the Resource Inventory had passed but Dorothy was still willing to accept any suggestions

The next meeting of the committee is July 18 at 10 a.m.

Prevention Committee Report: The Substance Abuse Subcommittee has met once. The committee will be meeting with Doug Taylor to get a better understanding of PEMS and its impact on planning.

Conference calls: There was a brief discussion on how the members felt about conducting committee meetings via conference calls. The consensus was that they were a little awkward at first but generally working well. It helps to facilitate better use of our time but it is important that the meeting information be received by members as early as possible. It was noted that there is less digression than at a regular meeting.

NASTAD Project: JoAnn gave the group an overview of where we are with the project. The SCSN is due Jan. 6 and we are fortunate enough to partner with NASTAD to assist us with this project. NASTAD was awarded a contract from OMH to do need assessments with minority consumer populations. They will be assisting us with at least six focus groups in three of our higher prevalence areas of the state (Midlands, Pee Dee and Orangeburg – two per consortia). They will also help with training others to conduct the focus group in the other eight consortia.

The initial tool was developed by the Piedmont Care Consortia and NASTAD is working with us to finalize a new tool to meet both their needs and our deliverables. Ideally, we would like all data to be entered by September.

The USC School of Public Health will be assisting the HPC with the focus groups. Two groups will be run at the same time (one for persons in care and one for persons who are not in care). The Ryan White Consumer Advisory Workgroup was very enthusiastic about the project.

One of the other components of the NASTAD project is an consumer assessment of cultural competence among providers in S.C. We are in the process of working out the kinks in the document. Hopefully, from the assessment we can design a training tool that can be shared with providers.

NASTAD will be attending Peer Review on June 9. The focus groups will be held statewide. Interested facilitator should contact Susan.

Rapid Behavioral Assessment: This project in conjunction with the CDC was held this past weekend at the S.C. Pride Festival at Finlay Park. The event was very successful. We had 140 intercepts and 122 completed surveys. Twelve or 13 people completed the training with the CDC. The weather was very good and that helped us to achieve our goals.

Lunch

Morbidity Project: Dr. Wayne Duffus gave the group an overview of the Morbidity Monitoring Project that is being conducted by DHEC in conjunction with the CDC. The project is being conducted in 20 states (representing 80 percent of the HIV/AIDS cases nationwide).

Lynda Kettinger suggested that a letter be generated from the HPC and each local consortia supporting the project. A formal motion was made and accepted by the body.

Policies and Procedures: Dorothy reviewed the draft policies and procedures. It was noted that the state reimbursement rate for mileage is **\$0.345** cents per mile.

Sylvia Flint noted that there was not a formal protocol on how to allocate the scholarship and/or travel monies in the budget. Clarification was also on the use of scholarships to attend national conferences. No formal decision was made but it was recommended that the Executive Committee review the previous scholarship policies and bring a recommendation back to the group at the next meeting.

The HPC meeting was adjourned to the committee meetings.

Committee Meeting: Each committee met as a group following the formal meeting. During those meeting, members were assigned term limits using a random drawing. The following term limits were established.

Maurice Adair (2005); Laney Brackman (2006); Anthony Brown (2005); Aaron Bryan (2006); Anita Case (2005); Atensia Earp (2005); Sylvia Flint (2005); Teretha Fowler (2006); Suzanne Freeman (2006); Andy Hall (2006); Matt Jenkins (2006); Carmen Julious (2005); Virginia King (2005); Les Knight (2006); Annette Larsen (2006); Sara LeGrand (2006); David Mattison (2006); Pedro Morales (2006); Eugene Paige (2005); Tim Pitts (2005); Kimberly Robinson (2006); Larry Walton (2005); Norlica Washington (2006); and Clifton Williams (2005).

The next HPC meeting will be held Aug. 23 at the Clarion Town House Hotel and Conference Center.