

Delaware HIV/AIDS Planning Council (HPC) Meeting

Minutes

June 2, 2015

Attendees: Sheree Anderson, Pat Ayers, Caitlin Baskerville, Marc Belote, Nina Bennett, Tyler Berl, Arlene Bincsik, Amy Bixler, Brian Bourque, Michelle Broadway, Rose Camps, Dianne Casey, Martina Cephas-Kpana, Charles Reinette, Craig Clarke, Ray Collins, Hector Colon, Linda Connors, Justin Coyle, Susan Ellis, Larry Evans, John Gardner, John Gaskins, Janice Heinssen, Steven Hill, Peter Houle, Theo Hudson, Pam Justice, Alyson Lang, Patricia Lincoln, Marsha Luke, Scott MacKenzie, Collin Maier, Herman Ortiz, Kelly Passley, Glen Pruitt, Christa Rowe, Rita Devlin Salvo, Joe Scarborough, Sal Seeley, Joshua Sheets, Arif Simmons, Chris Skivers, Karen Swanson, Suzanne Tait, Chuck Traver, Dana Thompson, Liz Thornton, Bob Vella, Stanley Waite, and Molly Warren.

Call to Order: The meeting was called to order by Tyler Berl, HIV Community Planning manager at the Delaware HIV Consortium, at 12:11 pm. Tyler welcomed everyone and asked those attending to work their way around the room introducing themselves, naming their agency and why they are attending.

The Planning Process: Tyler requested a motion to suspend the rules of order for the HCPG so that he could explain where we are as a group and what needed to happen today so that the group could move forward. Pat Lincoln made a motion to suspend the rules of order, seconded by Michelle Broadway, and the motion passed by unanimous vote. Tyler then made a presentation on the Planning Process, its Federal mandate, its role in helping the State develop its service plan and prevention plan, and a brief history of the planning process in Delaware.

Minutes: The draft minutes to the last HPC meeting in September 2014 were distributed to attendees and Tyler called for a motion to dispense with the reading of, and to approve the meeting minutes as distributed. John Gardner made a motion to dispense with the reading and to approve of the minutes as distributed, seconded by Alyson Lang, and the motion passed by a unanimous vote.

Committee Reports: Tyler said that there being no established committees at the last meeting, there were no reports to be given.

HRSA Technical Assistance: Stanley Waite, Ryan White Part B Program administrator, made a presentation on the technical assistance visit from HRSA in 2014. He read the recommendations from the summary report so that attendees could understand them and explained that the recommendations needed adopting by the HPC. Tyler called for two motions to be made from the TA report: (1) a motion to change the HPCs general operating procedures to allow for time to be given during HPC meetings for Council membership to discuss emerging trends in HIV being seen in the community; and, (2) a motion to form a special committee to develop a written set of roles and responsibilities for the HPC, Division of Public

Health (DPH), and Delaware HIV Consortium (DHC), a work plan and timeline for HPC tasks, and a Memorandum of Understanding between all parties to codify the findings. Arlene Bincsik made a motion to accept the TA findings and recommendation and to form an ad hoc committee to review and develop rules for the group and to make suggested changes/additions to the Bylaws, seconded by Nina Bennett, and passed by majority vote. Tyler called for volunteers to serve on the Special Committee. Members who volunteered are: Suzanne Tait, Glen Pruitt, Dana Thompson, and Arlene Bincsik.

A motion was made by Glen Pruitt to amend the HPCs general operating procedures, seconded by Hector Colon, and the measure was approved. Following a brief discussion explaining the work of HPCs working groups, Tyler passed out a volunteer questionnaire form and allowed participants to complete the form so that members could self-select involvement in working groups.

Bylaws: Tyler gave a presentation regarding a proposed general revision to the HPC bylaws. During the presentation he reviewed the existing HPC governing documents, which give guidelines for membership and voting, found in the *Delaware HIV Planning Council Voting and Attendance Policy*, and explained how the proposed general revision to the HPC bylaws differ from existing policies. Tyler explained that the proposed general revision of the HPC bylaws was made solely to reflect the new Division of Public Health contract for community planning, and did not take into consideration any additional views of Council membership. Tyler explained that while adoption of these bylaws needed to take place to continue with Council business, further revision of the bylaws should take place to reflect the wills and interests of Council membership in the governing of their body. A discussion took place between HPC membership about the ability to change locations, or offer the opportunity to telecommute to meetings, which was resolved because having HPC meetings in Dover was written into the contract. Further questions were raised about writing a code of ethics that members had to adhere to into the bylaws, and a procedure for removing members for participating in conduct determined detrimental to the organization. It was determined that while these sections were not in the bylaws, if these topics were deemed important by the Council than they could be presented as an amendment in the future.

Tyler asked for a motion to approve the Bylaws. A motion was made by Steven Hill to approve the Bylaws as presented, seconded by Herman Ortiz. On discussion, Herman suggested that the motion be amended to say that the Bylaws are approved with the caveat that they would be modified in the future to reflect the interests of the HPC. Steven Hill withdrew his motion and rephrased it so that the Bylaws should be conditionally approved, with the understanding that a special committee would be formed to make recommendations on bylaws amendments. Herman seconded the motion, and the motion passed by majority vote. No action was taken at that time to form the special committee to make the required recommendations for bylaw amendments.

HIV Prevention in Delaware: Bob Vella, DE DPH HIV Prevention administrator, presented on current prevention activities in Delaware. He said that at this point the CDC funding has been cut to the point that 95% of their prevention activities are required and 5% are recommended, leaving no money for anything else. Required activities include counseling and testing, PWP programs, the condom distribution program and Policy. Recommended strategies include programs for high-risk negatives, social media, PrEP and nPEP. Bob reports that \$531,000 of the Prevention budget is spent on counseling and testing at 30 sites and technical support of \$75,000 for a total of \$606,000.

At this time, Bob continued, there are about 3,500 known people with HIV; based on the best estimates, this means there are 585 people who are positive and don't know (1 in 7). 400 of these are estimated to be in New Castle County. Bob reported that approximately \$229,000 is in Prevention staff salaries and benefits, \$3500 in travel expenses, and \$49,000 in indirect costs that go to the State for hosting these activities. Unfortunately, Bob said, the trend in Federal funding over the past 10 years is that Delaware Prevention funds have been reduced by almost 45%.

Adjournment: Tyler called for any open discussion on current trends in HIV in Delaware. There were none raised. Nina Bennett made a motion to adjourn the meeting, seconded by Stanley Waite, and the motion carried.

Unfinished Business:

- Motion to establish Special Committee to make recommendation on amendments to the HPC bylaws.