



**Kentucky HIV/AIDS Planning and Advisory Council
Meeting Report
9:30 – 12:30 pm May 29, 2008
Clifton Center
Louisville, Kentucky**

Members Present

Robbie S. – Co-Chair
Charlie K.
Michael L.
Deborah W.
Bruce M.
Bobby E.
Kathleen O.
Gary F.
Tim M.
Beth P.
Courtney W.
Michael H.
Kraig H.
Krista W.
Maria M.
Courtney W.
Lesi N.

Proxy

Terry S. for Carl L. and
Krista W.
Deonna W. for Theresa
M.

Members Excused

Theresa M./proxy
Gary R.
Sandy K.
Carl L./proxy
Lynne F.
Paul T.
Stephen U. – Co-Chair
Terry C.

Members Absent

Aunsha H.

Guests

Elizabeth Metzger
Thomas S
Mary Lynn Philbeck
Stan Phillips – via
telephone
Elise Young – via
telephone

DPH Staff

Beverly Mitchell
Michael Hambrick
Karin Bosh
Kambe Lattimore
Kambe Lattimore
David Clark
Trista Chapman
Merinda Brown



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Welcome and Call Meeting to Order

The May 29th meeting was called to order at 9:50 a.m. Kambe called the roll. Robbie welcomed everybody to the meeting and read the ground rules.

Action Item: Approval of Report from March 25, 2008 Meeting

Robbie presented the April 30th minutes for approval. Approval of the minutes was deferred to later because there was no quorum at the beginning of the meeting. (Quorum for meeting report approval = 50% + 1 members present.)

The report was approved upon reaching a quorum.

Services – A Better Understanding of the Health Resources and Services Administration (HRSA), HIV/AIDS Services and Community Planning

David Clark the Ryan White Part B grant administrator with the Kentucky HIV/AIDS Branch gave a presentation on the make up of KHPAC and what makes it different from any other Community Planning Group. A copy of the presentation is attached. He gave a brief history of how KHPAC was formed and how it has evolved since its inception in 2006. David informed the group that the components of KHPAC included – Prevention, Care and Services, State Legislation and Community Participation. In addition David introduced the five-year planning cycle that integrates Prevention planning, Care & Services planning and Legislative advisement. Each part of the cycle has a product associated with it. KHPAC together with the Department of Public Health are responsible for the timely completion of most of the products. Stan Phillips the Centers for Disease Control and Prevention, (CDC), and Elise Young, the Health Resources and Services Administration, (HRSA), both project officers assigned to Kentucky by their respective organizations joined this portion of the meeting via telephone.

Discussion:

Members inquired about the Statewide Coordinated Statement of Need – SCSN. This is a product that Care & Services is required to produce every 2-3 years. It is an assessment of the state of HIV/AIDS care and services, needs, resources and gaps across the state of Kentucky. This product is incorporated in the Care and Services Comprehensive plan. As KHPAC together with the Department continue to integrate care and prevention, the SCSN will be utilized for writing both the Prevention and Care and Services comprehensive plan. Members also wanted to know which entities and or individuals will be involved in providing input. David informed the group that the main groups outlined by HRSA were: Representatives of all CARE Act titles funded in the state, People Living With HIV/AIDS, PLWHA, health care providers, public agency representatives and other people or entities that could provide useful information. David also talked about the comprehensive plan that is due to HRSA on February 1, 2009. He explained that the plan is used to set long-term goals, objectives and strategies for delivering services. The plan also reflects the communities' vision and values about how to best to deliver HIV/AIDS care. David



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explained to the group, that as the process became more integrated there will be a single comprehensive plan written for both Prevention and Care & Services.

An Integrated KHPAC Timeline that Includes Services, Prevention and Policy

At the last meeting KHPAC members had requested to see an example of what an integrated timeline would look like and what products would come out of such a process. Kambe Lattimore, KHPAC administrator, walked the group through an integrated timeline with associated products for Care & Services, Prevention and Policy. This would be in a five-year planning cycle with certain products needing to be completed annually and others every 2-3 years. For this meeting a copy of the 2008-09 timeline was handed out.

Care & Services

1. SCSN – due February 2009
2. Provide suggestion on Minority Initiative Project – Annually June/July
3. Provide input to the Comprehensive Plan – due February 2009*
4. Review Ryan White Grant Application – annually Dec/Jan

Prevention

1. Community Services Assessment 2010 - 2012
 - Needs Assessment – 2010
 - Resource Inventory – 2011
 - Gaps Analysis – 2012
2. Comprehensive Plan – September 2008*
3. Prevention Grant Application – annually September
4. Population and Intervention Prioritization – annually June/July
5. Letter of Non/Concurrence – annually September

Policy

1. Year-End-Report due to the Interim Joint Committee on Health and Welfare and the Cabinet for Health and Family Services – annually September

* By 2013 KHPAC in conjunction with the HIV/AIDS Branch will produce an integrated Care and Prevention Comprehensive Plan. The Plan will be sent to both the Centers for Disease Control and Prevention, (CDC) and Health Resources and Services Administration, (HRSA).

Note – Annually KHPAC receives the Integrated Epi Profile from the HIV/AIDS Branch Surveillance unit in preparation for prioritizing target populations and interventions. Kambe put in plain words to the group that this was an evolving process and it would continue to be refined as planning progressed.

Discussion

A certain member wanted to know whether money was being taken away from other Care services in order to provide funds for the new Minority Initiative. David responded by stating that, no monies were being redirected, and no services will be reduced or cut to



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fund this initiative. Another member wanted to know what would constitute a 'minority' in this case. David stated that minorities would be people from traditionally underserved populations and also emergent underserved populations at risk of HIV/AIDS infection; information would be taken from available epidemiological data and anecdotal information provided by KHPAC members as well as completed community assessments. KHPAC's role will be to help identify specific populations and suggest appropriate interventions to the Department.

Members wanted to know about the SCSN timeline. Kambe announced that the process had already begun within the Department. This involved discussion on scope and uses of the SCSN beyond the HRSA Comprehensive Plan to include using the data to fill gaps in the 2007 Needs Assessment, Gaps Analysis and Resource Inventory as well as using pertinent data in writing the Prevention Comprehensive Plan. The department had already identified a provider to conduct the SCSN. The following timeline is tentative and subject to change.

Project Timeline:

- May 2008- Conference call with actual vendor designee to begin planning - Complete
- May 2008 Submit Technical Assistance request to CDC - Complete
- May 2008- Provide vendor designee with copies of previous reports, federal guidances and examples of other states' similar products
- June 2008- Vendor meets with KHPAC in Louisville Kentucky to develop survey questions and tool, outline mechanisms for gathering information
- November 2008- 1st draft of completed SCSN report and comprehensive plan
- February 2009 – Complete SCSN due

Action Item: New KHPAC Membership Approvals (two candidates)

Two candidates; Brian T., and Lesi N., were presented for membership consideration to the general KHPAC body. Lesi was in attendance and was able to introduce herself to the group; she informed the group that, she currently works for Matthew 25, an AIDS service organization in western Kentucky. She serves as a spiritual counselor and is very passionate about helping people infected by HIV/AIDS. Lesi is also interested in and has worked within the faith community to help educate and reduce the stigma associated with HIV/AIDS infected persons. Brian was not in attendance; Beth had written a letter of recommendation to KHPAC, stating that he would be an effective and beneficial member of the group. She reiterated that information to the group. The members present accepted both candidates for membership by general consensus.

Integrated Epidemiological Profile Survey

Karin Bosh, DPH/HIV/AIDS Epidemiologist presented the group with a survey to complete. Karin was using KHPAC as a pilot group to test the survey as a tool for gathering information to be used in creating a comprehensive HIV/AIDS resource inventory.



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Announcements/Updates:

- State Conference Attendance – Kathleen O., Kathleen gave a report from the African American and Hispanic/Latino Youth conference on HIV/AIDS that she attended on April 26 in Lexington, KY.

- Membership Representation

Following questions about the current make-up of KHPAC, Kambe broke down the current representation including vacancies that had candidates under review. KHPAC has a total of 31 positions.

28 members are voted in by the general membership before official Cabinet appointment to serve a four-year term. Membership includes individuals representing agencies, training & expertise, risk factor, geographic region and another category based on age (youth), life experience (incarceration, HIV+ caregiver), ethnicity/race (Latino/a and African American), gender/race (woman of color) and 2 members-at-large.

2 are the commissioners for Medicaid and Public Health; membership is by virtue of their appointed state position.

1 member is a state employee from the HIV/AIDS Branch; this person is a nonvoting member and serves as the state co-chair on KHPAC.

The *youth* slot will soon become vacant due to age restrictions on this category; youth is age 13 – 24. The current member will be moved to another appropriate slot.

KHPAC has 1 vacancy with no prospective candidate for the non-minority community based organization agency slot.

- Gay Pride – June 2008

Charlie K. announced that Louisville is hosting Gay Pride in June. Charlie asked if members would want to participate by having a booth at the event.

- Mentorship Program / Buddy System

Kambe asked members whether they would be interested in a mentorship program to assist new members get acclimated to KHPAC. Both new and seasoned members were excited about the idea and thought that it would benefit them. Members paired up on a voluntary basis.

New Member	Mentor
Courtney	Bobbie
Lesi	Gary F.
Brian	Beth
Michael	Robbie

- Public Service Announcement

Tim informed the group that the PSA that was previously recorded by Elton John for the Louisville Aids Walk can be edited and used for different HIV/AIDS related media campaigns.



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- **Deferred Items**

Due to time constraints the following agenda items were deferred to the next meeting

- 2008 Year End Report – Members
 - Governing Documents Ad hoc Committee – Bobby E.
 - KHAAG – Gary F.
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- Next meeting – June 24, 2008 from 9:30 – 4:00pm at the Clifton Center
 - The general meeting was adjourned at 1:15pm. The Executive Committee met right after to review membership applications.