



IHIPC Steering Committee Meeting Minutes -Tuesday, October 6, 2020, 9-10 am

Members present: M. Andrews-Conrad, J. Charles, C. Crause, J. Dispenza, J. Erdman, M. Gaines
N. Holmes, M. Maginn, Len Meyer, J. Nuss, S. Rehrig, S. Zamor,

Members absent: L. Roeder

1. **Welcome/Roll call/Personal Pronouns** – *See above list.*
2. **Outstanding “Follow-Up” and “Actions Needed” from last steering committee meeting**
None
3. **Membership items**
 - **Review Updated 2020 Cumulative IHIPC Mtg/Committee Attendance Rosters**

M. Andres-Conrad reviewed the committee rosters. A few members have had 2 absences so were sent friendly reminders about our committee attendance policy. One person has had 3 absences and received counseling. One member has had 4 absences. She has changed positions twice this year and because she has clinic hours on the scheduled day and time of her committee calls, she has not able to participate in them. It is really too late in the year to adjust scheduled or change committees so because she has had excellent attendance until now, an exception has been made.
 - **Overview of 2021 new member applications and recommendations**

– Marleigh and Membership Committee Co-chairs

Through our membership recruitment/selection process, we were able to select 8 new voting members and 6 new at large members this year. Ten of the 14 members fill regional gaps; almost all are from agencies not already represented on the IHIPC, 8 self-identify as representing our priority populations, 11 are people of color, most represent Black or Hispanic MSM, and 4 identify as PLWH.

The slate of members will be presented to the full IHIPC for vote at the October meeting. Everyone who helped recruit or disseminate information about our membership application process was thanked.
4. **Presentation at IDPH Health Equity Council webinar October 21, 11 am**

The Co-chairs will present on how community partnerships are used to address health disparities and achieve health equity at the IDPH Health Equity Council’s next webinar on October 21. When we have the registration link, we will send that out to everyone.
5. **Brief Updates from IHIPC Coordinator/Co-chairs**
 - **Transitioning of duties**

We have started the process of transitioning both the Health Department and the Community Co-chair roles by including M. Andrews-Conrad and L. Meyer or Co-chair calls.

- **November meeting will be 2021 strategic planning meeting**

This meeting is scheduled for Nov. 3, Election Day, so the group discussed an alternate day and time and agreed to Monday, November 2 at noon. J. Nuss said that the meeting will not likely last longer than 1 hour. Since we are restructuring our committees next year, we won't need to spend time developing and finalizing committee objectives for next year.

Action needed: J. Nuss will send out a revised appointment time.

J. Nuss mentioned that we need to transition from using our toll-free conference line to WebEx meetings for our committee calls.

Action needed: M. Andrews-Conrad will send a WebEx link out soon for all committee calls from November on.

- **Reminder: restructuring of IHIPC committees next year**

We will want our members to select their committee assignments by the end of January so that committees can start meeting in February and finalize their objectives and selected workgroups for 2021. M. Andrews-Conrad plans to host a couple of Office Hour times in January for members to ask questions about the committee work to help them make their decisions. Hopefully, some of the long-term members who will still be on the IHIPC next year can participate as well and help answer questions.

6. **Committee Reports/Actions Needed – (Provided by Committee or IHIPC Co-chairs)**

- **LTC, RRC, ART, & VS Committee**

The committee is preparing its presentation on the updated Interventions and Services Guidance to be presented at the October IHIPC meeting. There are no updates to the guidance itself, just the addition of 3 appendices: the Care Compendium, Safer Services Guidelines, and Prioritization of interventions that are most commonly implemented in IL and easiest to use.

- **Care Compendium Workgroup**

The workgroup has finalized the Care Compendium and development of the training. The workgroup has done a lot of work on both of these and the end product is great. The training has been posted on TRAIN and members have been instructed to complete the training before the October meeting.

- **Gender Language Workgroup**

This workgroup met and is compiling some resources to share with the IHIPC. It also will be working on development of some 2.0 Gender Language education to present to the IHIPC next year.

- **Health Equity Workgroup**

The work group met and selected S. Rehrig and D. Hunt as co-chairs. There were 14 people on the last call. The workgroup has agreed to change its name to the HIV Health Equity Workgroup, has developed a guiding statement, will be working to define health equity for the purpose of the workgroup, and will be finalizing its objectives, strategies, and tasks at its next meeting on October 15.

- **Primary Prevention Committee**

The committee had no additional updates other than the LRAV Committee updates, which they both worked on jointly.

- **Epi/NA Committee**

The committee did not meet this month so does not have a report.

- **Membership Committee**

In addition to the Care Compendium training, new members will need to complete the Interventions and Services Training from 2019. They have been sent a notice and instructions.

7. Adjourn