



IHIPC Steering Committee Meeting Minutes -Tuesday, June 2, 2020, 9-10 am

**Present:** J. Nuss, N. Holmes, Len Meyer, M. Maginn, C. Crause, J. Erdman, S. Zamor, L. Roeder, M. Gaines

**Absent:** C. Rodriguez, S. Rehrig, J. Charles, J. Dispenza

1. Welcome/Roll call/Personal Pronouns – *See above list.*
2. Outstanding “Follow-Up” and “Actions Needed” from last steering committee meeting

**Follow-up:** *The Community Engagement Meetings Needs Assessment Report is still going through IDPH Communications for approval before release.*  
*The Summer IHIPC Newsletter is also still going through IDPH Communications for approval. These reviews are likely taking longer due to our Communications team being heavily involved in COVID-19 response activities.*
3. Membership items
  - Update on requirements for new members – documentation, orientation, trainings  
*All voting and at-large members have completed all of their training and documentation requirements.*
  - Tawana Howard has transitioned from an at-large to a voting member (already has an assigned committee and mentor)
  - Review Updated 2020 Cumulative IHIPC Meeting and Committee Rosters  
*Committee co-chairs were asked to review the cumulative committee meeting roster and follow up, as needed, with members who had missed 2 meetings or more. After March committee meetings were completed, M. Andrews-Conrad had followed up with several members and reminded them of the requirement to participate on committee meetings.*  
*J. Nuss has followed up with a few members who have missed close to or more than the allowed number of meetings. An extension to view the recorded meeting was granted to several members. One still has yet to complete them and another has not been responsive to the emails. J. Nuss will continue to follow up with the members.*
4. Review Updated 2020 Meeting Calendar  
*The updated meeting schedule was reviewed. Since the June 25 IHIPC webinar meeting has been cancelled, the documents that were previously scheduled to be presented at the meeting will now be disseminated by email to membership. Members will then be given at least a week to provide comments and questions to the presenters and responses will be generated.*
5. Review/Approve August 20, 2020 IHIPC Webinar Meeting agenda  
*The draft agenda for the August 20 IHIPC meeting was reviewed. Other than changing the date on the draft to August 20, there were no other suggested changes. There was consensus on approval of the agenda.*

**Action taken:** At 9:15 AM, C. Crause made a motion to adopt the agenda as approved by the committee. N. Holmes then seconded the motion.

**Action needed:** By the end of the week, J. Nuss will send the draft agenda to membership for their vote of approval.

6. Brief Updates from IHPC Coordinator/Co-chairs

- Update on restructuring of IHIPC Committees and Workgroups

*J. Nuss relayed that due to her full-time COVID-19 assignment, she had not had time to start on drafting proposed changes to the IHIPC Bylaws and Procedures to align with the plan to restructure committees and workgroups in 2021. She said she should be able to start working on that this week.*

- Update: Risk-targeted focus groups

*Below are the focus groups that we still want to plan. They likely won't be done until fall or later, depending on how the COVID-19 outbreak evolves over the next several months. There was discussion about the possible need to identify a new location for the Region 7 focus group due to circumstances with the previously identified location.*

- Youth/young adult transgender community (Region 3 – needs to be rescheduled)
- Young MSM of color (Region 7 – needs to be scheduled)
- PWID (Region 8 – needs to be scheduled)

7. Committee Reports and Actions Needed – (Provided by Committee or IHIPC Coordinator/Co-chairs)

- LTC, RRC, ART, & VS Committee (and workgroups)

*J. Erdman corresponded with Dr. Collins from CDC. He relayed that CDC is not suggesting any changes to approved Prevention Interventions this year. The only recommendation he had is that due to COVID-19, the state should be focusing on integrating remote and telemedicine in prevention programs. This is something the committee will discuss at its meeting next week for inclusion in the Interventions and Services Guidance for 2021.*

*S. Zamor stated that the rare Compendium workgroup had nearly finalized the document it had planned to present to the IHIPC in March. The Committee Co-chairs will talk to the group about scheduling another meeting to review the draft and finalize any changes. It was suggested that they may also want to consider incorporating information about best practices for remote and telemedicine services in the compendium.*

*The Gender Language workgroup has not met since March. It finalized recommendations on changes in the language for the risk group definitions and sent these to the Epi/NA Committee for consideration.*

- Primary Prevention Committee

*C. Crause relayed that the committee will be meeting to review proposed changes to the Prevention Interventions and Services Guidance for 2021. They will discuss possibly streamlining the guidance to focus on prioritizing those that are typically provided in Illinois and those for which training is readily available.*

- Epi/NA Committee

*M. Maginn relayed that the committee will be meeting this Thursday and will be reviewing and discussing all the changes that have been proposed to the risk group definitions and decide if it is ready to finalize the recommendations it will be making to the IHIPC.*

▪ Membership Committee

*M. Gaines relayed that the committee met yesterday and reviewed and discussed the results of the April 30, 2020 IHIPC meeting survey results. The evaluations were almost all satisfactory or very satisfactory.*

*The committee then reviewed the updated Membership application and cover letter. The application had been updated with the changes to the gender and sexual orientation selections that had been suggested by the Gender Language workgroup.*

*The committee reviewed the Membership Gap Analysis that compared the demographic, risk, regional, and personal/professional affiliations of voting members with the recommendations for membership composition in the Bylaws and Procedures and the HIV epidemic in Illinois. Both incidence and prevalence data were used in the analysis. We will have 13 voting members whose full terms will end December 2020. Our 5 remaining at-large members will transition into those positions. That will leave 8 voting positions and up to 6 at-large positions to fill with our new member recruitment/selection process. We are most lacking in MSM representation, in all race/ethnicities, but especially among Black and Hispanic people. We also should prioritize a representative from a grantee directly-funded by CDC for High-Impact Prevention. There are 5 such organizations and they are all located in Chicago. In addition, we will have several gaps in regional representation. Our goal is to have 3 members per region among the 27 voting members, but we should try to at least have 2 per region. When current members leave their terms, we will have no members representing Region 5, only 1 member representing both Regions 2 and 7, and 2 members representing each of Regions 1, 4, and 6. Regions 3, 8, and 9 will be fully represented with 3 or more members.*

**Action Needed:** *J. Nuss relayed that the membership gap analysis results will be emailed to members along with the other June 25 meeting materials. Members will be provided instructions and will be asked to review the documents and submit any comments/questions to her by the end of June. By July 1, we will release the new online membership application and begin to accept applications. Applications will be accepted through September 15, 2020.*

8. Adjourn – *With no additional comments or questions, the meeting was adjourned at 9:38 am.*