



Illinois HIV Planning Group (ILHPG) January 15, 2016, 10:00 am-12:30 pm Meeting Minutes

- **Welcome; introduce co-chairs, facilitator and presenters; and acknowledge moment of silence (5 minutes)**

10:00 am: After welcoming everyone to the first formal ILHPG business meeting of the year and the first ILHPG meeting to be conducted via webinar only, Janet, the Health Department (HD) ILHPG Co-chair, introduced herself, the ILHPG Community Co-chair, and the Parliamentarian as the meeting facilitators and presenters. She welcomed Valerie Johansen on as the new Community Co-chair for 2016. She thanked the Membership Committee for its work in helping to develop the two of the presentations for the webinar. She then led the group in recognizing a moment of silence for people living with HIV and people working in all areas of HIV care, prevention, and policy.

- **Review formally adopted agenda**

The HD Co-chair noted that the agenda for today's meeting had been reviewed and approved by the voting membership of the ILHPG prior to the meeting by electronic voting of membership on a motion that was made and seconded to approve the agenda. The motion carried with 23 yes votes. Three members did not vote. She reviewed the agenda with everyone. Since this is the first meeting to be conducted via webinar, it may not be perfect. We anticipate some hiccups but we will do our best, try to identify areas we can improve, and proceed on. She noted that since the majority of the presentations for today's meeting are training and information-sharing in nature, in discussion with the Community Co-chair, it was decided that Janet and Scott Fletcher, the Parliamentarian, would deliver the presentations this time. In the future, as we all become more comfortable with using the webinar technology for meetings, the Community Co-chair will be more involved and we will mute and unmute others in the regions more readily.

- **Introduction of members and guests; Announcements (20 minutes)**

- Webinar meeting, online meeting survey and online discussion board instructions

The Parliamentarian reviewed the webinar instructions with members as well as identified where the recorded webinar, slides and materials from today's meeting, and other routine ILHPG meeting documents are located. He explained how members and community guests could access the Discussion board for today's meeting. The discussion board will remain active for 1 week after today's meeting. ILHPG leadership will record all comments in the meeting minutes and will either respond to questions posted or forward questions on to the appropriate entity(ies) for response.

- Roll call and introductions

The HD Co-chair noted that roll call and introductions will take a bit longer than usual, but that we had accounted for that in the time allotted on the agenda. She explained how this would be done. We will do roll call of each host site first, then of each voting member, then of others who have registered. People were asked to re-state their name after called, identify themselves as present, announce their region(s) and agency

affiliation, if applicable, then identify any committee or leadership positions they have on the ILHPG. New members to the ILHPG were encouraged to say a bit more about themselves. Those without a speaker on their PC were encouraged to call in using the toll-free number provided on the webinar tool bar. People also used the Chat feature to identify if they were present. The facilitators relayed to all everyone who had identified themselves as present using that feature.

The HD Co-chair noted the slide that provides a list of all new voting members to the ILHPG. She welcomed them all on board and stated that the ILHPG was aware the webinar meeting process would make it more challenging for the new members to become acclimated to the planning process, but that we would help them every step of the way. She also noted the slide that identifies the current leadership of the ILHPG and their contact information. She encouraged new members and others to contact any of these members if they had questions.

– **Voting protocol**

The HD Co-chair stated that no votes are planned for this meeting. In the future, agendas for the meetings will be approved by the voting membership of the ILHPG prior to the meeting and posted on the website a minimum of 48 hours prior to the meeting. When there are votes expected to be taken at a meeting, these will be noted on the agenda. The process we will be using for voting was explained.

– **Announcements**

» **Member updates**

The HD Co-chair announced that SuRae Dangerfield had resigned due to conflicts with school. She had been a member for four years. Her time and efforts on the group were acknowledged.

Janet reminded new members (most of whom have already requested a specific mentor) that decisions on mentor assignments would be made next week by the Executive Committee. Janet will notify new members of their assigned mentor after the meeting. Having a mentor will be very important to new members, especially this year, in light of moving our meetings to a webinar format. Janet reminded new members that they are also able to contact her or other leadership of the group at any time with questions or clarification.

Janet reminded new members they have until March 15th to submit their requests for committee assignments. If members already know their committee of interest, please let Janet know. The Executive Committee votes on these requests as they are received. It is important that members be assigned a committee so they can start to participate and provide input into committee work and projects as soon as possible.

» **Member demographic surveys**

The HD Co-chair reminded voting and non-voting members to complete and submit these to Marleigh by the end of January.

» **Member disclosure of interest/code of ethics statements**

The HD Co-chair also reminded voting and non-voting members to complete and submit these to Marleigh by the end of January. The procedure and purpose of these forms were explained to new members in orientation. As we do at the beginning of each year, one of the presentations on today's agenda will provide all membership with an overview on the Conflict of Interest Procedures and the forms.

» **Posted Reports**

The HD Co-chair noted that the following reports that have been received are posted on the ILHPG webinar meeting webpage as well as archived as Public Documents on the ILHPG website. These should be reviewed by members at their convenience and any comments or questions posted on the Discussion board after the meeting.

- Liaison and Regional Lead Agent/RIG Rep reports
- HIV Section reports
- Committee reports

- Review meeting objectives (5 minutes)

The HD Co-chair reviewed the below learning objectives for today's meeting. Through participation in this meeting, members and participants will:

- 1. Be informed on updates and discuss current issues, initiatives and activities of the ILHPG, the HIV/AIDS Section, and regional/state liaisons.*
- 2. Receive instruction on webinar meeting processes.*
- 3. Gain knowledge about ILHPG meeting processes and guiding principles.*
- 4. Gain knowledge about ILHPG Conflict of Interest Procedure.*
- 5. Gain knowledge and provide input on 2016 IDPH HIV Engagement Plan.*

– **Concurrence checklist**

The HD Co-chair explained that the Concurrence checklist will be included in every meeting as a reminder that all the training, information, presentations, and discussion occurring at meetings have a purpose. That purpose is to ensure that the ILHPG was provided with information about the state's HIV prevention plan; was provided with opportunities for input, discussion, and recommendations on the elements of the Plan; and was provided with an overview of the state's annual prevention grant application to CDC to ensure it aligns with the approved priorities and strategies identified in the Plan. She explained that voting members should review at each meeting and before the annual concurrence process that these criteria have been addressed throughout the year.

• **Overview of 2016 ILHPG meetings and modified Roberts Rules of Order (20 minutes)**

The HD Co-chair and Parliamentarian described the 2016 meeting schedule, meeting structure, ground rules for respectful meeting engagement, and the modified Robert's Rules of Order procedures that will guide the meetings. The updated meeting schedule and calendar of activities will be maintained on the ilhpg.org website and provided to members as updated. Janet noted that meeting attendance was very important, especially for voting members. Attendance is not only the only way we can ensure we obtain input from and involve representatives from the communities and populations affected by and at highest risk of HIV, voting can only occur when there is a quorum or majority of voting members present. Janet reviewed the 2016 meeting schedule and reminded members that there would also be a training webinar in February on Epi 101 and Using Data for HIV Prevention Planning. Members will need to participate in the live webinar or view the recorded webinar prior to the March meeting. This ensures members have a basic understanding of those concepts prior to the presentations and discussions of the current HIV epidemic. In total, there are 17 2 ½ hour meetings that count as "half-day" increments. Voting members will be allowed to miss no more than five of those. Missing more than five would result in termination by absence from the ILHPG. Attendance at the "live" webinar meetings is preferred so that we can reach the quorum required to vote and to conduct business.

Janet also mentioned that any new members who would like a one-on-one training on how to navigate the ILHPG website or with the webinar format should request that of Scott Fletcher, the website administrator.

Janet said that Marleigh would be making some laminated copies of a Robert's Rules of Order cheat sheet for properly following Robert's Rules of Order procedures at meetings. These will be mailed to voting members. The electronic version is maintained on the ILHPG website.

– **Input, questions and answers (10 minutes)**

No input, questions or discussion was received.

• **Overview of ILHPG Conflict of Interest Procedure (20 minutes)**

Janet explained the ILHPG's Conflict of Interest Procedures as well as the two forms – the Disclosure of Interest form and the Code of Ethics statement – that all members (voting and non-voting) are required to complete annually. Non-voting members sometimes don't understand why these apply to them. Because non-voting members are in positions where they may influence the decisions of voting members, they are required to complete the

forms as well. When a member changes or adds a place of employment or other affiliation (volunteer or contractual relationship, spouse/partner's place of employment, etc.) he would need to complete and submit a new Disclosure of Interest statement. Janet explained how conflicts of interest can bias and damage the efforts of the ILHPG and that sometimes the perception of a conflict of interest can be as detrimental as a real conflict. Janet also reminded members that when they are participating in ILHPG functions in the community (i.e., face-to-face meetings, needs assessment activities, etc.), they are representing the ILHPG and should abide by its Code of Ethics. Members should also never identify themselves as representing the ILHPG when they are not acting in that capacity.

– Input, questions and answers (10 minutes)

Steven St. Julian commented on the slide r/t conflict of interest in the concurrence process. He disagrees and thinks that funding allocation is an appropriate topic for consideration of a concurrence vote.

Janet reminded the group that Steven was referencing the concurrence with reservations vote that had occurred last year because the planning group questioned the funding allocation to the regions, specifically to the regions with the least HIV incidence. There was discussion that the amount was not adequate to provide a basic level of HIV prevention services to that region. According to the HPG Guidance, the planning group is not responsible for making decisions on allocations of funding and the concurrence vote does not dictate allocation of funding. Obviously, if the concurrence vote resulted in direct financial benefit to specific individuals or agency (ies), there would be a conflict of interest. However, if the allocation of funding to the regions in the state's grant application is not reflective of the priorities and strategies identified in the approved Jurisdictional Plan, can that be a consideration in the planning group's determination of concurrence? Janet said that she has asked CDC for clarification on this issue, will follow up again with CDC, and when a response is received, will relay the response to the planning group.

• Draft 2016 Illinois HIV Engagement Plan (20 minutes)

The HD Co-chair provided an overview of the purpose of the HIV Engagement Plan and the various required elements of the plan, including who the key stakeholders are and the plan for engagement and retention of stakeholders in the planning process. The HIV Engagement Plan is an IDPH Plan, but since the focus of the ILHPG is community engagement, it makes sense for the ILHPG to take a lead role in development of the plan. Again, since about 95% of our strategic plan and the objectives of the ILHPG are community engagement in nature, we were able to include the majority of our objectives into the Engagement Plan. The 2016 plan is structured as a work plan and specifics each strategy/activity that is planned, who has the lead role, who the strategy/activity targets, when it will be accomplished, and how we will monitor/measure its accomplishment.

The draft plan has been disseminated to ILHPG members for review and input. It has also been forwarded to the other programs in the HIV Section (Care, Prevention, Training, Surveillance, etc.) as well as the STD Section and the Centers for Minority Health Services for their input. Janet hopes to have the plan finalized by the February 19th meeting, but definitely by the end of February. It will be posted on the ILHPG and the IDPH website.

– Input, questions and answers (10 minutes)

• Public Comment Period (15 minutes)

No requests for public comment were received.

Scott Fletcher reminded everyone that if they registered for the webinar, they should receive an email with a link to the meeting evaluation form. If a member participated

• Adjourn

The HD Co-chair thanked all participants then formally adjourned the meeting at 12:10 pm.