

STATE OF COLORADO

Bill Ritter, Jr., Governor
James B. Martin, Executive Director

Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

Coalition Steering Committee Meeting Meeting Minutes July 22, 2009, 9 – 10:30 a.m.

Steering Members Present: Mary Beth Luedtke, Craig Chapin, Merilou Johnson,

Absent: Maria Lopez and Imani Latif

Department Staff Present: Angela Garcia and Anne Marlow-Geter

I. Care Advisory Committee Update

Merilou Johnson provided the committee with an update of the last HIV Care Advisory Committee meeting. Merilou made special note of the following issues:

- The committee is in the process of setting up workgroups to more effectively address focus issues and help engender greater participation
- She is in the process of developing a statewide care resource inventory to help demonstrate the types and location of Ryan White services available in Colorado
 - The Steering Committee suggested that the development of the resource inventory might be an appropriate task for the Planning Collaborative Committee. The committee could use the care document as a starting point to develop a more comprehensive resource inventory.
 - Merilou also requested that CDPHE submit meeting minutes and agendas to members a week prior to the next meeting.

II. Prevention Advisory Committee Update

Provided during previous Steering Committee meeting

a. Annual “Letter of Concurrence” Process 2009

The health department has yet to receive the highly anticipated Interim Progress Report (IPR)/grant application from the CDC that normally arrives in July. Therefore, CDPHE anticipates that the HIV Prevention Advisory Committee will need to schedule an ad hoc meeting some time late summer/fall to conduct the Letter of Concurrence¹ process

¹ Concurrence: The community planning group’s (CPG’s) agreement that the health department’s application for HIV prevention funds reflects the CPG’s target populations and intervention priorities (see “nonconcurrence”). As part of its application to the CDC for federal HIV prevention funds, every health department must include a letter of

associated with the annual submission of the of the health department's IPR. As soon as CDPHE receives the grant announcement, scheduling will be coordinated with the HIV Prevention Advisory Committee Chair and committee members.

III. Planning Collaborative Committee Update

No report available

IV. Conflict of Interest

Mary Beth revised the working draft of the Conflict of Interest form based on feedback from the May Coalition meeting. The committee discussed a final issue related to whether to allow for or eliminate member discussions when there is a conflict of interest situation. The committee decided to err on the side of inclusiveness and allow for discussion, tempered by the Coalition Chair. Mary Beth will submit the revised draft to the committee once more. Following those comments/revisions, a final proposed draft will be sent to the Coalition and discussed at the August 10 meeting.

V. Coalition Web Site Announcement

Richard has completed the newly designed Coalition Web site, which went live on Monday, July 17. All Steering Committee members are requested to review the new Web site and contribute comments and suggestions for improving the utility of the site for Steering Committee members, Coalition and committee members, and interested stakeholders. The Web site can be accessed at, www.cdph.state.co.us/dc/HIVandSTD/cohivaidscoalition/index.html. Please send comments and suggestions to Angela, and she will work with Richard to address any changes.

VI. HIV Prevention and HIV Care Zoomerang.com Survey Results

The committee reviewed the results of the survey E-mailed prior to the meeting. Some notes about tabulation methodology:

- 19 persons completed the HIV Prevention Survey
- 23 persons completed the HIV Care Survey
- 19 completed the second part of the care survey, specific to ADAP issues
- Zoomerang tallied the results of the responses and calculated percentages
- CDPHE staff calculated the ranking of responses as this feature not available through Zoomerang. The methodology incorporated to determine ranking looked at the full spectrum of ranked responses. When an immediately obvious ordinal rank was not available, a process of reviewing responses by High, Medium, and Low weighting system was employed to calculate a reasonable ranking score.

Results of the survey will be distributed to committee members prior to the August 10 Care and Prevention Advisory Committee meetings, where the response to the results will be discussed and committee action steps developed. The committee chair will communicate those findings to the Coalition during their meeting at the end of the day (August 10).

VII. August 10 Coalition Agenda Items

The committee suggested the final items for the August 10 Coalition meeting:

- I. Welcome/Call to Order
- II. Approval of May 11, 2009, Meeting Minutes
- III. Committee Reports
 - a. HIV Care Advisory Committee
 - b. HIV Prevention Advisory Committee
 - c. Planning Collaborative Committee
- IV. Unfinished Business
 - a. Conflict of Interest form
- V. New Business
 - a. Bylaw revision – removing the “will” in the following sentence to an encouragement to hold a meeting outside the metro area, if planning funds are available.

ARTICLE VI. DECISION MAKING AND/OR VOTING PROCEDURES

A. VOTING ELIGIBILITY GUIDELINES

C. SCHEDULE REQUIREMENTS

"One meeting a year will be held in a non-metropolitan area of the state outside the Denver Metro area."
 - b. Direction of the Coalition
 - i. Survey results from the HIV Care and Prevention Advisory Committees
 - ii. Next steps and action plans to address issues

VIII. Additional Comments

IX. Adjourn

The August 10 agenda will be reviewed and finalized by Mary Beth and Richard early next week.

Next Steering Committee Meeting:

August 26, 2009: from 9:00 – 10:30 a.m. in Room A3C at CDPHE