



CHAPP Advisory Committee

Thursday, October 9, 2014

9:00am – 11:30pm

Agenda

Calendar Link: <https://www.colorado.gov/pacific/cdphe/sti-and-hiv-community-involvement>, click on event & more details to get meeting documents

877-820-7831 or 720-279-0026 – Access Code 210066#

**4300 Cherry Creek Drive South Denver, Colorado 80246-1530
Building A – 2nd Floor –HFD Training Room**

- I. Call to Order
 - a. Welcome
 - b. Roll Call
 - c. Establish Quorum
 - d. Approval – September Meeting Minutes
- II. Updates
 - a. Contractors
 - 1. Ongoing
 - b. Capacity Building/ training
 - 1. Ongoing
 - c. Evaluation
 - 1. Ongoing
 - d. Other
- III. Old Business
 - a. RFA for Rural Areas
 - 1. Update on Release
 - b. CHAPP Bylaws
 - 1. Vote to approve
 - c. Leadership Elections
 - 1. Determine plan to align Chairperson’s term with by-laws:
 - ii. “The elections shall be conducted annually at the first meeting held after June 30 in each calendar year”
 - iii. Elect a Vice Chair now or wait until June 30th?
 - 1. If Advisory Committee determines they would like to fill this position:



- a. Nominate, Vote and follow plan to align Chairperson’s term.
- d. CHAPP AC Vacancy: Revisit Recruitment priorities

IV. New Business

V. Assigned Tasks: review responsible party & timeframe

VI. Action Steps Addressed for September Meeting

Topic	Responsible Party	Due Date	Update
1) Webinar Meetings (phone and documents)	Jennett B. and/or Ben H.	Prior to monthly Meetings	<ol style="list-style-type: none"> 1. September – Did Not have a webinar 2. October – Yes.
2) Determine a more effective method for CHAPP advisory committee (AC) to access documents for CHAPP meetings.	Maria and Ben H.	Prior to monthly meetings	<ol style="list-style-type: none"> 1. Completed. Maria will work with Ben and get documents posted on website and Google drive. 2. In order to have materials posted 2 weeks prior, we will need to develop agenda at the end of every meeting and have a deadline to submit new agenda items. 3. Additionally Maria is sending out a separate email directly to AC members that include all the materials posted on website.
3) Brief CHAPP AC on methodology of assigning risk to sub-contractors.	Rose Marie and Sue P.	Completed	<ol style="list-style-type: none"> 1. A contract Program Risk form is utilized at the beginning of the contract period to assess and document the initial program risks by each Contract Monitor. 2. Questions are completed by projects. 3. Topics assessed: <ol style="list-style-type: none"> a. Program Implementation Plan b. Resolution Plan c. Staff Vacancies d. New Intervention for agency e. New project f. MOU 4. Supporting Comments 5. Recommended actions moving forward.



4) Improve notification of local and national community trainings via website multiple calendars into one.	Regina C. and Ben H.	September CHAPP Meeting.	1. No changes were made due to registration issue.
5) Assess Language Training Translation Sub-Contractor Needs a. Are Language needs/translation needs captured on the training requests? b. Evaluate the cost of translation for training (look at LA model).	Rose Marie N.	1 Week Prior to September Meeting.	<ol style="list-style-type: none"> 1. CDPHE does not sponsor translation services as part of its contractual relationship with community partners. 2. Capacity building training from CDC can be requested in a different language. 3. With regards to the translation services, the CHAPP contracts require agencies to have a staff member who speaks the language of the diverse populations served by the CBO. 4. Given the CHAPP grant awards are rather small; no specific requirement for a line item targeting translation services was included in the budgets.
6) Update CHAPP on Evaluation Web Trainings	Jennifer D.	September CHAPP Meeting	1. October 3, 2014
7) Coordinate UCD-CRS Training for CHAPP agencies.	Rose Marie N. and Jennifer D.	Update to Committee at September CHAPP meeting.	<ol style="list-style-type: none"> 1. Training - 10/3. 2. This will allow staff from CBO's who are attending multiple trainings in Sept to attend this training if needed. 3. Leslie and Jennifer will meet regarding the training to see if additional topics such as referral, data entry can be added to the 10/3 training in order to better prepare agencies for the implementation of the Networks.
8) Identify Internal Challenges to January 15 th RFA start date	Re-Release project management team.	September 1, 2015	1. Completed. Reflected in the Timeline, start date of January 15 th not possible. March 1 st start date.
10) Include an informational conference call to RFA re-release	Maria L.	September 1, 2015	1. Completed. In Lou of an informational conference call a webinar will be posted on October 16 th .



			2. Additionally during the outreach process Maria will be available to talk with potential applicants.
11) Active Participation reflected in Quorum, research other bodies to learn how they address this.	Arthur P.	2 weeks prior to September CHAPP Meeting.	1. Did not follow up to notify Arthur of this task. The AC changed by-law quorum to a simple majority and that discussion will take place at the by-laws meeting. We will touch base with Arthur on this change.
12) Send out meeting times.	Mary K. M.	August 18 th and send out follow up to committee members regarding dates determined.	1. Completed through October. Next Meeting – October 9 th from 9-11:30am. HFD Training Room. 2. Discuss and determine Meeting dates and times for: <ul style="list-style-type: none"> a. November – Do we need to meet? b. December 11th – Scheduled date to review applications. Timeline Ideal Date for RFA Re-Release.

VII. Next Meeting Agenda Items:

- a. _____
- b. _____
- c. _____
- d. _____

VIII. Next Meeting Date – October 9, 2014 from 9-11:30am, 4300 Cherry Creek Drive South Denver, Colorado 80246, 2nd Floor HFD Training Room.

IX. Adjourn

