

**Ryan White Part A Planning Council (RWPC) of the Philadelphia EMA
Meeting Minutes
Thursday, January 12, 2012
2 p.m. - 4 p.m.
Office of HIV Planning 340 N. 12th St., Suite 203, Philadelphia, PA 19107**

Present: Christine Ambrose (Co-Chair), Naseem Bazargan, Candace Bogatz, Michael Cappuccilli, Ted Danowski, Lupe Diaz, Alan Edelstein, Pamela Gorman, William Gray, Peter Houle, Kevin Huang, Andrena Ingram, Michael Myers, Joseph Roderick, Nurit Shein, Kevin Smith, Leroy Way, Melvin White, Vincent Wynn

Excused: Tim Barlow, Lorna Best, Carmell Bolden, Kevin Burns, John Churchville, Karen Coleman, Ted Danowski, Lupe Diaz, Princess Graham, Gerry Keys, Rich Lampkins (Co-Chair), Ann Ricksecker, Emery Troy, Wendy Walters, Jacqueline Whitfield

Absent: Alicia Beatty, Henry Bennett, William Brawner, Desiree Cunningham, Mamadou Doumbia, Dawna Edwards-Watson, Amy Eusebio, Marcelo Fernandez-Viña, Mildred Grant, Tyrone Johnson, Roberta McLean, John Oliver, Deanne Wingate

Guests: Chris Chu (AACO), Ricardo Colon (AACO)

Staff: Nicole Johns, Debbie Law, Briana Morgan, Mari Ross-Russell, Nishika Vidanage

Call to Order/Moment of Silence/Introductions:

C. Ambrose called the meeting to order at 2:10 p.m. The group then started the meeting with an icebreaker activity and introductions.

Approval of Agenda:

C. Ambrose presented the agenda for approval. **Motion:** K. Smith moved, L. Way seconded to approve the agenda. Motion passed: All in favor.

Approval of Minutes:

C. Ambrose presented the minutes from the December 8, 2011 meeting for approval, reminding those present that L. Diaz had conducted an excellent presentation on the RWPC membership satisfaction action plan. **Motion:** L. Diaz moved, M. Myers seconded to approve the minutes from the December 8 meeting. Motion passed: All in favor.

Public Comment:

None.

Report of Co-Chair:

None.

Report of Staff:

N. Johns reported that Dr. Benoit Dube would be attending the February RWPC meeting as a special guest speaker. She stated that he would be presenting on HIV, mental health, and substance use. A. Edelstein asked if RWPC members could invite guests to that meeting, and N. Johns agreed.

Presentation:

- **Ryan White Program & Planning Council Review**

N. Johns stated that she would be conducting a basic review of the Ryan White program and the RWPC, and encouraged those present to ask questions (*see – attached slides*). She noted that the presentation would include a game. She then began her presentation by reviewing the purpose of the Ryan White program, reminding those present that the program was designed for the uninsured and the underinsured. She stated that Ryan White served as the payer of last resort, which was incredibly important to keep in mind when planning for services.

N. Johns next stated that HRSA administrated the Ryan White program, before reviewing the six Parts of the Ryan White program. She noted that Part A was for cities, Part B was for states, Parts C and D were for clinics, Part E did not have funding attached to it, and Part F was for dental schools, AIDS Education Training Centers (AETCs), and Special Projects of National Significance (SPNS). She also displayed a map of the Philadelphia EMA before reviewing what qualified an area for Ryan White Part A funding. She noted that areas could shift between eligible metropolitan area (EMA), transitional grant area (TGA), and emerging community designations. She then discussed the role of the grantee, or the AIDS Activities Coordinating Office (AACO) for the Philadelphia EMA. She went on to say that Part A EMAs were legislatively required to have a Planning Council, and that these had legislative authority.

N. Johns next displayed a flow chart that reflected Part A decision making and funding. She also reviewed the responsibilities of the Planning Council, including which committees were tasked with each item. She went on to discuss the annual comprehensive planning cycle, which included assessing community needs, prioritizing services, allocating resources, providing services, and evaluating services. She explained that all decisions were required to be made on documented need.

N. Johns then reviewed the annual planning cycle, beginning with the start of the planning year in September. She noted that new members were seated in September, with data collection completed in the fall and winter. She added that the grant award notification typically occurred in early spring. She next stated that needs assessment activities began in the spring, and new members were seated again in March. She went on to say that services were prioritized and allocations were determined in the summer. She stated that the ongoing activities included recruitment, retention activities, evaluation of the administrative mechanism (including under/overspending reports), evaluation of service provision, and identification of community needs/trends.

N. Johns next reviewed the current activities of the RWPC, including the beginning of the distribution of the consumer survey. She stated that the Comprehensive Planning Committee was also developing the Comprehensive Plan for submission to HRSA, which would include determining the impact of health care reform on Ryan White, developing goals and objectives, and planning for the next five years. She went on to say that the Positive Committee was working to recruit and retain members, as well as develop its members' skills. She next stated that the Finance Committee would soon conduct its year-end review of spending, while the Nominations Committee was working on recruitment as well as its membership satisfaction action plan.

N. Johns then conducted a short quiz based on the presentation, including questions on acronyms, responsibilities of the RWPC, and information about the Philadelphia EMA.

Discussion Item:

- **2012 Consumer Survey**

D. Law stated that the Needs Assessment Committee was beginning distribution of its consumer survey, which was completed every five years. She explained that they were targeting consumers of Part A services in the Philadelphia EMA. She went on to say that the Needs Assessment Committee began its survey process in September, noting that they had added questions on mental health and prevention with positives.

D. Law next stated that the survey took the form of a four-page booklet, and that they were asking consumers to rate services differently than in past surveys. P. Houle asked what the reading level was for the survey. D. Law replied that the survey was written at a fourth grade reading level. She then explained distribution of the survey. She stated that they had asked AACO for a list of providers that were receiving Part A funds. She noted that, while there had been approximately 120 agencies in 2007, there were now only about fifty. She went on to say that they had also asked Jane Baker (AACO) to send a letter of support to all of the providers, explaining the purpose of the survey. She added that the support letter had been distributed in December. She stated that the Office had then emailed the list of contacts asking if they were willing to participate in the survey, and if so, how many clients they served, how many clients were on their mailing lists, and how many surveys they would need if they were to do a 25% mailing sample. She noted that they had also asked if the providers would like surveys for the waiting area, and if there was a better point of contact at the agency. P. Houle asked if this email would be followed by phone calls, and D. Law agreed. D. Law added that she would also be calling the providers in order to explain the process.

P. Houle then stated that any agency receiving Part A funding should be expected to participate in this survey. He explained that they had recently conducted a survey in Delaware, and that both he and the public health department had placed calls to the providers. He stated that they had also called consumers, and they had a 78.2% response rate. D. Law explained that they did not have contact information for consumers. C. Ambrose then stated that members of the Needs Assessment Committee planned on calling providers earlier in the process in this round. She went on to say that they were also working to find the best points of contact at the agencies, as they

understood that the executive directors would not be distributing the surveys themselves. She added that they would only be surveying 6,000 consumers in the EMA. W. Gray asked if this was a survey for consumers of Ryan White services, and D. Law agreed. W. Gray replied that he worked at an agency that was not funded through Ryan White, but that about 80% of its clients accessed Ryan White services. D. Law replied that these consumers could get a survey through the providers of their Ryan White services.

D. Law next stated that the Needs Assessment Committee and OHP staff had begun assembling the survey packets, which included a manila envelope, a survey, a prepaid envelope for returning the survey, a small incentive with a first-aid kit and a sewing kit, a card with information on the AACO hotline, an optional mailing list sign-up form, and an agency cover letter. She then explained that they would be sending each agency a template for a cover letter, which the agency could then print on their letterhead so consumers receiving the survey would recognize the name. She noted that the provider simply had to print the letter and insert it in the survey packet. She stated that the boxes containing the surveys would include both the file for the cover letter and instructions on how to do a 25% sample. She noted that any packets that providers planned to mail would already be stamped. She then stated that large agencies might have fifty or so surveys in their waiting rooms, so the OHP would provide pre-paid envelopes for these surveys in case a client wanted to start the survey in the waiting room and mail it later. C. Ambrose noted that they could also use drop boxes in the waiting areas.

N. Shein asked if providers could choose to collect the sealed envelopes from clients, and hand-deliver them to the OHP. D. Law agreed, and explained that hand-delivering surveys to the OHP would save \$1.04 per survey. N. Shein asked when the surveys would be distributed. D. Law replied that they had begun stuffing the packets, and that they would go out as soon as possible. She added that they would be stuffing more packets on January 19.

N. Shein asked what the deadline for survey collection would be, and how many surveys they hoped to receive. D. Law replied that surveys would be distributed through mid-February with an initial analysis completed on March 31. She stated that they would complete follow-up phone calls in April, and continue collecting surveys for another six months. N. Shein then asked how many surveys they hoped to receive. D. Law replied that they had had 587 completed surveys in the last round, and that they hoped to have 700 for this round. She added that the survey had been test-piloted with the Positive Committee in December. P. Houle then stated that the organizations needed to be reminded of the surveys regularly, and suggested having committee members call every couple of weeks. He explained that the providers had a responsibility to do this work. D. Law noted that OHP staff would be attending the AACO provider meeting in January to discuss the surveys. A. Edelstein stated that they could best reach providers in the PA suburbs at a SHAC meeting, and D. Law replied that N. Vidanage would be doing this.

Points of Integration Update:

None.

Report of Committees:

- ***Finance Committee – Alan Edelstein, Co-Chair***

No report.

- ***Needs Assessment Committee – Naseem Bazargan, Co-Chair***

N. Bazargan reported that three members of the Needs Assessment Committee had stuffed survey envelopes along with OHP staff that Monday. She noted that they would meet again to stuff survey envelopes, and D. Law added that she would send a date and time for this to members of the RWPC. C. Ambrose then stated that the Needs Assessment Committee had also met jointly with the Comprehensive Planning Committee.

- ***Comprehensive Planning Committee – Michael Myers, Co-Chair***

M. Myers reported that the Comprehensive Planning Committee had received presentations from Kathleen Brady (AACO) and Evelyn Torres (AACO). He stated that K. Brady had presented epidemiologic data, while E. Torres had discussed Client Services Unit (CSU) intake information. He went on to say that they had also discussed issues related to housing. He then stated that the committee would meet twice in February, on Wednesday, February 1 and again on Wednesday, February 15.

- ***Positive Committee – Nicole Johns, OHP***

N. Johns reported that the Positive Committee had had guest speakers from Walgreens to speak about treatment adherence. She stated that AACO had also attended the meeting to discuss the new certification for eligibility for Ryan White services. She explained that AACO had reviewed tentative plans for the process, and sought feedback from the group.

- ***Nominations Committee – Michael Cappuccilli, Co-Chair***

M. Cappuccilli reported that the Nominations Committee had hosted a follow-up orientation with four new RWPC members, with representation from the various committees.

Old Business:

M. Ross-Russell stated that both the prevention and care systems were moving toward increased collaboration. She then explained that it could be beneficial to have a representative from the RWPC attend a Prevention Planning Group (PPG) meeting in order to discuss how the two groups could collaborate. C. Ambrose stated that she thought this was a good idea, adding that A. Beatty had broached this subject at a previous meeting.

M. Ross-Russell then explained that the CDC had indicated that 75% of prevention funding would need to go toward case-finding, and that there would also be an increased emphasis on prevention with positives. She stated that this would also affect the care system because there would be many new PLWHA coming into care. She went on to say

that prevention and care would need to work together on prevention with positives. She added that they would also need to discuss how to integrate services on the service delivery level. P. Gorman replied that this sounded like a discussion that would be better suited for providers, as providers of prevention services would need to determine how to link clients to other services. P. Houle stated that providers would need to consider merging prevention and care, even though it would be a difficult transition. He explained that they would need to be forward-thinking as the systems changed. W. Gray stated that there were difficulties with referrals between prevention and care, and P. Gorman agreed that tracking referrals was problematic.

N. Shein then stated that the Points of Integration Workgroup had previously done a great deal of work on collaboration. She explained that the group had developed a paper on care interventions that should be given in prevention environments, and prevention interventions that should be given in care environments. She suggested distributing this paper to RWPC and PPG members, and then holding a joint meeting between the RWPC and PPG. C. Ambrose added that the group would need to consider collaboration between planning bodies in the context of new policies and information coming from HRSA and the CDC.

P. Houle stated that there was a clear message that providers would need to collaborate and merge their services. C. Ambrose agreed, and stated that this would be an important issue for the Comprehensive Planning Committee. A. Edelstein stated that some organizations may want to absorb smaller organizations, and that he was not sure if this situation would best serve the clients. He went on to say that collaboration and cross-referrals required participation from multiple agencies, so they would need other organizations to be willing.

N. Johns then suggested that the Points of Integration Workgroup update its best practices guide. She stated that the group could also look at what was already working, which should be included in the Comprehensive Plan. She noted that either the Comprehensive Planning Committee or the Points of Integration Workgroup could do this work. N. Shein suggested having the Points of Integration Workgroup do this, and present its work to the Comprehensive Planning Committee. She then stated that the workgroup had seen the approach of high-impact prevention several years earlier, and explained that the group would need to have the same foresight in meeting again. She concluded that there would be a great deal of changes to plan for. C. Ambrose then invited N. Shein to attend a Comprehensive Planning Committee meeting, where they were working on planning for the future.

P. Gorman next stated that it would be helpful for RWPC members to have access to the Points of Integration Workgroup's paper, so they would be able to provide feedback. C. Ambrose explained that the workgroup would begin to meet again, then update the document, and finally present it to the RWPC as a draft. P. Gorman replied that this sounded like very important work, and that it should be distributed. N. Johns noted that this paper had been included in both the prevention and care Plans for the past several years. M. Ross-Russell then explained that interagency and interservice collaboration

was here, and that they would need to determine how make it work in both care and prevention. P. Gorman stated that they would need to expand their discussion past the Philadelphia prevention system. N. Johns noted that the paper was a system-wide best practices guide, and not specific to a particular area.

P. Houle stated that client services had to come first, no matter what. K. Smith then stated that it was frightening that they did not know what the care system would look like in three or four years. C. Ambrose agreed, and stated that the RWPC also needed to plan for this. She went on to say that there were many people that still had not heard about the changes. She then explained that part of the reason that the priority setting process had been extend was to allow the Comprehensive Planning Committee time to focus on these issues.

K. Huang stated that it would be important for the group to consider how immigrants would be affected by the new system. He explained that, for example, over 50% of Asians did not know how HIV is transmitted. He went on to say that they had tested over 1,000 Asians but had found no new positives, because those tested were already engaged in care. He stated that they would need to remember to plan for those that were not engaged in care or testing regularly. P. Gorman stated that this was a good conversation for the RWPC, and that it seemed as though the group had the right focus to consider the changes coming in the future.

New Business:

N. Bazargan asked to have a representative from AACO conduct a presentation on the new eligibility requirements and certification process. T. Danowski replied that he recently worked on a presentation like this, and volunteered to bring it to a future RWPC meeting.

Announcements:

N. Johns announced that there would be an event on “Contextual Factors Influencing the HIV Racial Disparity Among Black MSM” at Drexel’s Center City Campus on February 3.

Adjournment:

Motion: M. Myers moved, K. Smith seconded to adjourn the meeting at 3:34 p.m.

Motion passed: All in favor.

Respectfully Submitted,

Briana L. Morgan, Staff

Handouts Distributed at the Meeting:

- Meeting Agenda
- Meeting Minutes from December 8, 2011
- OHP Calendar

Philadelphia EMA Ryan White Part A Planning Council

Thursday, January 12, 2012 2:00-4:00 pm

Call to Order/ Moment of Silence

Introductions

Approval of Agenda

Recap of Previous Meeting

- *Membership Satisfaction Action Plan* – The RWPC Nominations Committee presented its plan to increase satisfaction of RWPC members.

Approval of Minutes (from December 8, 2011):

Public Comment

Report of Co-Chair

Report of Staff

Presentation:

- **Ryan White & Planning Council Review** – *Nicole Johns, OHP*

Discussion Item:

- **2012 Consumer Survey** – *Debbie Law, OHP*

Points of Integration Update

Report of Committees

- Finance Committee – Alan Edelstein, Chair
- Needs Assessment Committee—Naseem Bazargan, Co-Chair
- Comprehensive Planning Committee—Michael Myers, Co-Chair
- Positive Committee—Melvin White, Co-Chair
- Nominations Committee—Michael Cappuccilli, Co-Chair

Old Business

- **Collaboration with Prevention Planning**

New Business

Announcements

Adjournment

PLEASE TURN ALL CELL PHONES AND PAGERS TO SILENT OR VIBRATE.

The next meeting of the Planning Council will be on Thursday, February 9 from 2 p.m. – 4 p.m., and will be held at 340 N. 12th Street, Suite 203, Philadelphia, PA 19107.

Please refer to the Office of HIV Planning calendar of events for committee meetings & updates (www.hivphilly.org/calendar.html). If you require any special assistance, please contact the office at least 5 days in advance.

**Ryan White Part A Planning Council (RWPC) of the Philadelphia EMA
Meeting Minutes
Thursday, December 8, 2011
2 p.m. - 4 p.m.
Office of HIV Planning 340 N. 12th St., Suite 203, Philadelphia, PA 19107**

Present: Christine Ambrose (Co-Chair), Tim Barlow, Naseem Bazargan, Alicia Beatty, Henry Bennett, Lorna Best, Ted Danowski, Lupe Diaz, Amy Eusebio, Pamela Gorman, Princess Graham, Richard Lampkins (Co-Chair), Roberta McLean, Michael Myers, Joseph Roderick, Emery Troy, Leroy Way, Vincent Wynn

Excused: Candace Bogatz, Carmell Bolden, Kevin Burns, Michael Cappuccilli, John Churchville, Karen Coleman, Alan Edelstein, Dawna Edwards-Watson, William Gray, Peter Houle, Andrena Ingram, Gerry Keys, Ann Ricksecker, Nurit Shein, Sandra Thompson, Jacqueline Whitfield

Absent: William Brawner, Desiree Cunningham, Mamadou Doumbia, Marcelo Fernandez-Viña, Mildred Grant, Kevin Huang, Tyrone Johnson, John Oliver, Kevin Smith, Wendy Walters, Melvin White, Deanne Wingate

Guests: Chris Chu (AACO), Ricardo Colon (AACO), Timothy Gibson, Sayuri Lio, Rebecca Odon (MANNA), Jonathan Rock

Staff: Nicole Johns, Debbie Law, Briana Morgan, Mari Ross-Russell, Nishika Vidanage

Call to Order/Moment of Silence/Introductions:

R. Lampkins called the meeting to order at 2:19 p.m. The group then started the meeting with an icebreaker activity and introductions.

Approval of Agenda:

R. Lampkins presented the agenda for approval. **Motion:** L. Diaz moved, L. Way seconded to approve the agenda. **Motion passed:** All in favor.

Approval of Minutes:

R. Lampkins presented the minutes from the November 10, 2011 meeting for approval. P. Gorman asked to have her absence from that meeting excused due to a death in the family. **Motion:** N. Bazargan moved, L. Diaz seconded to approve the minutes from the November 10 meeting as amended. **Motion passed:** All in favor.

Public Comment:

None.

Report of Co-Chair:

R. Lampkins reported that 6ABC had conducted an interesting interview commemorating World AIDS Day, and that a link to the article was available on the OHP website.

Report of Staff:

None.

Presentation:

- **Membership Satisfaction Action Plan**

L. Diaz began her presentation with a review of the Nominations Committee (*see – attached slides*) as well as a review of the nominations process. She also discussed membership requirements from the CARE Act. D. Law noted that membership needed to reflect of the demographics of the epidemic in the EMA, including geographic location, race, ethnicity, and gender. She explained that, based on this requirement, only 10% of RWPC members could represent New Jersey, and only 14% could represent the PA Counties. She added that the RWPC had a goal of 50% unaligned consumer membership.

L. Diaz next explained that the Nominations Committee had conducted a membership satisfaction survey in July 2010, and that the committee had presented the results to the RWPC in October 2010. She went on to explain that information, comfort/trust, and consumer involvement were the three main areas identified for improvement following the membership satisfaction survey. She moved on to review the action steps that they had already taken, including a buddy/mentor program, follow-up orientation, quarterly meetings for committee co-chairs, brief recap of the previous meeting on the agenda, icebreakers at RWPC meetings, asking members to sit next to those they do not know, social events, and implementation of a follow-up survey tool for new members. She noted that the first happy hour for RWPC members had been held the previous month.

L. Diaz then discussed action steps that were in progress, including annual training for RWPC members on confidentiality and disclosure, clarification of questions before meetings, clarification of specific questions through the suggestion box, newsletter “blurbs” for the subcommittees in the Positive Committee newsletter, and increasing membership of Positive Committee members in other committees.

D. Law next reviewed the results from the new member follow-up survey. She first explained that there were twelve new members seated in the past year, eight of which had completed the surveys. She stated that the survey had included sixteen questions, and focused on comfort level at meetings, understanding the process, and consumer involvement. She then reviewed responses to questions by category. She noted that the Nominations Committee agreed that they wanted all members to “strongly agree” that they were comfortable asking questions of other RWPC members. She next reviewed responses to questions on understanding the process before those on PLWHA involvement. She also stated that they wanted to enforce the requirement for new members to join subcommittees.

A. Beatty then asked how the Nominations Committee planned to respond to the answers to the open-ended questions, explaining that she was very interested in the question on payer of last resort. D. Law replied that the Nominations Committee would

be reviewing the presentations given to the RWPC at various times of year. She noted that payer of last resort information was presented at allocations meetings, but that they would consider presenting this information in an RWPC meeting as well. V. Wynn asked for more information on one member's question about how he or she would be able to attend meetings after finding a full-time job. D. Law replied that the Nominations Committee would discuss this at a future meeting. C. Ambrose suggested asking the committees to respond to certain questions that were raised in the survey. M. Ross-Russell then stated that the RWPC received presentations on topics like conflict of interest throughout the year, but that this could be expanded.

D. Law then reviewed the Nominations Committee's next steps, including birthday recognition and a social recruitment event. She noted that, while they had originally considered February 29 as a possible date for the event, the committee co-chairs had discussed holding the event in August instead. She went on to say that they would be asking each RWPC member to bring two new potential members for the RWPC to the social recruitment event. She then stated that the next follow-up orientation would be held on January 12, before the January RWPC meeting.

N. Johns stated that one of the future action steps was to invite Positive Committee members to participate more actively on other committees, and asked if this included Positive Committee members that were not RWPC members. D. Law replied that the Nominations Committee had not yet discussed this. C. Ambrose asked if Positive Committee members that were not RWPC members were able to participate on other committees. D. Law replied that they could participate, but that they would also like Positive Committee members that were also RWPC members to sit on other committees as well. C. Ambrose then suggested reaching out to the entire Positive Committee. N. Johns agreed, but explained that Positive Committee members that were not on the RWPC could not be reimbursed for transportation to committee meetings. C. Ambrose thanked the Nominations Committee and the Office for their work on the action plan, and added that it was important to recruit new members and keep them engaged in the process.

Points of Integration Update:

A. Beatty asked if there had been any progress in holding a joint meeting between the RWPC and Prevention Planning Group (PPG). D. Law replied that this had not yet been scheduled. C. Ambrose asked if it would be possible to hold this joint meeting in January. M. Ross-Russell explained that the CDC had not yet released its community planning guidance for prevention planning groups, and that the PPG's role may be changing. She noted that they could ask for a meeting with the Program Collaboration and Service Integration (PCSI) Workgroup.

N. Johns stated that the Comprehensive Planning Committee was interested in integrating prevention and care in the Plan, and explained that this could be an ideal topic for a joint meeting between care and prevention. M. Ross-Russell replied that they could ask current PPG members to participate in this, but added that the composition of the PPG could be changing in the near future.

Report of Committees:

- ***Finance Committee – Alan Edelstein, Co-Chair***

No report.

- ***Needs Assessment Committee – Naseem Bazargan, Co-Chair***

C. Ambrose announced that N. Bazargan was the new co-chair for the Needs Assessment Committee. N. Bazargan then reported that the Needs Assessment Committee had finalized a draft of the 2012 consumer survey, which they planned to pilot with the Positive Committee at their next meeting. She noted that they hoped to launch the survey in January. C. Ambrose next stated that the survey costs a great deal of time and money, and that the Needs Assessment Committee would be hosting an envelope-stuffing party to assist with the survey. P. Gorman asked where she would be able to find a copy of the minutes from the last Needs Assessment Committee meeting. D. Law replied that the minutes were not available until they were approved by the committee, but that the October minutes and meeting packet were available on the OHP website.

- ***Comprehensive Planning Committee – Michael Myers, Co-Chair***

M. Myers reported that the Comprehensive Planning Committee was considering updated language for their mission statement, vision statement, and statement of values. He then stated that they were looking at adding a fourth goal to the plan on collaborating with stakeholders in the community. He went on to say that the committee also planned to review the manner in which organizations receive reimbursement from Medicaid and Medicare in the future. He added that there would be a statewide All Parts Summit in August.

- ***Positive Committee – Nicole Johns, OHP Staff***

N. Johns stated that the Positive Committee would meet on Monday, December 12.

- ***Nominations Committee – Lupe Diaz, Committee Member***

L. Diaz reported that the committee would provide additional details on their recruitment activity in the future.

Old Business:

None.

New Business:

None.

Announcements:

N. Bazargan announced that Project TEACH Outside was currently interviewing for new students, noting that its next session would begin on January 11. She stated that this program was designed for PLWHA with a history of incarceration, adding that anyone that was interested would need to complete an application and an interview process.

R. Odon announced that MANNA had begun a new program called Positively Nutritious for those diagnosed within the past year, and who had a CD4 count of less than 200. She noted that this program would automatically qualify participants for six months of free meals and nutrition counseling.

N. Johns announced that she was seeking sweatshirts, toiletries, and other personal items to fill backpacks for residents at a student-run shelter.

Adjournment:

Motion: M. Myers moved, T. Barlow seconded to adjourn the meeting at 3:17 p.m.

Motion passed: All in favor.

Respectfully Submitted,

Briana L. Morgan, Staff

Handouts Distributed at the Meeting:

- Meeting Agenda
- Meeting Minutes from November 10, 2011
- Membership Satisfaction Survey Action Plan Proposal
- RWPC New Member Follow-Up Survey 2011
- OHP Calendar