



Illinois Department of Public Health Illinois HIV Planning Group Meeting Minutes

Date: October 27, 2015

Hotel: Hilton Hotel Address: 700 East Adams, Springfield, IL 62701 Phone Number: (217) 789-1530

12:15-1:15 pm Illinois Room, Mezzanine Level

Agenda Item	Time	Presenter	Purpose and Objectives
Working Box Lunch	12:15-1:15 pm		
<i>The Co-chair instructed members to pick up a box lunch in the back of the room and to be prepared to start the meeting promptly at 12:15</i>			
Call to order; Welcome, Introduction, and Moment of Silence; Adoption of official agenda; Review meeting packet; ILHPPG Co-chairs' Announcements/Updates: <ul style="list-style-type: none"> - Member updates - Participant profiles/Public Comment cards ILHPPG Business: <ul style="list-style-type: none"> - ILHPPG Exhibit - Reminder: November 2016 Strategic Planning Mtg and Committee Objectives 	12:15-12:30 pm	ILHPPG Co-Chairs	Adhere to parliamentary procedure. Acknowledge moment of silence for people living with and working in HIV. Define clear goals and guidelines for meeting process- Goals and guiding principles of HIV prevention planning and principles for respectful engagement listed on agenda. Provide member updates and review materials in meeting packet. Update group on current issues, initiatives, and activities of the HIV Section. Review upcoming ILHPPG committee objectives/tasks and ILHPPG meetings.

The meeting was called to order at 12:15.

The Co-chairs welcomed membership and guests to the meeting. Introductions were made and the Co-chair led the group in acknowledging a moment of silence for people past and present living with HIV and working to prevent new HIV infections and provide services for those living with HIV.

At 12:25pm, a motion was made, seconded, and carried by a consensus vote to officially adopt the agenda. The Co-chair reminded the membership that this was a formality only because in accordance with the Open Meetings Act, public meeting agendas cannot be changed less than 48 hours prior to the meeting, at which time the agenda and meeting notice must be posted.

Janet reviewed the documents in the meeting packet and reminded voting members to turn in their completed travel vouchers to her or the Secretary at the end of the meeting. She instructed everyone to turn in their meeting evaluation as well. December meeting notices and Intent to Attend forms had been sent out by email because of the short term around time.

Janet announced that she had parking passes available for people who had not yet received one when they checked in for the conference and for people not staying at the hotel.

Member Updates:

Janet announced that Ed Howard was no longer the Region 3 RIG Rep to the ILHPPG and that Fred Joiner from Fifth Street Renaissance had been appointed as the new RIG Rep. He will officially start his position as a voting member after he receives New Member Orientation.

Janet also announced that Tracey Vogelsang has been appointed as the new Region 2 RIG Rep. She also will officially start her position as a voting member after she receives New Member Orientation. New member orientation will be provided via phone conference or webinar in December.

Janet reminded members that the ILHPPG will be having an exhibit at the HIV/STD conference. The Co-chairs are asking for volunteers to work the exhibit and will be meeting after this meeting.

Janet also reminded members about the Youth Seminar the ILHPPG has coordinated. It will be held Thursday morning of the conference. The ILHPPG has provided 12 youth considered at risk with scholarships to attend the conference and the seminar. We hope to have good engagement from them and other youth as well as youth-serving agencies at the seminar and we also hope to receive good input from youth at the seminar. There will be brief presentations but the focus of the seminar will be on listening and responding to audience feedback and input.



<p><i>Janet announced that she has received final draft objectives for 2016 from each ILHPG committee. The Executive Committee will review, make any needed changes, and approve these at its November strategic planning meeting which will be held November 13th.</i></p>			
Community Input/Public Comment	12:30 pm	Full ILHPG	Provide opportunity for public comment about issues relevant to HIV prevention planning.
<p><i>No requests for public comment were received.</i></p>			
Presentation on New Member Selection for 2016	12:30-12:40 pm	ILHPG Membership Co-chairs; ILHPG Co-chair	The Membership Committee and the ILHPG Co-chair will present on the member interview and selection process for 2016 membership.
<p><i>Janet thanked all of the people from the Membership Committee and the Interview teams who helped with recruitment, interview, and selection of new members for 2016. Chris Wade and Marleigh Voigtman provided an overview of the new member interview and selection process and the recommendations from the Interview teams. We received 8 applications for new membership and are recommending the selection of 7. These 7 people not only received the highest combined scores on their applications and interviews, but collectively will fill 5 of the 7 membership gaps by race/ethnicity, risk affiliation; and special populations such as youth and transgender on the planning group.</i></p>			
Vote on New Member Selection for 2016	12:40 pm	ILHPG Co-chairs; Full ILHPG	After Q&A and discussion, a motion will be entertained to vote on the new member selection for 2016. The results of the vote will be tabulated and announced to the group.
<p><i>12:40 pm: Receiving no questions or requests for discussions, a motion was entertained and seconded to approve the recommendations from the Interview teams and Membership Committee for new 2016 membership. A hand vote was taken with a vote of 18 yes, no opposed, and no abstentions. Four members were absent for the vote. The motion carried.</i></p>			
Revote on motion to create a Funding Allocation Workgroup to make recommendations to IDPH on regional funding allocation formula	12:40-12:50 pm	Full ILHPG	To remedy the process that was not followed correctly at the August ILHPG Meeting, the motion at that meeting will be repeated, motions to accept entertained, and a revote taken.
<p><i>Janet reminded the group that because she had concerns with our Open Meetings Act (OMA) compliance and the appropriateness of voting on an item at the August meeting which was not listed as an agenda item, she had followed up with our Parliamentarian and the OMA Counselor at The Attorney General's Office. The OMA Counselor had directed us to have a revote on the motion to form a funding allocation workgroup. Janet said that the revote had nothing to do with IDPH trying to influence the development of that workgroup; in fact, the workgroup has been developed and has been proceeding with regularly scheduled meetings and work activities. The intent of the revote is only to assure compliance with OMA to avoid a violation. Steven St. Julian remarked that appreciated the promptness on which we received a legal response to our request. There was discussion and the original motion was repeated to the group.</i></p>			
<p><i>12:50 pm: Janet repeated the motion under consideration. "The ILHPG will ask the Epi/NA Committee or form an adhoc committee to review the CAHISC considerations for its funding allocation and draft recommendations to IDPH for a better regional prevention funding allocation formula to be utilized in 2016 for 2017 regional grants". The motion was made and seconded. A hand vote was taken with a final vote count of 16 yes, no opposed, and 3 abstentions. Three members were absent for the vote. The motion carried.</i></p>			
Announcement of Opening for Nominations for 2016 Leadership positions that will be voted on at the December ILHPG Meeting	12:50-1:00 pm	ILHPG Co-chairs; Full ILHPG	We will be entertaining nominations for the following ILHPG leadership positions for 2016: <u>Community Co-chair Elect, Secretary, and Parliamentarian</u> . Close of nominations and vote will take place at the December ILHPG Mtg.
<p><i>Janet announced that nominations for the following leadership positions on the ILHPG are now open: Community Co-chair Elect, Parliamentarian, and Secretary. The sections from the ILHPG Bylaws and Procedures Manual that describes eligibility, term lengths, and responsibilities of these positions were included in the meeting materials. Janet said that nominations would be closed at the December meeting before votes are taken and said that people who receive nominations are able to accept or decline the nominations and should not feel pressured to make a decision at this time. The following people were nominated for the following positions by members: Nominated to run for Secretary: Lyyti Dudczyk; Nominated to run for Parliamentarian: Serette King; Nominated to run for Community Co-chair Elect: Tremayne Coleman</i></p>			
BREAK	1:00-2:00 pm		
<p><i>The meeting was adjourned. The group was told that the upcoming ILHPG/RW Advisory Group Integrated Planning Meeting will be officially called to order in this same location at 2:00 pm.</i></p>			