



Community Partnership Committee Meeting

February 12, 2015

Church Health Center

1115 Union Avenue

3:00 PM

Attendance	Committee Members	Attendance	Committee Members
A	Shearlean Dowell*	A	Frannie Harper
P	Elizabeth Anderson	P	Trevor Rawls
P	Dominique Banks	P	Chris Sinnock
P	Rachel Brooks	P	Benjamin Ward
P	Denford Galloway	P	Edward Wiley
A	Anthony Hardaway	P	Eric Wilson

*Denotes Chair

A=Absent

P=Present

Others Present: Nycole Alston, Kenneth Lewis, Steve Overman, Fatimah Stout

I. Call to Order

The meeting was called to order at 3:09 PM by Nycole Alston, Planning Group Manager.

II. Statement of Confidentiality/Conflict of Interest

Nycole read the Statement of Confidentiality and Conflict of Interest policy. No Committee members had any new conflicts of interest to disclose.

III. Welcome/ Introductions/ Moment of Silence and Remembrance

Everyone was welcomed to the meeting. A brief moment of silence and remembrance was observed.

IV. Roll Call

Nycole called roll and a quorum was present in order to conduct business.

V. Approval of Agenda

Two items were added to the agenda under unfinished business: 1). Update on applications and 2). Pre-Test Needs Assessment. With corrections, the agenda was approved by common consent.

VI. Approval of Minutes January 8th (attached)

The minutes were approved by common consent.

VII. Unfinished Business

A. Pre-Test Needs Assessment

Steve Overman, Data Analyst, did an overview of the Needs Assessment questions for the consumer and providers to get feedback.

- Under the question, **Which of the following age groups are you in?** It was suggested to take out the 2-12 age group.

- Under the question, ***What is your current relationship status?*** It was suggested to take out living with partner and separate separate/divorce, and put not staying together but married.
- Under the question, ***What is your current job situation?*** It was suggested to change the question to what best describe your job situation.
- Under the question, ***How long have you been receiving Ryan White funded HIV care, treatment, or other supportive services?*** It was suggested to ask the question, ***How long have you been receiving HIV Care treatment?***
- Under the question, ***What made you get tested for HIV?*** It was suggested saying my doctor tested me based on my symptoms.
- Under the question, ***Please check one option per category that reflects your needs and awareness of services of HIV care in the Past 12 Months.*** It was suggested to add a description to each service category.
- Nycole stated when the surveys are issued there will be graduate students from the University of Memphis administering and assisting individuals in completing the surveys with whatever questions they may have.
- There will be incentives given to those individuals that complete the surveys.
- For the question, ***The goal of Ryan White providers is they should understand and respect you as a person and the parts of you that make you the unique person you are even those are different from the provider. Do you agree that are understood and respected by your provider regarding these following things about you?*** It was suggested to put I agree, I disagree, or lack thereof, or this doesn't apply to me.
- For the question, ***What are possible reasons why you have missed taking any HIV medications WITHIN THE PAST MONTH?*** It was suggested to put ran out of pills/didn't pick up refill, didn't pick up medication, or I didn't want to think about having HIV.
- For the question, ***Thinking back over the last seven day, did you take your pills?*** It was suggested to change seven days to three days.
- For the question, ***How long ago were you released from jail or prison?*** It was suggested to put I am in the half-way house.
- For the question, when you were released from jail/prison, which of the following did you receive? It was suggested to put case management/social worker.
- For the question, ***How long did it take you to find stable housing after being released?*** It was suggested to define stable housing.
- For the question, how long did it take you to access medical care after being released? It was suggested to put HIV care instead of medical care.
- Under the Provider Service Input survey, the question, ***What is your primary role at your organization?*** It was suggested to add psychiatrist.
- For the question, ***What do you feel are the most effective methods your agency uses to retain clients in care?*** It was suggested to add care and relationships.
- For the question, ***Which of the following do you feel would most help you to better serve your clients/PLWHA (People Living With HIV and AIDS)?*** It was suggested to add a category about cultural conferencing.
- Under Provider Demographic, For the question ***Which of the following age groups are you in?*** It was suggested to take out the age group 2-12.
- It was suggested to run the survey with a group of consumers with the graduate students who will be administering it.

B. Attendance

Nycole Alston, Planning Group Manager, gave an update on the attendance.

- Nycole stated there are a couple members that show some concerns about their attendance.
- Nycole will reach out to Shearlean Dowell, Co-Chair, to see if she can contact those individuals that are listed.

C. Reflectiveness and Membership Categories Review

- As of today there are 31 Full Members and 3 Alternate Members of which 32% are unaligned consumers.
- The By-laws state there should be 36 Full Members.
- There is a need for four White males, and one Hispanic male.
- There is still a need for a Veterans Administration provider, as well as a State Medicaid Agency.

D. New Member Orientation

- There were four people to attend the new member orientation on Friday, January 23rd at 12PM at the Junior League of Memphis.
- Nycole will follow-up with the new members that could not make it and see what will be a good date that would work out best from them.
- Any committee member is welcome to come.

E. H-CAP Retreat 2015

- The H-CAP Retreat is on Friday, February 27th at the National Civil Rights Museum.
- The original facilitator Lenny Green will not be able to make the retreat. Nycole has reached out to other individuals that Amelia, Project Officer, suggested.
- Emily Gantz McKay will be the new facilitator and there will be a conference call on tomorrow with the Grantee, H-CAP Co-Chairs and Community Partnership committee chair.

F. Update on Applications

- Nycole provided an overview of the application on file include the application date, prior H-CAP meeting attendance, and previous contact for an interview. The committee will resume interviews in April.

VIII. New Business

A. Recruitment Flyer

- Nycole stated it is time to update the recruitment flyers. If anyone is interested in in working to redesign the brochure, please let her know. Nycole will also contact the Shelby County Printing Department for direction.
- Nycole has reviewed other TGAs and EMAs brochures to get some ideas.
- It was suggested to reach out to some of the vocational schools.

IX. Other Business/Public Comment

There was no other business or public comment.

X. Announcements

- There are TCPG representative slots that are open and they will be voted on at the next Prevention Planning meeting March 12th.
- Marvell Terry who was a part of the MSM task force is no longer a member so that slot is also open.

XI. Adjournment

The meeting adjourned at 4:27 PM.

Next Meeting: March 12, 2015, at 3 PM (Church Health Center, 1115 Union Avenue).

Shearlean Dowell, Committee Co-Chair

Date Approved

Nycole Alston, Planning Group Manager

Date