

MINUTES: PLANNING COUNCIL

January 21, 2020 / 5:30 – 7:30 pm / War Memorial, 101 N. Gay Street, Baltimore, MD 21202



Facilitator (Chair)	Avery A. – Ethics Trainer	PCSO Lead	Vanessa Graves
Time started:	5:40 p.m.	Quorum:	There was quorum at the start of the meeting
Members present:	Markton Cole, Carlisle Harvey, Jeanne Keruly, Fernando Mena-Carrasco, Wendy Merrick, Evelyn Nicholson, Abby Plusen, Shakima, Richardson, Christopher Stuckey, Brande Ward, Jonathan Wright, Emily Leonard, Kelsey Markie, Dale Brewer, Vanessa Lathan, Sean Thames,		
Members absent:	Shalyta Campbell, Charles Culver, Peter DeMartino, Kemahn Jones, Pamela Kurowski, Akil Patterson, Dennis Rivera, Monique Thomas, Kimberly Whitaker, Sara Zisow-McClean		
Visitors:	N/A		
Ryan White Part A:	N/A		
Handouts:	Agenda, Part A & B reports, 2020 meeting calendar schedule, PC November minutes		

AGENDA

1: Introductions **Presenter:** M. Cole, Vice-Chair

Discussion:

- The meeting was called to order and a moment of silence was observed.
- Introductions were made.

2: Ethics Training **Presenter:** Avery A./Ethics Committee

- The committee received Ethics training

3: Updates from committee and partners **Presenter:** F. Mena-Carrasco/V. Lathan

Fernando Mena-Carrasco

- Provided a brief overview of the process and where they committee currently stands.
- In September 2019 we convened a “Needs Assessment” workgroup.
- This is a HRSA mandated activity that fell within the CDC
- We divided the workgroup in two groups as follows;
 - Design and Implementation workgroup, led by Nicole and Rachel
 - The main goal of this group is to have a collaborative interest in this process to identify tools needed to do the assessment.
 - Identify how many people across jurisdictions who meet hard to reach populations based on the epidemic
 - To review the tools we currently have.
 - To code the survey for tablet implementation and to be able to quickly analyze the information.

- Submit and manage the submission to the institutional review board.
- The second workgroup is the implementation workgroup, led by Kemahn Jones and Christopher Stuckey
 - Their roles are to identify how and where to survey
 - Identify/coordinate the purchase of incentives that will be given to participants to complete the survey.
 - Help to access and measure the progress the design workgroup, the CPC, PC at large and the PC support office.
 - Nicole and Rachel will present on the design process as well as the output of that process which started in September 2019.

Rachel Viquera/ Nicole Richmond

Rachel

- Provided a handout to the committee that detailed the process.
- In September 2019 this began as a giant brainstorm activity.
- We used a matrix made of the HIV Care Continuum and social determinant of health model.
- We kind of placed these ideas in a way to prioritize them because in the past the survey was extremely long. This was a way to kind of get what was needed to get out, out.
- We determined the topics that could be determined/evaluated.
- We developed a summary of all of the information that we already have about HIV.
- Members of the workgroup were assigned to find surveys and validated tools that have already been used in the past.
- Finally, they put together a survey tool.

Nicole

- Basically, we started with a universal wish list.
- We went through an interviewing process that was consensus building. We reached out to everyone. We were super flexible, because everyone processes information differently.
- We served as the conduit to enable people to process the information.
- We had a timeline of by the end of December to get the tool done.
- We look at this through a lens basically, this is what we want to know but can it impact program activities. It's actually translatable.
- Policy, it's been shown to actually have a healthy implementation. Then we look at mass marketing, is it feasible to do this in a mass marketing campaign?
- Finally, because we are doing status neutral and we want to engage further down the continuum have our distal factors. What community based organizations are we going to organize and collaborate with.
- After about six meetings we were finally able to get the final tool.
- We went back to the drawing board basically to say how we now code this to put into a database, linking it back to analyze it.
- We have already mapped this out.
- Some quality control measures have been included in this. This would help us to identify if there was a particular question that brought confusion.
- We are in the final stage and tomorrow will submit it to
- The document is 59 pages and based on a 5th grade reading level.
- We looked at target demographics and we have a concrete sample size of 1100, there are many ways that you can work the numbers to get your final sample size.

Rachel

Content of the survey

- As a group we decided to focus a lot on social determinants, things that could be linked to barriers to care etc.
- We organized this in a way that was thought would be the easiest for people to respond to questions.
- If you would like to see the actual survey questions, we are willing to share.

Fernando Mena-Carrasco

- We mentioned the engagement process at a couple of meetings.
- This involved visiting each of the health departments for all the counties listed.
- All the meetings were in Google hang outs.
- In addition we are working on a Hipaa complaint way to survey monkey which will allow us to analyze the data live.

Motion:	Who made the motion? Second?	Motion passed?
Motion to move forward with recommendation of CPC committee to accept the survey tool presented and move forward with implementation	J. Wright/	Passed

Motion:	Who made the motion? Second?	Motion passed?
Motion to approve November 2019 minutes	J. Wright/ F. Mena-Carrasco	Passed

8: New Business

Presenter: Chair

- Principles in the Care of Transgender & Intersex patients information

9: Adjournment

Presenter: Chair

Motion:	Who made the motion? Second?	Motion passed?
Motion to approve the minutes from the July 10 th , 2019 Executive Committee meeting.	C. Stuckey/	Passed

Meeting Adjourned at 7:05 p.m.