



IHIPC Steering Committee Meeting Minutes -Tuesday, January 7, 2020, 9-10 am

Members present: J. Nuss, N. Holmes, Len Meyer, C. Rodriguez, S. Rehrig, M. Maginn, J. Dispenza, C. Crause, J. Erdman, S. Zamor, L. Roeder, M. Gaines

Members absent: J. Charles

1. Welcome new members/Roll call – *See above attendance.*
2. Outstanding “Actions Needed” from last steering committee meeting *-none*
3. Review/approve agenda for March 16-17, 2020 IHIPC meeting and March 18 Leadership Development Day
The agendas for Day 1 and 2 of the March in-person meeting were reviewed/ discussed. We will be changing the presenter of the HIV Section Update on Day 2 to Andrea Perez, the newly-appointed HIV Section Chief, and would like to add 5-10 minutes to the Section Update to allow her time to more fully introduce herself to the group. The “Results of the 2019 Member Satisfaction Survey and 2020 Member Demographics Survey” could be reduced by 5-10 minutes to accommodate that. The new format for presentations (shorter presentation times with longer time for either discussion or an interactive activity) should enable us to ensure we have adequate time for meaningful group input. J. Nuss and M. Andrews-Conrad will provide this direction to all presenters in advance and ask any committees that review the presentations to provide similar guidance to the presenters. She also stated that we should try to have backup plans to ensure good discussion – asking the committees that review the presentations to either help the presenter to identify a few questions or points for further discussion/ input or having the committees do that themselves. J. Nuss commented that, when available, these presentations will be shared with the respective committees in advance so that they can be discussed during their committee call prior to the meeting where they will be presented. That does depend on the presentations submitting them on time, which does not always happen. In the case of presentations that we know are updates of previous year’s presentations, we can always review last year’s presentations to help guide areas for further discussion/ exploration. The agenda for the half-day Leadership Development training was reviewed. J. Burns will be facilitating most of the training. There will be a minimal amount of didactic presenting and more fun, interactive methods such as an icebreaker and team-building activity and video clips. The only recommendation was to ensure that the training included a brief presentation on bad leadership styles.
Action taken: *After discussion and with the above-mentioned changes, there was consensus by all members present to approve the agendas for both the meeting and the training.*
Action needed: *J. Nuss will send the agendas for the meeting out for full-vote of the planning group as soon as possible. A vote is not required for the training agenda.*
4. Membership items
 - New member requirements – documentation, orientation, trainings
We have 6 new at-large members and a new CAHISC liaison. Three to four of them have completed all required documentation/ training. Others are at various stages of completion, even though they have until January 31st to complete all trainings except for New Member Orientation (due December 31) and OMA (due March 31). One person missed New Member Orientation and was instructed and provided direction to complete the training on TRAIN by December 31. He had some technical problems and did not complete that so he was provided an extension until January 15th.
 - Current member requirements: demographic surveys/disclosure of interest surveys-
About half of our members have submitted these forms to date.
 - Committee assignments/appointment of mentors
The proposed committee assignments for new members was reviewed and discussed. J. Nuss first pointed out that J. Moore would be moving to the Primary Prevention Committee and L. Harris, our new LTC Coordinator, would be placed on the

LRAC Committee, both as IDPH support staff. C. Laskowski would be moving from the LRAC Committee to the Membership Committee. In terms of our new members, we would like to honor everyone's primary or alternate committee request, if possible, but we also need to ensure each committee has adequate number of members to do its work and look at the continuity of the committees considering that we will be losing 12 members at the end of 2020. There was discussion that we should also look at building future leaders on each committee. L. Roeder stated that since the Membership Committee is more review and advisory in nature and relies on J. Nuss and M. Andrews-Conrad to do a lot of its actual work products (meeting and member evaluations, documentation, application processes, bylaws, etc.), it may not require as many members as other committees that have more of a work load.

Action taken: After discussion, the following committee assignments were agreed upon:

Epi/NA Committee: Tawana Howard and Rev. Lamont Lewis

Primary Prevention Committee: Derrius Carter and Tracey Box

LRAC Committee: Sanford Gaylord and Ricardo Jimenez

Membership Committee: Feliece Laskowski

Action needed: New members will be sent emails, copying respective committee co-chairs, about their assignments. Hopefully, most will be able to participate in the January meetings. At their upcoming meetings, committees should determine if there is still agreement with the existing regularly scheduled committee times or if those need to be changed. Confer with J. Nuss and/or M. Andrews-Conrad to ensure there are no conflicts with any proposed schedule changes.

As previously discussed, we would like the committees to which new members have been assigned to identify members from their respective committees to serve as mentors for the members' first year. The responsibilities would include contacting the new members and making introductions, emailing and/or calling the member periodically, especially before and after meetings, as a check-in to see if the member has any questions or needs any clarification on things relevant to the IHIPC or committee work.

Action needed: Committee co-chairs should assign mentors to new committee members at their January committee meetings. Since the Membership Committee has already met this month, it was asked to email its membership to identify a mentor for its new member. Let J. Nuss know if there are no volunteers for these positions.

5. Brief Updates from IHPC Coordinator/Co-chairs

- Update: Illinois Action Plan objectives
 - Undoing Racism- We will continue to incorporate presentations/ discussion into IHIPC meetings.
 - Engage and enhance leadership skills of IHIPC, client reps and reps from high-risk pops -This was previously discussed when we reviewed the Leadership Development training agenda.
- Update: Risk-targeted focus groups
 - Transgender women – December 9, 2019 (Region 2) This was conducted. Seven people attended including transgender women, men, and non-binary persons.
 - Second focus group targeting Black and Hispanic transgender community (Region/date TBD) We are still in the planning stage for this and unsure yet where it will be located. Any suggested locations are appreciated.
 - PrEP users (Region/date TBD) We are also still in the planning stage for this and unsure yet where it will be located. Any suggested locations are appreciated.
 - Young MSM of color (Region 7/8, date TBD) We would like to conduct 2 more of these focus groups by March 31 since there is funding in the existing MATEC grant (that ends March 31) to cover the costs.
- IHIPC leadership attendance at national conferences
 - N. Holmes- Natl. AAMSM Leadership Conference on Health Disparities Jan 16-19, 2020 -All arrangements have been made.
 - S. Rebrig will be attending the national Excellence in Sexual and Gender Minority Health Course in Boston March 20-22, 2020. Both members will be asked to write an article for the IHIPC newsletter about their experience and bring resources and information back to us for our enrichment and professional development.

6. Report on Results of Regional Community Engagement Meetings- *The evaluations and results from each meeting have been compiled. These will be included as appendices in the final report. The report will be inclusive of all comments and be a statewide assessment of needs, gaps, barriers, and strategies, as recommended by people who participated in all the meetings. We are still working on compiling the report and hope to have a draft ready to share with the Epi/NA Committee by the end of January so that it can be reviewed and discussed during its February meeting.*

7. Committee Reports and Actions Needed – (Provided by Committee or IHIPC Coordinator/Co-chairs)
 - LTC, RRC, ART, & VS Committee (and workgroups) -*Will have a joint meeting with the Primary Prevention Committee on January 14. We are still waiting to receive the final I&S Guidance document from C. Hicks. We will be receiving updates from our workgroups. The Gender Language workgroup will be meeting next Monday. Both the Care and the Prevention Program have agreed to include more information about gender types on their assessment forms.*
 - Primary Prevention Committee -*There is nothing in addition to add.*
 - Epi/NA Committee -*The first meeting will be this Thursday. We will be discussing our upcoming Stigma presentation. We will also be sending out a formal email to members asking if there are any recommended factors they would like to be considered for inclusion in the priority populations' risk group definitions. These will be due by March 31.*
 - Membership Committee -*The committee met yesterday and reviewed the December meeting surveys. The results were very good. We are seeing more equitable division of care and prevention presentations and discussions at our meetings.*

8. Adjourn