Meeting Minutes

Oregon HIV/Viral Hepatitis/Sexually Transmitted Infection
Integrated Planning Group (IPG)

Committee: Executive
Date: 12/3/12
Number of voting members present: 7 of 9
Number of others/non-voting members present: 2

Agenda Item/Topic	Key Themes in Discussion	Outcomes (Decisions or Next Steps)
Review of Oct. IPG meeting evaluations	Overall, the feedback was very positive. Some members expressed a desire to avoid holding future meetings at the Salvation Army given its support for LGBT discrimination. A variety of views were expressed, including the importance of forming relationships with faith-based organizations, but also ensuring members to feel welcome and comfortable at meetings.	OHA will not hold future meetings at the Salvation Army.
Goals for the next IPG meeting	The group reflected on all the accomplishments of the IPG during 2012. The group considered that future meetings may be different now that a strategic plan has been written. Possibilities for 2013 include: 1) less meeting time, 2) less meetings, 3) announcing an option for members to switch committees, and 4) different committees (possibly organized around the cascade of engagement in care). The Executive Committee	Each committee chair will email the co-facilitators a list of their committee's accomplishments during 2012. The list of accomplishments will be shared with the entire IPG at the February meeting. The group agreed that future meetings should attempt to have more interaction between

	will discuss these options later after the strategic plan is written. The plan should reveal key themes that will help determine the needs and structure of meetings in 2013.	committees to help with integration and expand members' knowledge of other committees' work. The next IPG meeting will include a presentation of Oregon data vs. national data on the stages of engagement in care.
IPG co-chair policy revision	The group reviewed proposed Policy and Procedures language to 1) align them with current CDC community planning guidance about having a community and state co-chair and 2) delete language referencing a newly formed planning group as we are entering year two.	The policy revision was approved and will be reflected in the IPG policies and procedures.
Prevention Committee update	The committee is continuing to work with Linda on finalizing their work plan.	--
Access Committee update	The committee finalized their work plan. Steven Pierson joined the committee, which is very helpful given his role working with care providers.	--
Coordination Committee update	The committee is developing a white paper to promote HIV work by CCOs. Benjamin will be speaking at a number of upcoming meetings related to health reform (representing himself as a community member). The committee would like to review and recommend changes to CCO performance measures. The committee would like more guidance on engaging leaders involved in health reform.	Since an implementation plan is being developed based on the committees' recommendations, it was suggested that the committee wait to review the content of the implementation plan and provide feedback on the implementation steps related to health reform.
Membership Committee update	Open IPG membership categories include persons who are transgender, Black/African American, Hispanic, young adults, and who represent educational institutions. We still need more representation from these groups.	The Coordination Committee chair will reach out to an African American colleague who may be interested in joining the IPG.

Financial barriers to attending IPG meetings	The committee shared concerns related to the financial burden faced by some members while waiting for reimbursement for meals, transportation, and hotel costs. The committee is happy with the response from OHA.	To help minimize these concerns, OHA staff met and came to the following decisions: 1) When selecting hotels for IPG meetings, we will make every effort to find ones that: - Serve continental breakfast - Have a refrigerator in the room in case some members would prefer to bring meals with them - Do not require guests to provide a credit card for incidental costs at check-in or in advance (OHA will continue to reserve and pay for rooms on an OHA credit card). While hotel staff may continue to ask for a credit card, members will have the option to refuse to provide one. 2) Since passengers do not have to pay transportation costs, the RSVP form for IPG meetings has been revised to further encourage carpooling. We added content letting members know that OHA can assist with identifying another IPG member who may be able to drive and pick them up. Members requesting this assistance should be sure to do so via the RSVP form submitted one month before meetings. 3) OHA HIV/STD/TB Program staff members will continue to process travel reimbursement forms as quickly as possible. These forms must be approved by other offices within OHA, and we will request that they are prioritized and processed quickly whenever possible (policy allows 45 days).