Meeting Minutes

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

Oregon Health Authority
PUBLIC HEALTH DIVISION

Committee: Executive
Date: 5/19/14
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)	Responsible party
Review of March IPG meeting evaluations	Overall, the feedback was positive and there was a high response rate.	Future IPG evaluations will ask members if there are topics of interest within the IPG Implementation Plan that they would like to discuss at future IPG meetings.	Program Design and Evaluation Services (PDES)
Discussion on IPG meeting observance/reflection	During conversations and ice breakers at previous IPG meetings, we have noticed that some members express experiences of pain and loss. During the observance, it might help to acknowledge these experiences and frame them to relate to the IPG's purpose.	We will develop a script for the observance at the beginning of IPG meetings and for the closing. The script will acknowledge the group's various reasons for participation, including loss and pain, and a commitment to contribute constructively.	Co-facilitators, Prevention manager, adult viral hepatitis prevention coordinator
June IPG meeting agenda development	Potential topics may include: - PrEP guidelines and messaging - The impact of marriage equality on stigma and HIV prevention - Rural Medical Access project update - AETC update	A draft agenda will be drafted and emailed to the Executive Committee for review.	Co-facilitators, PDES

	- Social marketing for behavior change - Hepatitis Epi Profile - Douglas County syphilis MMWR - Equitable syringe access - CAREAssist update - Membership demographic data presentation		
Membership	Requests for more members on the Membership Committee have been unsuccessful. Unlike the other committees, the Membership Committee does not focus on service provision, which tends to be of most interest to members. The IPG can have a maximum of 45 members. We currently have 38 members.	Members will brainstorm a new policy proposal that 1) requires rotating membership on the Membership Committee for all IPG members (e.g., a 6 month period), 2) maintains a committee chair and staff support, 3) has 6-8 members, and 4) has a structure that does not require meeting during IPG meetings so that members can serve on other committees concurrently.	Membership chair, state co-facilitator, PDES
Consumer engagement	A call with consumers is still planned.	The IPG will receive an email with a Doodle poll and clarification that the call is for any member living with HIV.	Co-facilitators
Other	2015 will be a planning year; we may want to consider restructuring the committees or IPG meetings.		