

# California Planning Group

**December 8, 2010**  
**9:00 a.m. – 5:00 p.m.**  
**Meeting Notes**

**Location:** Sacramento, CA  
Double Tree Hotel

**Members in Attendance:**

Erica Armstrong, Cheryl Barrit, Oscar De La O, Shelley Facente, Jeff Goodman (Co-Chair), Tamarra Jones, Ayanna Kiburi (OA Co-Chair), Brian Lew (OA Co-Chair), Bob Lewis, Carolyn Lieber, John Melichar, James Nicacio, Valerie Rose (Co-Chair), Emily Sciolto, Scott Singer, Daniela Torres, Tim Vincent, Alex Washington

**Office of AIDS/CPG Project Manager:**

Carol Crump

**Office of AIDS Staff:**

Michelle Roland, Amy Kile-Puente, Jen Rohde, Matthew Willis, Alessandra Ross, Michael Foster, Daniel Coronado

**Members not in attendance:**

Faith Davis-Bolton, Thomas Lambert

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**Welcome****Carol Crump**

- Agenda review, Housekeeping

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**OA Update**

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Ayanna Kiburi, Chief, HIV Care Branch

- OA is in the process of finalizing the Ryan White Application
- Care Branch is examining how OA can work more closely with Part A Grantees

Brian Lew, Chief, HIV Prevention Branch

- CDC's Enhanced Comprehensive HIV Prevention Planning Grant (ECHPP) – States are not eligible, only Metropolitan Statistical Areas (MSAs) most affected by HIV (California grantees are LA and SF)
- The ECHPP process will most likely inform the CDC Cooperative Agreement grant announcement expected from CDC in April 2011
- Expanded Testing Grant – The Request for Applications (RFA) is in the final stages before being approved for release; once staff has been hired to administer the grant, the RFA will be released. CA currently is subject to a hiring freeze that has delayed this process.
- International iPrEX PrEP (Pre-exposure Prophylaxis) study – The results of this study were released last month. OA is following the lead of CDC and waiting on guidance on how to move forward.

Michelle Roland, Division Chief, Office of AIDS

- Governor-elect Brown has made two appointments: Diana Dooley will replace Kim Belshe as the new Health & Human Services Secretary; Ana Matosantos was reappointed as the Director of Finance.
- Special Session – Governor Schwarzenegger's proposed cuts did not include cuts to ADAP.
- New legislative season has started – two new bills introduced: SB 41 Pharmacy syringe sales bill and AB 43 Medi-Cal Eligibility bill.
- Health care reform is a high priority. OA is currently working on a service delivery preparedness system for 2012 roll out.

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**CPG Decision Making****Cheryl Barrit**

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- Process and Consensus Models
  - Review and approval of Governance sections:
    - 6.1 Decision-Making
    - 6.2 Consensus Process
  - DECIDED: To move forward with these sections of the Governance with edits.
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- Presentation: Review of CDC requirements and HRSA recommendations (refer to PowerPoint handout)

**Discussion**

- For CPG membership, the focus as planners should be on skills
- The current membership: Professionals (including professionals who are also consumers)
- A group of 15 members will not meet PIR, but members should outreach to the groups who need to be represented
- Suggestion: Standing agenda item on how members have reached out to the community with: who we are/what we do
- Utilize the Web page (linked from the OA Website) to present to the community who CPG is
- Is the model of OA + CPG + Advisory Network (AN) = Community Planning accurate?
- Does this provide sufficient input? How do we get more of the community involved in the AN process? CPG needs to increase its ability to withstand community scrutiny.
- The OA needs to provide regular updates to keep up the engagement on AN
- These issues should be addressed in a work group
  1. Who is CPG? Define goals and possibly have a CPG newsletter
  2. Evaluate how OA receives input
  3. AN has potential but currently only one function: disperse information
  4. Each CPG member should chair a discussion group to initiate activity
  5. Address marketing of AN
  6. Formalize an active recruitment method
- The work group should define who the stakeholders are, how to get input from them, and where are the gaps
- AN is just one tool to get input

**Issues of Concern**

- Matrix not necessarily a good way of measuring PIR
- Transgender representation a concern
- How to encourage and include public comment
- Define Advisory Network role in recommending to CPG/OA
- Engagement in the Advisory Network

- Develop process for whether/how to handle interim membership (specifically in instances of significant vacancies)
  - In June, CPG can return to the Governance (a living document) once PIR questions are resolved
  - **DECISION:** Consensus reached to move forward with three sections of the Governance:
    - 2.1 Selection Process
    - 2.2 Membership Responsibilities
    - 4.1 Membership Committee
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- Finalize comments on Proposed Outline for State CPG Integrated Plan
  - Include the impact of Health Care Reform (HCR) throughout the plan. How to be proactive and deal with it.
  - Suggestion: HCR should be included in section c and 2b
  - **DECISION:** Consensus reached to move forward with proposed outline
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\*See attachment "CPG Work Groups Dec 2010"

#### Community Assessment

The need for this group was determined to be immediate. The charge of this work group is to gather and review information from the Office of AIDS that will be used to develop the plan. The information includes: needs assessments, other existing planning documents, and the EPI Profile. The review should determine what information is there, what is missing, and what we don't know. The work group will then develop a plan for obtaining additional resources.

#### Data and Analysis

The need for this group was also determined to be immediate. However, most of the work will begin once there is a product from the Community Assessment Work Group. The Data and Analysis Group will develop the following sections of the plan: EPI Profile Highlights, Synthesis of Community Assessments and Contextual Analysis.

#### Membership

The need for this work group was determined to be immediate and it will be a standing committee for the CPG. The immediate charge for this group will be to develop a communication plan and a process for addressing vacancies. The communication plan will include the defined role of CPG members and the mechanisms for updating other members of the community and bringing the voice of the community to the CPG.

The membership work group will also address the process for replacing vacant seats, recruitment, and the application process at the end of term.

#### Advisory Network Plus

The need for this work group was determined to be immediate. The charge of this work group will be to enhance the current functionality of the electronic Advisory Network. This group will address concerns of marketing the network, collecting demographic information, the network's role in meeting PIR and providing feedback, and how to stimulate the discussion boards.

#### Background

This group is not an immediate priority. This work group will develop the following sections of The Plan: Introduction, Background & Context, through Challenges and Opportunities.

#### How Will We Do It?/Foundation

Once the Community Assessment and Data & Analysis groups have completed their work, the

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CPG full membership will begin priority setting. These priorities will lead to the development of The Plan. The How Will We Do It (or the Foundation) group will begin to develop this portion of the plan in the outline based on the established priorities.

Monitoring and Evaluation

This work group will prepare the Monitoring/Evaluation section of the plan. The need for this group is not immediate and it will meet further into the process.

Organizational

This work group will be formed with the chairs of each work group and the OA project manager, Carol Crump. The primary responsibility of this group is to make sure the work is progressing and deadlines are being met.

**Work Group Breakout sessions**

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**Next Steps**

**Jeff Goodman  
Valerie Rose**

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- Put together 10 minute presentation on:  
Who is CPG?
  - Overall timeline
  - Next meeting: February 24-25, 2011 in Sacramento

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**Adjourn**

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