

HIV Prevention Planning Council (HPPC)
Strategies and Interventions Committee
Action Minutes from Meeting:
February 2, 2006

Members Present: Emalie Hurliaux, Chandra Sivakumar, Michael Cooley, Abbie Zimmerman, Dee Hampton, Weihaur Lau, Joani Marinoff, John Tighe

Members Absent: Michael Discepola, Amber Gray

Guests: No guests

Professional Staff Present: Vincent Fuqua (HPS), Clare Nolan (H+C), Abby Lopez (H+C, note taker)

Professional Staff Absent: Israel Nieves-Rivera, Doug Sebesta

1. Welcome and Announcements

Emalie Hurliaux called the meeting to order at 4:07pm. She welcomed attendees and asked if there were any announcements.

- ✓ Abbie announced that Huckleberry is looking for HIV positive people to become speakers for their 4 day HIV prevention education curriculum as part of the Hype Training. The volunteers will tell their story about being positive and answer questions that the audience may have. Volunteers will need to attend a 2 day training and will be paid a \$45 stipend for about an hour of the volunteer's time. Stipends will be disbursed at the third day of the education curriculum. They are looking for diverse people, such as youth, who are living positive. Flyers will be sent out via email and passed out at the Council meeting.

Introductions

Emalie asked attendees to introduce themselves and to speak on the following questions to get a sense of what population is represented and to begin discussions of the committee's parity, inclusion, and representation:

- 1) What community/ population do you represent?
 - 2) Why did you selected to be in Strategies and Intervention Committee?
 - 3) What do you feel is the goal of the Committee?
- Goal for the committee is to provide guidance to the community of HIV providers about strategies and interventions and how it can be crafted to meet the needs of the people they serve.
 - Would like to see how DEBIs (Diffusion Effective Behavioral Intervention) can be utilized compared to traditional interventions.

- To look at different interventions that exist and to see how they work for different populations and how to tailor it to others.
- Is to see other models that are working, especially what is working locally considering the different demographics and populations of gay men.
- Is to look at strategies that work with youth at risk population and incorporate them into the HPPC and the Plan.
- Is to target people who are HIV negative and not using from becoming HIV positive.
- Looking at how to evaluate structural and root cause interventions. To make sure structural intervention and big picture things are on the agenda.
- Is to flush out more strategies that are youth focus.
- Developing primary and secondary sex positive prevention messages.
- Vincent announced that John was voted on to the committee at the last Steering Committee meeting. He is officially a voting member of this committee.

2. Public Comment

No public comment.

3. Committee Business

Emalie commented that there is no committee business to vote on.

a. Report from the Steering Committee

- ✓ Emalie presented the report on the Steering Committee and announced that they voted in community members for the committee and talked about the agenda for the next meeting. She also mentioned that those present need to elect co-chairs for the Strategies and Intervention Committee and set a meeting date. She added that a request was made to change committee meeting dates because of the log of meeting scheduled on Thursday.
- ✓ Vincent also reported that some of the committee names were modified to make it sound better. For example, “Strategies and Interventions” used to be “Promoting Strong Prevention.” They also discussed how the meeting at the Quaker’s Place went and received feedback on how the council members felt about the space. They are still looking to see if the space is something they can use in the future. Vincent announced they are also planning to do the Communication/Team Building in March at the same location as last year at the Embarcadero.
- ✓ Emalie announce that the HPPC had a discussion around promoting their work at next the American Public Health Association meeting. Those interested in submitting an abstract should talk to Kathleen Roe as abstracts are due soon.

- Joani asked if the abstract would be submitted in partnership with Kathleen regarding the work of HPPC and if DPH support was available to go to Boston.
- Vincent said he wasn't sure if that was possible but would ask Tracy if support is available.
- Emalie clarified that the offer made by Kathleen was for people to assist her with the abstract and she could take the lead.
- Joani conveyed her interest in submitting an abstract, particularly on structural intervention, but cannot afford to go to Boston. If funds were available, she is open to working with the HPPC on the abstract.

b. Elect Co-Chairs

- Emalie asked that the Committee elect co-chairs.
- Mike nominated Weihaur but Weihaur declined the nomination.
- Vincent gave a brief background for the co-chair positions. He noted that 2 people are elected; one co-chair is responsible for attending the Steering Committee meetings once a month and both meet with Vincent, Israel, and Clare to set the agenda for the committee meetings and to make sure that we are following the Scope of Work. To review the minutes before they are sent out to the whole committee.
- Abbie commented that after the last HPPC meeting, she and Emalie volunteered to co-chair the committee. Emalie is to be the primary co-chair on the committee and attend the Steering Committee meetings while Abbie would step in if Emalie was out. They would also share facilitation responsibilities for meetings. They expressed interest and affirmed they had the time to lead the committee.
- Mike motioned to nominate Emalie and Abbie to co-chair the Strategies and Interventions committee.
- ✓ All in favor. Abbie and Emalie have been elected co-chairs to the Strategies and Interventions committee.

c. Confirm meeting dates and times

- Emalie noted that there was some difficulty in scheduling the committee meeting and asked if there was any flexibility in rescheduling the meeting for another day.
- Vincent suggested scheduling the meeting from 4:15-5:45 on Thursdays because there is another committee that meets before hand and there need to be time for transition.
- Mike explained he had a schedule conflict on Thursdays and asked if the meeting can be moved to another day or at a later time.

- ✓ Vincent announced that the meeting is scheduled for Thursday from 4:15-5:45. Location is to be announced.

d. Method of evaluating the meeting

- Emalie provided two suggestions for evaluating the meeting: on paper the end of the meeting or do a survey over email through Zoomerang. Emalie explained that one of the concerns that the evaluators shared with her was the low response rate of completing surveys via email and added that surveys completed on paper receive a much higher response rate.
- ✓ Abbie suggested that the committee can come back to the decision of how to evaluate the meeting if the response rate via Zoomerang is low.

Clarification on Roles of Co-Chairs

- Abbie clarified why there are 2 co-chairs in the committee. She explained that when Emalie is facilitating the meeting the other co-chair will help in coordinating responses from those at the meeting to ensure that everyone has an opportunity to speak and to clarify things such as terms and acronyms.
- Joani raised a question about process and how to identify who is to speak next.
- Abbie suggested choosing a way that made them feel comfortable.
- Joani asked the co-chairs to pick an approach based on her experience.
- Emalie opened the conversation to others in the committee and asked how they felt about being recognized to speak.
- ✓ Abbie confirmed that it is the facilitator's responsibility to recognize who should speak next. She also added that one of purposes of having an agenda is that the committee will not move on until all is able to speak on an item.

Continuation of Method of Evaluating the Meeting

- Dee asked what method would be used in evaluating the meeting.
- ✓ Vote was taken on the method of evaluating the meeting and all were in favor of using Zoomerang.
- Vincent communicated that the Steering Committee is exploring an incentive for committees who turn in the most surveys.
- Dee asked how soon surveys are sent out.
- Vincent responded that surveys are usually sent out within a 1-2 days.

4. Committee Parity, Inclusion, and Representation (Who's missing?)

Emalie opened the discussion around inclusion and representation and asked if there are communities that are not represented at the table.

- ✓ Mike commented that it might not be community representation that is missing; rather he suggested that the committee was lacking a level of expertise in effective behavioral interventions. Although the committee has Doug as an evaluator, he suggested they may need additional experts if Doug is not available.
- Vincent added that Doug will be at the meetings on a regular basis.
- Mike reiterated a distinction between on the ground experience with what works and how it can be translated into a more professional language that the committee can advocate for and to evaluate its effectiveness.
- Abbie introduced Chandra and gave a brief summary of the topics that were covered in the meeting.
- ✓ Joani added that there were voices missing at the table such as Latino/a and African American voices. In regards to expertise, she understands the concern and as someone with an advanced degree in public health she tries to bridge the gap. Joani commented, however that because of her bias that she is less knowledgeable about academic research but has access to it.
- ✓ Weihaur affirmed that women of color are missing and users. He also added that intervention provider voices are missing.
- ✓ John also agreed that the client and consumer voice is missing and those who exchange sex for money, particularly sex workers.
- ✓ Dee pointed out that there was no one that has identified as transgender in the committee. Moreover, she thought that it was challenging to talk about consumers when the committee is looking at many populations.
- Vincent named people who are part of the committee but were not at the meeting, which included Michael Discepola who represents White, gay men and Amber Grey representing African American transgender women. He also added that after the third meeting community members will no longer be accepted to be part of the committee as voting members, because of the nature of the work. The third meeting will be in April and it will be the last time to accept applications for committee membership. Although application will not be accepted after the third meeting, community members can still attend the meeting; they just will not be able to vote.
- ✓ Abbie recommended including African American, straight men and women and youth, in general.

- Emalie asked members to think about who they know that represent those communities and invite them to apply. She asked if copies of applications are available.
- Vincent will email copies of the application to the committee members.
- Abbie put it on the HPPC to talk about the youth committee and how to get youth to participate in the council. One suggestion was to provide stipends to encourage them to participate.
- Joani asked for clarification on the definition of youth.
- Mike related that those 29 and under were considered youth.
- Abbie further specified that youth were divided into two categories and they would like to see representation from youth under 16 years old and those between the ages of 18-21 years old and 21-24 years old.
- ✓ Vincent expressed including more gay men of color.
- Weihaur suggested that they invite their clients to speak about prevention and intervention at the committee meeting if they cannot commit to meeting every month.
- Abbie also added that they should bring the meeting to community and to different populations to gain more participation.
- Chandra suggested holding the meeting at the Eureka Valley Recreational Center (EVRC).
- Joani also suggested holding it at City College.
- Clare offered to type up the list of suggested communities that are to be included in the committee and will email it to Vincent so he can include it with the application that he will send to committee members.

5. Strategies and Interventions 101

- ✓ Clare passed out the “Strategies and Interventions 101” handout and presented it. The handout outlines the building blocks of HIV prevention program planning, defines evidence-based interventions, and describes interventions and evidence-based interventions that are currently promoted by the CDC.
- Mike made one clarification on the handout. In the section on Interventions currently promoted by the CDC, “Prevention and Case Management” (PCM) should read “Prevention Case Management” (PCM).
- Dee asked to clarify the components of a DEBI, a DEBI and technical assistance.

- Mike added that in order to implement any of the DEBI programs staff must attend training for technical assistance and continue receiving on-going technical assistance.
- Emalie asked if the agencies that are directly funded by the CDC need to do DEBIs.
- Clare commented that the topic will be covered later on in the meeting.
- Joani asked to clarify if DEBIs are more individually-based interventions or working with people in a small group.
- Mike responded that it could be individual or multiple or community-level but the CDC's focus is on the individual. For example, AHP's social marketing campaign is an intervention at a community-level. Stops AIDS is a group level.
- Abbie clarified that something like social marketing would fall into one intervention.
- Clare continued on and presented REP+, another evidence-based intervention currently promoted by the CDC. She explained that there are REPs that are DEBIs. Clare also pointed out how confusing the guidelines are for funding given the different requirements of the organizations providing the funds (e.g., CDC or local health departments).
- Mike articulated that one of the goals of the committee is to talk about what works and what doesn't work that has been modified, such as Community Promise with the AIDS Foundation.
- Clare reiterated what Israel said at one of the meetings is that a lot of the intervention programs already exist and have been written about since late 1980s and 1990s. He suggested that one of the things that the committee may want to consider is what DEBIs, REP, and Compendium programs is San Francisco already doing and how will the committee respond.
- Dee asked for clarification questioning that if there are agencies in San Francisco that are doing these programs, how can the committee get them on board so they are ahead when the time comes.
- Clare conveyed that Israel just made the point that there are programs that are already doing this in San Francisco and the committee would benefit if they could identify DEBIs that work or do not work for San Francisco.
- Abbie thanked Clare for putting together a handout that explained the different interventions and recommended that Betty send the handout to all committee members.
- Mike also advocated generating other materials that is easily understood and implemented by committee members and the community.

- Emalie voiced that part of the reason she joined HPPC is the frustration around the RFP process for small organizations. She suggested that the committee think about how to present the Strategies and Intervention chapter of the Plan and other CDC related information. Emalie asked if the HPPC can provide technical assistance and training to small grassroots organizations when writing proposals so they can be more competitive in applying for funding. Emalie also suggested to other ways to provide training such as community technical assistance.
- Mike commented that the HPPC went through some processes where they tried to have community meetings and tried to solicit questions for the community for technical assistance but they were looking to the DPH for more technical assistance.
- John asked that if the Community Promise needs to be funded as all 3 evidence-based interventions—DEBI, REP+, and a Compendium.
- Clare responded that the Compendium is a book that says what programs work; it does not provide information or funding to do the program. The REP+ provides a handout, a binder, and technical assistance and does not provide funding unless it's from the CDC.
- Vincent provided an example using the Many Men, Many Voices which was designed for African Americans but if another group wants to do that, they can use that material and tailor it towards a particular community.
- Mike added that DEBI is more strict to modify and that might be why a REP+ might be chosen.
- Weihaur asked how the committee will know what San Francisco is using that is not part of the evidenced-based interventions.
- Clare mentioned that one of the things Israel suggested is for the AIDS Office staff to go through programs that have been funded and identify who is doing what. Clare added that another suggestion brought up by Emalie and Abby is to read the Strategies and Intervention chapter in the Plan and to come back and think about how to do the scope of work.
- Joani thought it was also useful to look at the proposals of who did not get funding, if available. The proposals provide information about services that programs which have applied are already doing.

6. Review outline of Strategies and Intervention Chapter

- ✓ Vincent distributed a handout entitled “2004 San Francisco HIV Prevention Plan Strategies and Intervention Chapter Summary” and presented a brief overview of the chapter which provides the background of the Plan, the purpose of the Strategies and Intervention chapter, and an outline of what is discussed in each of the five sections: 1) San Francisco’s New Approach to HIV Prevention (starts at p. 159), 2) Tool Box on SF’s Principles of Program Design and Implementation (p.162), 3) Tool Box on Behavioral

Theory (p.165), 4) Tool Box on Strategies and Interventions (p. 173), and 5) Tool Box on Standards of Practice and Quality Assurance (p.224). Vincent added that the Plan is updated every 4 years.

- Joani added that the Spectrum of Prevention, which San Francisco's framework is modeled after, is more expansive. She explained that the Plan talks about the Spectrum of Prevention in general and uses it as an example that is biased towards the guidelines in advancing HIV prevention. She suggested having a discussion about it at one of the future meetings.
- Mike pointed that the people should focus on reading Section 4: Tool Box on Strategies and Interventions of the Plan.
- Emalie added that there are things in the Plan that are not part of the CDC.
- Mike pointed out that the structural intervention piece is not included in the Plan because it was not part of the RFP and it matched the guidelines of the CDC.

7. Next Steps, Evaluation and Closure

- ✓ Vincent passed out the Strategies and Interventions Scope of Work (SOW) which will be discussed in more detail next month.
- Emalie asked if the SOW can be modified.
- Vincent responded that the SOW for all committees is the final SOW. However, items may be added, if needed, but items cannot be changed once approved by the Council.
- Clare added that the goal is for the committee to read the Strategies and Intervention chapter, particularly the Strategies and Intervention section. Clare also suggested that someone can come in from the STD/HIV Prevention Training Center to talk specifically about DEBIs and that the committee can also review literature on structural intervention. Other suggestions on additional topics can be emailed to Clare.
- Mike commented that the SOW does not include discussions that make it easier for people to apply for funding and suggested that the committee collaborate with other members and committees and liaison around technical assistance meetings during the time of proposal writing. Mike asked if the next RFP process is happening in 3 years and if the committee should focus on it right now.
- Vincent responded that the committee could focus on it this year even though there is not an RFP process coming up soon.
- Mike asked how the committee can address the issues and challenges faced by agencies to effectively apply for funding if the SOW cannot be changed.

- Vincent clarified that the committee proposes to create a document that reflects the challenges of organizations and provision of technical assistance in applying for funding.
- Abbie commented that the handouts provide people with information are easily understood and can be referred to during the RFP process.
- Vincent commented that the committee should focus on the SOW and once it is finalized it may be able to add it as a final product. He will follow-up with Tracy to see if it is possible.
- Clare pointed out that one of guiding questions in the SOW is what should be included in the Strategies and Prevention chapter to promote strong prevention. She suggested that one way to address the question is to integrate some of the handouts and other items and also include committee recommendations that include technical assistance meetings for the community.
- Dee agreed that although the RFP process is not currently happening, people still need a document beforehand.
- Joanie added she would like to see more accountability in what happens to recommendations made by committees because she has not seen anything happening.
- Vincent explained that HPPC has received a lot of recommendations over the years and that Lisa of the HPS will look at the pass recommendation and to ensure that it will be followed up and to make sure that we do not miss anything.
- Joani reiterated that adding the technical assistance is a really important recommendation in understanding and writing the RFP.
- Chandra added that in terms of writing the RFP it teaches people how to develop skills and knowledge about interventions and informs the committee's process.
- Abbie asked where the recommendation lives.
- ✓ Clare related that she will keep track of recommendations made throughout the year and to bring it back to the committee as it comes up.
- ✓ Emalie announced that the evaluation of the meeting will be email within 48 hours and the following meetings will be the first Thursday of the month. Location TBD.

Meeting adjourns 5:30 p.m.

The minutes were prepared by Abby Lopez, and reviewed by Vincent Fuqua, Emalie Huriaux, Abbie Zimmerman

The next meeting is scheduled for 3/2/06 from 4:15 p.m. - 5:45 p.m.