



## IHIPC Steering Committee Meeting Minutes -Tuesday, December 1, 2020, 9-10 am

Present: M. Andrews-Conrad, N. Holmes, Len Meyer, S. Rehrig, M. Maginn, J. Charles, J. Dispenza, S. Zamor, L. Roeder, M. Gaines

1. Welcome/Roll call/ Pronouns – *See above list.*
2. Membership items
  - Review Updated 2020 Cumulative IHIPC Meeting and Committee Rosters  
*M. Andrews-Conrad reviewed the most current versions of the IHIPC full body meeting and committee meeting rosters. Overall, the results have been very favorable, especially considering some members have been busy with COVID-19 tasks. For full body meetings, only 3 members are at the allowable 3 absences, and only 2 individuals missed more than 3 committee meetings and were granted exceptions.*
  - 2021 Membership/New Member Orientation Updates  
*M. Andrews-Conrad noted that since the October full body meeting, J. Erdman has resigned from his membership position, L. Lamont was dismissed from the IHIPC due to other commitments, and D. Hunt had unfortunately passed away in November. These developments allowed the IHIPC to invite the 3 applicants on the IHIPC waiting list to become at-large members in 2021. As a result, we will now be welcoming 18 new members to the IHIPC at New Member Orientation on December 16.*
3. 2021 Leadership Discussion at December 10 meeting  
*M. Andrews-Conrad shared a document that outlined the process for electing new IHIPC leadership at the December 10 meeting. The document included information on open positions (Co-Chair Elect and Parliamentarian), the nomination/election process, and a list of IHIPC members that are eligible to be nominated.*  
**Action item:** *With no recommendations for revisions, M. Andrews-Conrad shared the document with the full body via email.*
4. IHIPC End of Year Survey Update  
*M. Andrews-Conrad shared that she will be sharing a condensed version on the IHIPC End of the Year Survey with the full body. She asked for input for new questions, especially those related to members' ability to participate in light of various COVID-19 barriers. The following were ideas for new questions:*
  - *How do you feel COVID-19 has impacted your ability to participate in IHIPC activities? How can the IHIPC better support members who have been personally or professionally impacted by it?*
  - *Recognizing that events related to racism affected individuals, communities, and overarching societies in 2020, how do you feel racism has impacted your ability to participate in IHIPC activities, and*

*what can the IHIPC do to provide support for members who have been personally and/or professionally impacted by it?*

- *In 2020, did you feel that you were able to engage in IHIPC activities in a meaningful way? What challenges or successes did you have with meaningful engagement? What can the IHIPC do to better facilitate meaningful engagement via webinar?*
- *Knowing that members might not have access to agency equipment while at home, what technology needs do you have that will help you better participate in IHIPC activities (need to access to equipment, need technical assistance downloading or entering Webex Meetings, etc.), and how might the IHIPC help to meet these technology needs?*
- *2021 will bring many new changes to the IHIPC (new leadership, new committees/workgroups, many new members, etc.). What other ideas do you have that can enhance IHIPC activities/ member and community engagement as we move forward?*

**Action Item:** *M. Andrews-Conrad will send a draft of the survey to the Steering Committee for final recommendations/ edits before sending to the full body.*

## 5. 2021 Engagement Plan Update

*M. Andrews-Conrad noted that updates to the Engagement Plan for 2021 are in progress. In the coming year, the IHIPC would like to offer additional opportunities for engagement. One proposed idea was to hosting stand-alone discussions regarding trending topics in HIV. Another idea for hosting Listening Sessions that highlighted panels of community members originated from the last Gender Language Workgroup call. M. Andrews-Conrad noted that if plans for Listening Sessions moved forward, she would like to try to engage new clients/ individual voices in the discussion (i.e. try to recruit panelists that are not IHIPC members and that don't have professional affiliations with the HIV field).*

*Members of the committee agreed that hosting Listening Sessions instead of topic discussions would be more worthwhile, and that engaging new voices to share their experiences would be most impactful. J. Dispenza noted that this qualitative information would be similar to information collected in a focus group and would be very helpful to the IHIPC in making recommendations. M. Maginn noted that it would be best if the IHIPC could collaborate with a third party to plan and host the events so that there would be no perceived conflict between community panelists and their relationship to services received through IDPH programs/ funding.*

**Action Item:** *With the input above in mind, M. Andrews-Conrad will edit then send the draft Engagement Plan to the Steering Committee for final recommendations/ edits before sending to the full body.*

**Action Item:** *M. Maginn will send M. Andrews-Conrad the names of several individuals who may be good candidates for hosting these sessions.*

**Action Item:** *M. Andrews-Conrad will begin logistic plans for the events (contacting potential facilitators, exploring ways to compensate panelist, drafting consent/ confidentiality procedures for the sessions, etc.)*

## 6. Review/ Approve March 2021 IHIPC Webinar Meeting agendas

*M. Andrews-Conrad presented the first drafts of the March 9-10, 2021 IHIPC meeting agendas. This two-day meeting will be conducted via Webex. The following information was discussed:*

*- Logistics: M. Andrews-Conrad noted that March 10 is National Women and Girls HIV Awareness Day. She wondered if agencies might be having events on this day, and if moving the meetings to the next week should be considered. Additionally, the draft agendas presented included a 9:30a-3:30p meeting on Day 1 and a 9:30a-12:30p meeting on Day 2. M. Andrews-Conrad asked if this schedule was effective or if revisions should be considered.*

- Committee members were not sure if the meeting should be rescheduled due to the awareness day.  
**Action item:** M. Andrews-Conrad will note this on the upcoming full body webinar for feedback before finalizing the schedule.

- Committee members noted that full day webinars are very difficult to engage in. Instead, it was suggested that each day of the meeting be equal in length.

**Action item:** M. Andrews-Conrad will revise the drafts to reflect this and will share with the committee for review.

- Presentations: M. Andrews-Conrad reviewed the proposed presentations for the meetings. On this draft, a “COVID-19 among people living with HIV data” presentation was scheduled and would replace the Annual STD presentation (as other liaisons presented about every two years and the STD data usually trends in the same way year to year). The committee, however, voiced the importance of keeping this presentation as an annual occurrence, especially as COVID-19 has changed related services. The members also thought that the data presentation would be better for later in the year when more data could be analyzed. In relation to this, members stated that they believed a presentation/conversation about COVID-19 vaccines among people living with HIV would be a meaningful and beneficial discussion at an IHIPC meeting. L. Meyer noted that they are on an LGBTQ community vaccine advisory group through the Centers for Minority Health Services at IDPH and would be happy to share information.

Next, the proposed HIV and Aging Presentation was discussed. M. Maginn suggested that a representative from the IL Dept. of Aging be asked to present as they are presently working to make HIV resources known on their website/through programming. Additionally, J. Dispenza suggested that a medical provider who could speak to other challenges people aging with HIV may face (co-morbidities, isolation, etc).

**Action item:** M. Andrews-Conrad edited the March agendas as well as the draft 2021 meeting calendar according to the discussion above. The agenda will be shared with the Steering Committee for final review.

## 7. Brief Updates from IHIPC Coordinator/Co-chairs

- 2021 plans for restructuring of IHIPC Committees and Workgroups

- Plans for early 2021 Steering Committee Meetings

- It was noted that there would be several office hour sessions in January to help members select a committee. It is anticipated that committees might not have co-chairs until March, so the initial meetings of the 2021 Steering Committee will only include elected leadership (Community Co-Chair, CCC Elect, Parliamentarian, Secretary).

## 8. Committee Reports and Actions Needed – (Provided by Committee or IHIPC Coordinator/Co-chairs)

- LTC, RRC, ART, & VS Committee (and workgroups)

- Primary Prevention Committee

- Epi/NA Committee – review Epi presentation by email

- At their November Meetings, both the LRAV and PP Committees reviewed the RW Survey questions and discussion from the October meeting and provided feedback.

- The Gender Language Workgroup is working on developing a Gender Language 2.0 training for February. They also have been compiling a gender-affirming resource list and have plans for sending out information to providers through email blasts.

- M. Andrews-Conrad informed M. Maginn and J. Charles that she would like to send the Epi Committee last year’s HIV trends presentation so that they might provide C. Ward input for the 2021 presentation.

9. Adjourn – *The meeting adjourned at 10:07a.*