

HIV Prevention Contractor's Quarterly Meeting

Monday, October 9, 2006

Third Ward Multi-Service Center
3611 Ennis Street
Houston, Texas 77004

9:30 AM – 11:30 AM

MINUTES

Contractors Present:

Ifeoma Adegun – *Motherland*
Reginald Auzenne – *Donald R. Watkins*
David Bartholomew – *Donald R. Watkins*
Shelita Butler – *Career and Recovery*
Elias Chino – *FLAS*
Mika Sam Cooper – *St. Hope Foundation*
Tyvance Credit – *Bee Busy*
Thomas Dickerson – *The Warren Corporation*
Jo Ann Goodie – *The Warren Corporation*
Rodney Goodie – *St. Hope Foundation*
Anthony Hurst – *Donald R. Watkins*
Nettie Johnson – *Baylor Teen Clinic*

Barbara Joseph – *Positive Efforts*
Jerry Larson – *AIDS Foundation Houston*
Rhonny Leopold – *FUUSA*
Keith Mathis – *FUUSA*
Norman Mitchell – *Bee Busy*
Darcy Padgett – *Bee Busy*
Brent Pendleton – *Legacy CHS*
Christopher Schmitt – *Sage and Associates*
Deborah Scott – *Sage and Associates*
Helen Stagg – *FUUSA*
Barbara Walker – *Legacy CHS*
Sharonda Wright – *NAACP*

Contractors Not Represented:

*Houston Area Community Services
Incremental Marketing, Inc.*

*People with AIDS Coalition Houston
SUMA Partners, Inc.*

HDHHS Staff Present:

Geynille Agee
Kirby Bonier
Brenda Chapman
Cynthia Cruz
Roshunda Eastland
Hyron Hall

Lorenzo Harris
Danielle Joseph-White
Florida Kweekeh
Marlene McNeese-Ward
Beau J. Mitts
Ereka Philip

Larry Prescott
Aimee Saindon
Filomena Snow
Michael Thomas
Cynthia Turner
Cathy Wiley

I. **Welcome** *Marlene McNeese-Ward*

II. **Bureau Update**

a. **Bureau Reorganization** *Marlene McNeese-Ward*

Ms. McNeese-Ward announced that the reorganization of the Bureau is almost complete, and she thanked the contractors for their patience through this process. A copy of the new organizational structure was handed out and explained, and the new management staff was introduced. A copy of the Bureau of HIV/STD Prevention Work Flowchart was also provided to contractors.

b. **SCALE III** *Marlene McNeese-Ward*

The Third Annual SCALE Conference is scheduled to be held November 28th and 29th (the week after Thanksgiving). This conference is an opportunity for training, information sharing and networking. Liaisons will be providing contractors with more up-to-date information on this annual conference as soon as the agenda is finalized.

c. **Ethics (added agenda item)**..... *Marlene McNeese-Ward*

Ms. McNeese-Ward stressed the importance of conducting business in an ethical manner, both for the HDHHS and contractors. The Bureau of HIV/STD Prevention is committed to operating and performing its role in transparent government.

d. **Request for Proposal (RFP) for HIV Prevention Services** *Beau Mitts*

Mr. Mitts announced that the target date for the release of the RFP is Friday, October 13; however, this date is still subject to change. This document has moved out of the Bureau of

HIV/STD Prevention and is currently in HDHHS' Legal Department. When it is released, contractors will have a little over four weeks to submit proposals.

e. **CDC Annual Progress Report** **Beau Mitts**

The CDC Annual Progress Report (APR) was reviewed by the HIV Prevention Community Planning Group (CPG) and a vote of concurrence was obtained from the CPG. The APR was submitted on time (by September 15) to the CDC.

f. **Third Quarter Reallocation Process** **Beau Mitts**

The HDHHS is beginning to look at contractor expenditures through the third quarter of the year to determine if reallocations will be necessary.

g. **PCPE Report** **Beau Mitts**

The PCPE Report is due the 5th business day of each month regardless of whether or not an agency has any positives to report, i.e. if there are not positives to report for the month, a PCPE report is still required. On this report, contractors must record whether or not the ICCR desk was called. In some cases, the ICCR desk may not provide a record number to the reporting agency. If this happens, please indicate this on the report. The PCPE report should be submitted to Erika Philip by email only (Erika.Phillip@cityofhouston.net).

h. **ICCR Policy** **Beau Mitts**

If an agency received a positive test result, they must contact their *surveillance* liaison to report it. It was clarified that this is a separate requirement from calling ICCR when a contractor is unable to locate the individual to deliver the positive result. An agency must make a good faith effort to locate and deliver positive test results; however, if they cannot locate the person to deliver the positive result **within seven days of receiving the positive result** they must call the ICCR desk immediately (on the eighth day after receiving the positive result).

i. **New Laboratory Log Form** **Beau Mitts**

A copy of the new laboratory log form with instructions was handed out and discussed. Mr. Mitts stated that he will send a copy of the log to the contractors electronically. Contractors should be sure to make a copy of the completed form before bringing it to the laboratory. This new log form should tighten up the process of tracking submitted specimens.

Mr. Mitts also stated that **laboratory results will no longer be faxed to agencies**, and there are no exceptions. Laboratory reports/results can be retrieved by two different methods: 1) physically picked up from the lab, or 2) mailed via the US Postal Service.

III. **Laboratory Update** **Cynthia Turner**

Ms. Turner spoke to contractors regarding laboratory policies and procedures. The laboratory just had a CLIA inspection. One of the issues that came up was handling of specimens before they arrive at the laboratory. New HDHHS laboratory specimen submission requirements will be enforced beginning **Monday, October 16, 2006**. A memo was distributed regarding this new requirement; however this is not being attached to the minutes because it is currently being revised. Please note that HIV and Syphilis specimens can remain unspun for 72 hours, but they need to be kept cool (fridge or ice packs). Also distributed were some guidelines regarding specimen handling, transportation, and storage.

Date and time of specimen collection must be recorded on all laboratory requisitions.

Any specimens received in the lab that do not have the collection time and/or date will be **marked unsatisfactory** and the **specimen will be discarded**. **There will be no recourse for retrieval of specimen or testing once the specimen is rejected and discarded. NO EXCEPTIONS WILL BE MADE.** This is a CLIA mandate with which the HDHHS must comply.

Although some exceptions have been made in the past regarding mode of receiving results, the new policy is that results can only be received in two ways. Contractors can pick up the results at the laboratory or they can choose to have the results mailed to their agency. When calling to see if results are ready, please call the appropriate testing areas (i.e. Serology for syphilis testing and HIV/Hepatitis for those tests). The turn around time on an HIV positive test is seven days. If the Laboratory Specimen Log indicates that an agency has already received a laboratory report and the agency is requesting another copy, a Duplicate Report Form should be filled out.

IV. Training Unit Update.....Cathy Wiley

Ms. Wiley spoke on behalf of the Training Unit. The Training Unit is going to be sending out a needs assessment to contractors soon. This assessment will be used to determine training needs and will assist the unit to put together the training calendar for 2007. Information on two upcoming satellite broadcasts was provided to contractors. These include:

- 1) Managing Addiction in the HIV Positive Person, Wednesday, October 18th, 2006 from 12:30 pm - 2:30 pm, and
- 2) Mobilization against the HIV/AIDS Crisis in the African American Population, November 16th, 2006.

A calendar listing the current task forces, advisory groups and their meeting dates will be generated and distributed. Regarding PBC, the state will no longer be assigning counselor numbers; however, Geynille Agee of the Training Unit will give out counselor numbers. Numbers will be provided after individuals complete both the PBC training and preceptorship and she has paperwork documenting these two components.

V. Presentation “A Closer Look at HIV”Bee Busy Learning Academy

Darcy Padgett-Mitchell and Norman Mitchell of Bee Busy shared a PowerPoint presentation with the group called the *Darker Side of HIV*. They have been showing it to students in their classrooms and feel it has been effective in raising awareness of HIV and motivating individuals to seek testing. They handed out copies of the presentation to those interested. They also mentioned that they are interested in developing a documentary on HIV in Houston: Past, Present and Future.

VI. Presentation on Next Step Program..... Legacy Community Health Services

Barbara Walker from Legacy Community Health Services spoke to the group about the Next Step Program. She explained that Next Step is a two-part educational workshop covering topics such as the basics of HIV infection and transmission, safer sex, stress management, nutrition, disclosing HIV status to others, medical aspects of the disease and a discussion of the currently approved medical treatments. Individuals who participate in the workshop are also offered important blood work, including blood chemistry, complete blood count, lipid, syphilis, T-cell count and viral load. She encouraged CBOs to refer newly diagnosed patients or those who have an interest in this program to Next Step. Ms. Walker distributed a flyer and the referral procedures for the Next Step Program.

VII. PEMS Update..... Beau Mitts

Beau Mitts explained that the contact person for PEMS is Nick Sloop, who is a federal assignee from the CDC. Version III of PEMS should be available by the end of the year. The issue of whether to continue in the future with PEMS or to move to another data collection system is still being analyzed.

VIII. Mobile Clinic Update..... Michael Thomas

Michael Thomas spoke to the contractors about the success of the collaborative efforts of the CBOs and the Mobile Clinic Team in increasing the number of persons testing and in identifying new cases. He says that the mobile clinic schedule will be posted on the City of Houston internet site. He also said that the Mobile Clinic Team Planning Meetings are held on the last Wednesday of each month. This month’s meeting will be held on October 25th from 10:00 AM until 11:30 AM at Sunnyside Multiservice Center, Conference Room 204.

IX. Syphilis Elimination Update.....Larry Prescott

Larry Prescott told the group about a new social marketing campaign for syphilis elimination. This campaign includes a new website that is now up and running: www.noexcusesthouston.org. In addition, he discussed that syphilis elimination advertisements have been posted in various publications (OutSmart, Houston Press, Houston Voice, and La Subasta) and billboards in communities with a high incidence of primary and secondary syphilis. CBO’s syphilis testing increased 16% in the third quarter 2006. Larry mentioned that the Syphilis Elimination Advisory Committee (SEAC) meets every fourth Wednesday of each month at the Third Ward Multi-Service Center. The next SEAC monthly meeting will be conducted on Wednesday, October 25, 2006 beginning at 12:00 noon.

X. Announcements *Marlene McNeese-Ward*

Marlene McNeese-Ward wanted contractors to be aware that, in regard to finances, nothing is official without an official letter on City of Houston letterhead signed by either Marlene McNeese-Ward, Stephen Williams or Barbara Sudhoff-McGill. In regard to policies and procedures, the Bureau of HIV/STD Prevention is working on a Prevention Services Manual for CBOs. Until it is completed, instructions related to programmatic issues coming from the Bureau should be in writing. An email from Beau Mitts or Kirby Bonier will be considered official at this time. She also reminded contractors and staff of the public nature of our work and the importance of always making sure all of our activities/actions are those in which we would feel comfortable defending in a court of law.

XI. Questions or Concerns *Marlene McNeese-Ward*

Finally, Marlene McNeese-Ward discussed the importance of our partnerships in HIV prevention. Through our unity, our message to the community becomes stronger and more visible.

XII. Next Meeting:

Monday, January 8, 2007
Third Ward Multi-Service Center
3611 Ennis Street
Houston, Texas 77004
9:30 AM – 11:30 AM

Handouts:

- 1) Bureau of HIV/STD Prevention Organizational Chart
- 2) Bureau of HIV/STD Prevention Work Flowchart
- 3) Laboratory Specimen Log
- 4) Laboratory Specimen Log Instructions
- 5) Specimen Handling, Transportation, and Storage Guidelines
- 6) Next Step Flyer
- 7) Next Step Referral Procedures