

## RICPG HIV/AIDS MONITORING/MEETING MINUTES

Meeting Type: Task Force <input type="checkbox"/> Committee <input checked="" type="checkbox"/> Full Day <input type="checkbox"/> Other <input type="checkbox"/> Specify: Community Capacity Committee	REPORTED BY: Lorraine Kaul
DATE OF MEETING: July 27,2006	LOCATION: Casey Family Services 1268 Eddy St. Providence
TIME BEGAN: 6:00	ADJOURNED 7:45PM

**IN ATTENDANCE:** STEPHANIE HOWIE, DEE DEE WILLIAMS, SHANNON SPURLOCK, LORRAINE KAUL, JENN STEINFELD, TONY RODRIGUEZ, DEB DAVIS, FELICIA DELGADO, VINNIE VALEZQUEZ, DERRILL ISOM, ARTHUR PORTER, PAUL LOBERTI

**Project/Ideas Discussed:**

**New Member Recruitment/Interview** Donna Williams and Stephanie Howie Co-Chaired the meeting for the night. Lorraine distributed agenda, nomination forms, interview questions, and agenda for review. The meeting began with introductions & acknowledgements of the new members present. The members interviewed of Divya Vohara for membership in the RICPG. Lorraine explained that Divya was referred for membership consideration by Candy Brown-McSwain to fill the Youth representation slot for RICPG. Divya is currently an active member of the RICPG Youth Taskforce. Stephanie asked her if she would consider offering her South East Asian perspective to the group also even though that group was not selected as a priority population for representation on the CPG. Divya agreed that she would be glad to. She said the need for getting the South East Asian culture to begin talking about these issues is a point of her interest. All members present participated in asking the RICPG prescribed interview questions. During the discussion phase of the interview, Deb Davis brought up the issue of voting for new members. She questioned which meeting group would use for voting on new members, the CCC or the CPG? Lorraine stated that the group only agreed to use the CCC meeting for votes in the interim because of the long break between CPG meetings. The members suggested the possibility of interviewing through both meetings. Lorraine said, that it would be a member decision. Dee Dee suggested we add it as a charter revision to be put on the RICPG agenda for August.

Jenn asked if anyone had responded to the request from Dan V and Paul M regarding their request to re-consider the vote regarding Daniel V's membership. Jenn said, both members came to her with concerns about the decision. Lorraine explained that the request for a re-vote went through appropriate protocol. The request was referred to the Chairs and was denied. Jenn asked if the results were communicated to the interested parties. Lorraine reported, that both parties received responses to their inquiry. Dee Dee pointed out that the members select the Chairs to represent them and to filter some of the requests. She reminded the group of the importance of using appropriate protocol and said that these questions should be communicated to directly to the Co-Chairs. Jenn said, that it was presented as a capacity building issue. She mentioned that (former member/Chair) Elisa DelBonis mentioned a protocol issue as a capacity building issue also. Elisa felt that the group needed to have an exit process. Lorraine offered to add it to the next CCC agenda, the group agreed.

Lorraine explained that one of the reasons for the protocol, to protect the members from getting massive e-mails as a result of their involvement with the CPG.

**REACH:** Jenn distributed draft copies of the course book. She said, she has not been able get trainers for the *Group Facilitation* workshop. Paul suggested that we could consider pulling it and offering it as internal training. Jenn also discussed options of sending out a flyer separately at a later time. The consensus was to pull the training from the offerings.

**CPG Survey:** JSI (Shannon Spurlock) solicited input regarding the member survey to make it more useful to the group. Some suggestions included: Attach a glossary of terms and include any acronyms that are used if any. Consider keeping it short clear and consider using a checklist; consider reviewing each question on the survey for clarity before asking members to complete it.

Discussion ensued regarding CDC's interest in the member's perception of the group compared to what actually happens. Shannon offered to try to see if she could get someone from JSI to be available for further discussion in the full CPG meeting while she was out on leave.

**Update on Mini Grant Project (Jenn)** Jenn reported that \$2,500.00 would be available for programs that are interested in working on evaluation issues and that have not been previously funded by the Dept. of Health. Paul asked if anyone knew of anyone who might be interested. He said, because it was so focused w/specific criteria, he did not think that it would be highly competitive. Lorraine mentioned that although Candy couldn't be at the meeting, but she had indicated an interest in looking for grant opportunities. Due to time constraints, the last two agenda items were deferred to next CCC meeting (see below) *Next Agenda Items*

**Action Plan: *Who What Where and When?***

- Vinnie V. & Felecia D. agreed to Co-Chair the next three CCC meetings
- Lorraine will add charter revisions to the next full CPG meeting

**Motions/Votes:** The group voted unanimously to accept Divya Vohorah as a member.

**Next Agenda Items: What' Next?**

Two agenda items were deferred to the next meeting

- Old Business Item: Follow up from JSI CPG Survey Results (*Strategies for assuring even workload contribution among members.*)
- Taskforce functioning checklist
- Consider the need for a process for member exits

**DATE, TIME, AND LOCATION OF NEXT MEETING:**

Thursday August 26<sup>th</sup> 6:00 PM Place: *To Be Announced*