

In attendance: Philip Kane, Divya Vhora, Don Laliberte, Stephanie Howie, Lucille Minuto, Jenn Steinfeld

REACH updates: Catalog is out. We are looking for applicants for the minigrants - they must be naive to the DOH HIV Prevention funds and be doing prevention programs now. Call Jenn with your ideas and she will set up meetings with the organizations.

JSI Survey Follow-up: We saw on the survey that members don't think the workload is fairly distributed. Lucille notes that the MA CPG required attendance at committee meetings. We currently only require people to attend 6 of 12 CCC meetings and TF meetings are not mandatory. While people don't go to meetings that they aren't interested in, if people aren't interested in the working group, we have to understand that they may not be interested in the actual work of the RICPG.

ACTION STEPS: Lorraine should review the attendance and see who is participating and who is not, and provide a report at the next CPG meeting. CCC recommends revisiting the functions of the CCC at the next meeting.

Need for Member Exit Interviews: Lucille thinks it can only be a help to people. It doesn't need to be complicated. We may want to do it in an interview with written questions (like the new member interviews). The mechanism needs to be discussed; the CCC recommends that Lorraine as a "neutral party" and a non-co-chair member do the exit interviews. We may need a mechanism to do the interviews by phone.

Proposed questions: What did you like? What would you like to see change? Would you recommend membership to someone else? Do you know anyone you think we should interview as new members? Is there anything else you would like to tell us.

ACTION STEPS: Phil and Don will make a report on the Exit Interview decisions at the next RICPG meeting. Lorraine should call Elisa to set up an exit interview and will seek a member to do it with her.

Charter Review and Updates: We don't have the materials here. We will hand it off to the CPG meeting.

Cooperative Update: Lucille is the acting chief while Paul Loberti is out. Lucille is doing as much as she can to write the cooperative including skipping the Title II conference. This is the interim report for the first 6 months of the year. The new budget has been a challenge because we don't know what the state contribution will be. The top priority is the community services contracts.

ACTION STEPS: Lucille will send the sections around as she completes them. Co-chairs will sign off on the letter of concurrence on September 14th, the full membership can sign as well. JSI is developing a demographic interview form for non-members.

Task Forces Discussion: The task forces are a good idea for community input on intervention recommendations, but the data collection needs to be done by a consultant group and brought to the Task Force membership. The group can then look at what is available – and what is not available – and make recommendations for the interventions and populations.

ACTION STEPS: The group recommends taking the Community Services Assessment and Gaps Analysis off the plate of the Task Forces, and encourages getting a consultant to provide and interpret the necessary information. Lucille will look at the HEALTH budget and potentially shift budget lines for a consultant. We also may be able to request assistance through the CDC's CBA system.

Co-chair: Only 4 CPG members are in attendance and the 2 people who volunteered to chair this meeting (Felicia, who called, and Vinnie, whom we haven't heard from) are not in attendance. That's not a good sign.

ACTION STEPS: The group recommends bringing the discussion about co-chairing CCC at the large group meeting when we review the function of the CCC.

Orientation Manuals are being updated/ revised to reflect new committee structure and updated member information. They are a good place to save member contact lists, minutes, agendas, the charter, etc. New members will be getting manuals soon.

Red Ribbon Rally is in the works – Tessa and Baby J(ay) are being invited to emcee the meetings. We are asking them for the week of 11/14 with a priority on 11/16 – Lorraine will find appropriate space once we have a confirmed date. The focus being on youth, we will ask the Youth Task Force to arrange the program for the evening.

ACTION STEPS: The group recommends the Youth TF arrange the evening and select a recipient for the Leadership Award. The Youth TF will provide a report after their 9/20 meeting.

NEXT MEETING: September 28th, 6-8