

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: CCC Community Capacity Committee	REPORTED BY: Lorraine Kaul
DATE OF MEETING: September 28, 2006	LOCATION: DATA102 Dupont Drive Providence, RI
TIME BEGAN: 6:00PM	ADJOURNED: 8:00PM

IN ATTENDANCE: FELICIA DELGADO, VINNIE VELAZQUEZ, ED CARR, DEE DEE WILLIAMS, STEPHANIE HOWIE, PHILIP KANE, DON LALIBERTE, ARTHUR PORTER, LORRAINE KAUL, JENN STEINFELD, LUCILLE MINUTO, LESLIE WASILEWSKI

Project/Ideas Discussed: Felicia Delgado called the meeting to order.

Empowerment Topics:

Follow up on member attendance and exit interviews. Lorraine asked the members to consider wording the exit interview to allow Lorraine to do the exit interview for the membership, if a member is unavailable to do it, this would allow us to expedite the process. There was a consensus to reword for the charter, that either a member will do the exit interview with Lorraine, or she will do the interview.

The group discussed the charter recommendation regarding attendance in CCC meetings. Currently the charter reads that members must attend 50% of the regularly scheduled CCC meetings per year. Discussion ensued regarding how a year would be defined. The group felt that the member's "year" should start from the beginning of their term with the group. The group asked Lorraine to set up a reminder system to notify members who are not in compliant regarding CCC attendance. Attendance will be monitored based on next scheduled CCC meeting after the date they began their first term with the RICPG.

Vinnie suggested that members consider attending a Community event during the *World Aids Day* celebrations. The group established consensus that all members would try to attend one of the community events and report back to the large group.

RICPG membership was discussed. Arthur Porter suggested a strategy where members go out and get someone to apply. Lorraine reminded the group that we are looking for specific representation. We want the expertise of people who represent the high-risk populations.

Vinnie discussed the need for more Latino representation. Lorraine reported that we currently have three members representing that category.

Charter Review and Updates: Lorraine distributed the charter for review and recommended revisions.

Discussion ensued regarding the voting process of CCC. Vinnie suggested we should use a ballot vote. The group discussed the option is always there for any member to request the use of a ballot vote. If one member requests a ballot vote and another requests a roll call vote on the same issue. The roll call vote will be used.

Lorraine pointed out a concern on the part of the Co-Chairs regarding "conflict of interest" in communication.

The Co-Chairs wanted to assure that members are clear not to use their relationships to influence a vote. The members agreed to add the following to the charter:

All votes of the RICPG membership are final. Any requests for reconsideration should be sent to the Co-Chairs and the Co-Chairs will decide.

Lorraine will revise the charter to reflect the recommended changes to be presented at the next RICPG meeting.

Strategy Planning Topics:

Reinvigorating the task force: Members discussed the task force meeting schedules. It was agreed that task forces should decide their own meeting schedule. Some taskforce don't need to meet on a monthly basis. Lorraine suggested that the group might want to revisit the task force discussion. It is possible that a task force is not the best way to get the information needed. Lorraine used the example of the MSM task force's inability to get off the ground. She suggested that the group may want to see if other venues may be needed/ e.g. Focus groups or groups like the men's health initiative may be able to provide some of the information needed. The group discussed the role of the task forces: They look at data request data; recommend interventions for local and effective programs or best practices. Discussion ensued about local successes which have not necessarily been documented as effective. The group tabled the discussion due to time constraints. The task forces have been focused on gathering data. Lorraine reminded the group that the last months CCC minutes reflected their decision to use a professional consultant do the community assessment and the task forces would primarily recommend interventions. The group suggested that task forces might add antidotal material or do some short surveys to add more specific data as needed. The members agreed to reduce the demands on the taskforces and let the individual task forces decide on the frequency of meetings needed to reach their goals.

The members discussed the full agenda, feeling there was not enough time to discuss the items to the extent needed. Lorraine suggested that the structure of putting agenda items from the former committees (strategy planning, empowerment and REACH) was a strategy that they chose to try. She suggested that the structure of the agenda might be causing the problem. The group then agreed that they do not necessarily need to put an agenda item for each former subcommittee on every CCC agenda. The agenda items should be placed on the agenda based on the need.

Review of CCC meeting: The group agreed that they were meeting the objectives set forth in the creation of the CCC meeting.

REACH Topics: Jenn discussed plan for spring catalog Jenn distributed and discussed the Orientation training agenda. The Orientation training is scheduled before the CPG meeting on October 12th. Jenn requested assistance in the presentation. Phil agreed to provide the Aids 101 section. Lucille offered to do the Cooperative.

Jenn requested 10 minutes on the next CPG meeting. Still looking for mini grant applicants.

New Co-Chair for CPG: Vinnie and Felicia agreed to continue to Co-Chair the CCC
RRR Leadership Award Recipient: suggestions from Youth Task Force: No report: Lorraine said Candy could not be at the meeting and she has not been able to connect with her because she's been at a conference. We should have the report by the CPG meeting

Old Business:

New Business: Lucille introduced Lesley Wasilewski. She will be working with the Dept of Health on World Aids day initiatives and has offered to assist with the RRR

Motions/Votes: A consensus decision-making process was used as referenced above.

NEXT MEETING: October 28, 2006 6:00-8:00PM DATA (102 Dupont Drive, Providence)

