

RICPG
Community Capacity Committee
Minutes
October 26, 2006
6:00-8:00PM
Casey Family Services 1268 Eddy St. Providence, RI

In Attendance: Paul Medici, Vinnie Velazquez, Antonio Rodriguez, Derrill Isom, Donald Laliberte, Donna Williams, Philip Kane, Earl Washington, Felicia DelGado, Lorraine Kaul

Vinnie Velazquez opened the meeting with a moment of silence in reflection on the people who are no longer here because of this disease and to remind us of the purpose for this work.

Role and Responsibilities of the CCC meeting (What do we do here)

The discussion was initiated by Phil Kane who reminded the group that the purpose of the Community Capacity Committee was due to lack of attendance in the three former committees, Strategy Planning, Empowerment, and REACH steering committee. Phil referenced the orientation manual, which describes the duties of the former committees and pointed out that this committee was created to encompass those activities.

Scope of the meeting: Don reminded the group that in practice the discussion seems to “blur” the lines of what should be discussed in each of the meetings. Don said that we spend 6 hours a month in the combined meetings and he feels that we could be a little more efficient in handling the work. He suggested that if an item that is recommended to the CPG from the CCC is rejected, that it should just be kicked back to the CCC group for further discussion. The discussion should not be repeated in the CPG meeting. The group agreed. Lorraine reminded the group that the Committee report was meant to be a report only. She thought that by distributing the CCC meeting minutes in the CPG meeting, it could have conveyed a different message. She suggested that it might be more beneficial if she did not bring those minutes to the CPG meeting, since people already had them sent to them. The group agreed to leave the CCC minutes in the CCC meeting. The members discussed strategies to keep the group on task. Vinnie suggested an outline of what items would be useful. Lorraine explained that the agenda comes from discussion in both the CCC and CPG meetings. Lorraine asked if bringing the planning calendar would help them in planning the discussion. They agreed. Paul M reported finding the attendance charts helpful in bringing the attendance issue to their attention. The members agreed that the Co-Facilitators of the CCC would be responsible for reporting only and directing discussions that belong in the CCC meeting back to the next CCC meeting. The minutes will note any discussion that was directed to CCC. It will be placed as an agenda item at the next meeting. In discussing how to handle the workload, Don suggested that it might be good to select certain agenda items that need to be addressed on a regular basis e.g. quarterly. Items such as charter and recruitment might be an example of those items. Don said, that members should bring a list of agenda items that should be reviewed on a regular basis, to the next CPG meeting.

Task Forces: This topic was referred back to the CPG because it did not seem to fall under the scope of this group as defined by the duties of the former committees. Dee Dee felt that the next CPG agenda could probably allow 15 minutes toward the discussion of the Task Forces.

REACH Topics: The members selected 4 topics within the 4-6 training days available according to the handout provided by Jenn.

The topics agreed are as follows:

- Evaluation and Research Projects
- Effective interventions, Debi's, and Local Proven Effective Interventions. (One Training)
- Better Management
- GHB

The group agreed for future planning that topics tailored toward the MSM population needs to be provided. They felt that if RFP's are going to be directed at this population that MSM specific preparation training, make sense.

Next CCC meeting should address the issue of what should REACH look like. Is REACH reaching... in the right direction?

Empowerment Topics:

Commitment Letter: The group discussed the need for a signed letter that commits to full participation in the work of the RICPG. Lorraine will draft a letter for consideration. The members will review and revise at the next CCC meeting and the current members will sign. The letter will be included as part of the application process.

End of Year Celebration: Lorraine explained that the end of year celebration is a planned networking opportunity that is not mandatory and stipends cannot be paid for participation. The idea is to get together as a team to have fun. It would be considered a Networking experience. Food can be provided for training type experiences.

Tony suggested the group have a ***Yankee Swap*** Activity. This activity requires that one bring a funny, used item for the gift exchange activity. Items can include simple things that cost nothing, like a rock to some used item from your home that you don't want any more. All agreed to the ***Yankee Swap***. Lorraine will announce the idea via e-mail.

Members discussed a plan to assure that all members had rides to this event. Lorraine will coordinate ride options via e-mail. Dee Dee will bring Earl. The event will be located at Lucille Minuto's house and directions will be sent out.

Old Business: None

NEW Business: None

Meeting Adjourned: