

Rhode Island Community Planning Group for HIV Prevention Minutes

Date: September 28, 2004
Time: 5:00 - 8:00 PM
Place: Royal Buffet, Cranston

Present: Elisa Delbonis, Paul Loberti, Vinnie Velasquez, Deborah Davis, Midge Sabatini, Stephanie Howie, Lucille Minuto, Susanna Rhodes, Jeremy Giller, J. Philip Kane, Derrill Isom, Annie Silvia, Jenn Steinfeld, Lorraine Kaul

Elisa called the meeting to order at 5:15 PM. The opening exercise was facilitated by Lorraine and the meeting objectives were reviewed.

Charter Revisions - Attendance and Co-Chairs

Deb D. passed out copies of the recommended charter revisions. There was discussion about excused vs. unexcused absences, and how and who will make those decisions. It was decided that all absences should be called into Lorraine at 397-5616. Lorraine will relay these messages to CPG and/or the Empowerment Committee if received after the CPG meeting. The key element in the discussion was that all members need to call if they cannot attend the meeting. A motion was made, seconded and approved by a vote of 7, with no declines or abstentions to accept revisions to the charter as follows:

9.2 **Attendance** at meetings of the RICPG, standing committees and workgroups and other activities of the RICPG will be documented by signed and dated attendance sheets. Any member who cannot attend a meeting of the RICPG should notify the Facilitator of the RICPG at least 24 hours before the meeting. This would constitute an excused absence. Failure to provide notification within 24 hours for any missed meeting during each planning year constitutes an unexcused absence. Any member who has excused absences which exceed 1/4 of the planned yearly meetings or 1 unexcused absence will be referred to the Empowerment Committee for review and recommendation to the full RICPG Board regarding continued membership status.

(It was noted that this does not constitute automatic removal from CPG but only a review by the Empowerment Committee.)

Charter revisions were reviewed for Co-Chair Representation with discussion about time served on RICPG, addition of the terminology "good standing" and clarification regarding its meaning. Paul clarified that "good standing" was reflective of the responsibilities of the co-chair as evident in the charter. A motion was made, seconded and approved by a vote of 8 with no declines or abstentions to accept revisions to the charter as follows:

9.3 **Co-Chairs** - The Co-Chairs will share responsibility for guiding the RICPG and all committees and workgroups in accomplishing the mission and goals. One Co-Chair will be selected by the Department of Health as its representative. Two Community Co-Chairs will be elected by the RICPG serving staggered two-year terms. To be eligible for Co-Chairship, a member must have served in good standing at least one year on the RICPG. The Co-Chairs will provide the Director of the Department of Health with information relevant to RICPG proposals and comments.

Plan Discussion

Jeremy reviewed the process of the drafts and revisions to the co-chairs and task force members. Any final comments should be directed to Clarendon by 9/29. Clarendon will provide a CD and hard copy of the Plan to Lucille at HEALTH by 9/30. Following discussion, the Plan will also include a Glossary of Terms including acronyms. This will be noted in the Table of Contents and will be listed in the appendix.

Red Ribbon Rally/Annual Event

Elisa reported on the Red Ribbon Rally (RRR). There was a brief meeting before the CPG meeting to discuss details of the RRR. It will be held on December 1st at the State House at noon. The location within the State House will be announced. There will be a brief meeting after the next CPG meeting designated to confirming the details. All are welcome to stay for that meeting. The Annual Meeting will be held in February. The location is still being worked on.

Letter of Concurrence

Elisa informed the group that a copy of the Letter of Concurrence is in the packets. The content of the letter has been approved but if grammatical changes are needed, let her know. The objectives of the Plan and Cooperative are in concurrence. Members were encouraged to sign the Letter to convey involvement and dedication to the CDC. Any members not in attendance but wishing to sign the Letter should contact Lucille by 10/1.

Cooperative Agreement

Lucille notified the group that the finished copy of the Cooperative Agreement has been sent via email to committee and task force members. It is available for review and any changes should be addressed to Lucille by 9/29. Elisa mentioned that she, Jeremy, Jenn and Susanna will be meeting on Thursday at 3:30 PM at HEALTH.

Task Force/Committee Reports

Reach was reported on by Jenn. They are currently working on the catalog. There is a certification process for vendors. There was low attendance at the last committee meeting. The meeting day and time may be a factor and they are looking into a more convenient meeting time for the members. A list of topics will be emailed to everyone on their list. Jenn requested an updated list of members of CPG and their committee and task force affiliations. Lorraine will work on updating this information and share it with the committee and task force chairs. Jenn also requested clarification of the CPG meeting times and dates to avoid conflicts when finalizing the catalog. There was discussion about publicity for the trainings to attract registrants. Some training sessions have had very low attendance. It was suggested that Clarendon come to a Reach meeting to assist with marketing.

Empowerment

Philip requested that CPG meeting dates and times be brought up as an agenda item for the next meeting. He voiced concern that day time meetings may conflict with new member attraction to CPG.

Women

Stephanie reported that there is a meeting scheduled for 9/29 from 12-2 PM.

Youth

Midge requested clarification of the status of the Youth task force. Paul proposed that a strategy for Youth be brought up as an agenda item for the next CPG meeting. He also identified the need to strategize the goals of the task forces for 2005.

Strategic Planning

Paul reported that they have been working on the epi profiles. He identified the need to strategize to bring the task forces together and use the work books to provide focus. It was recommended that he, Lucille, Midge, Elisa, Annie, Lorraine, JSI and Clarendon need to address this together. As a result, Paul expects the committees and task forces to be able to chart their costs for 2005.

Orientation

Elisa brought up the issue of orientation for new members in the utilization of the workbooks. Philip reported that Empowerment is working on an orientation for new members that would involve presentations from the CPG members. Paul questioned the possibility of a retreat or planning meeting during a scheduled CPG. The purpose would be to update existing members and train new members with an overview of the expectations of CPG. The goal would be to get all members on the same page since there are varying levels of knowledge and experience. He would like to see this happen before the end of the year. There was discussion about the most effective method of accomplishing this. Philip will explore this with the Empowerment committee and present their recommendations at the next meeting.

Old Business - Chinese Delegate Visit

Paul reported that the Chinese Delegate will be visiting RI on November 3rd and 4th. They will be attending the CPG meeting from 1-5 PM on 11/3. Meeting place TBA. On 11/4 they would like to participate in site visits. Vinnie invited them to participate in the IDU task force meeting on 11/4 at 1 PM. Members should notify Paul if they would like to extend invitations for site visits.

New Business

New meeting site - DATA (the CPG training site)

Lorraine opened discussion about using DATA for the CPG meetings beginning in January. There was discussion about the pros and cons. Elisa requested that this be an agenda item for discussion at the next CPG meeting.

Elisa announced that she attended the MHRH Recovery Day. She expressed concern that there was low attendance by prevention.

Elisa shared the extreme time pressures of co-chairing with multiple obligations as a consideration when soliciting a new co-chair. Relative to this, Paul recommended that Elisa's term be extended one year to meet the staggering component of the two year term for the new co-chair to be elected. He requested this be an agenda item for discussion at the next meeting. Philip announced that elections take place in November and that nominations for co-chair should be directed to Empowerment.

Evaluation - There was consensus that the meeting objectives were met.