

## **Rhode Island Community Planning Group for HIV Prevention Minutes**

**Date:** February 10, 2005

**Time:** 4:00-8:00 PM (scheduled)

**Place:** DATA Training Room, Providence, RI

**Lorraine distributed:** Agenda Minutes for review. In addition, stipend, rules of order, meeting evaluation administrative forms.

**Present:** Elisa Delbonis, Deborah Davis, Lucille Minuto, Susanna Rhodes, Jeremy Giller, J. Philip Kane, Jenn Steinfeld, Lorraine Kaul, Patricia Threats, Paul Loberti, Vinnie Velasquez, Stephanie Howe, Derrill Isom

**Roll Call:** Lorraine reported three *Unexcused absences* for the meeting to include: Garith Fulham, Tina Shepard, Geneva Brown. *Excused.* Midge Sabatini and Dee Dee Williams -

**The meeting was called to order at 4:10 PM by Elisa.** Objectives for the meeting were reviewed by Lorraine. Paul amended the agenda to include Community Forum under New Business.

### **Task Force Updates**

**IDU** - Reported by Vinnie Velasquez. This group reviewed the power point presentation for the upcoming conference, looked at the Logic Model and made changes, discussed enrollment for the conference, and are revising policy to look at a new focus for the IDU task force.

**Women** - Reported by Stephanie Howie. This group has set two goals for this year: 1) To create an HIV/AIDS satisfaction survey and 2) to plan a women's retreat. The survey will be sent to providers. The task force will use these results to establish future objectives and activities. Lucille noted that Nancy Libby Fisher is impressed with this group's activities and will be attending their task force meetings. The chairperson on her advisory board will be coming to the conference.

**MSM** - Reported by Philip Kane. They have some new people joining them on the task force. The next meeting is scheduled for 2/23.

### **Committee Updates**

**Empowerment** - Reported by Deb Davis. New member orientation manual should be completed by next month. They are designing a new one page membership renewal/recommitment form so returning members do not have to complete a whole new application. Elisa DelBonis raised the question about how absences affect a member's recommitment. Philip Kane noted that the Empowerment Committee will be keeping track of attendance and address these members as needed. He also noted that some original member's applications are missing and that Lorraine may be requesting that current members complete new ones so information is on record.

**New Member Recruitment** - Reported by Lorraine. 1) Megan Downing from Crossroads attended a REACH training and is interested in becoming involved with CPG as a result. 2) Jacinta Pena, from Progreso Latino, attended a Leadership training with Elisa and discussed her interest. 3) Emmanuel Brown had received information in the past on becoming a member but had been out of town. He has returned and is resuming his interest in membership. 4) Francine Knowles is interested; Pat Threats will be talking to her. 5) Shawna Southern would like to attend meetings as a public participant to gain more information about the workings of CPG. Lorraine interviewed Dan Dupuis from the Public Defenders office, he is unable to commit but will pass the word along to others that may be interested. An orientation is being organized to incorporate all new- interested members. Elisa recommended that the orientation be open to all CPG members.

**Absenteeism** - Paul recommended that *Roll Call* be reinstated at the beginning of each meeting and should be an agenda item. The call for today is noted above. Phil Kane reviewed clarification of the attendance procedure. All calls should be funneled through Lorraine if a member cannot attend. The Charter currently reflects that one unexcused absence can result in a member's removal from the group upon review by the Empowerment Committee. Paul requested a review of this process to ensure that it is clearly objective and not subjective. Deb Davis read the Charter for clarification and discussion. To date there has been no mechanism to enforce membership adherence as found in the Charter.

Following discussion Vinnie made a motion which was seconded by Derrill to amend Section 9.2 of the Charter as follows: **"After two unexcused absences at regularly scheduled meetings in a calendar year, the individual's membership will be terminated at the next CPG meeting following the second unexcused absence. After one unexcused absence the member will receive a phone call and a mailing from an Empowerment Group member notifying the member that their membership is in jeopardy. Roll call will indicate that membership has been terminated after the second unexcused absence."**

**This motion passed yes-8, no-0, abstain-0.** The amendment will take effect with the March CPG meeting. Lorraine noted that a list of the year's meetings has been emailed to all members and meeting dates are also noted on the web page. Elisa clarified that meetings are regularly scheduled for the 2nd Thursday of the month from 4-8 PM at DATA unless otherwise noted. She requested that the issue of tardiness be addressed as an agenda item at the next meeting. Paul recommends following "Rules of Order" for the CPG meetings. **He also recommended that there be a notation on recommitment forms to address "good standing" status of a returning member.**

**REACH/Program/Capacity Building Committee** - Reported by Lucille Minuto. REACH will be ensuring that there is a cultural diversity training annually. JSI will have a report on the CPG evaluations that were completed. These results will be used for planning future trainings. Jenn noted there are Crystal Meth. and Harm Reduction trainings scheduled for March 15 and 16. All CPG members were encouraged to sign up for a REACH session.

**Strategic Planning Committee** - Reported by Paul Loberti They are working to resurrect the Task Force Workbooks. The goal is to have the workbooks in use in March. They will be setting up training sessions.

## **Annual Conference**

Vinnie reviewed the Events Planning's last meeting. They had discussed menu planning, room designation and signage, registration recruitment by CPG members, flow of the day's events, workshops and panelists, and placement of banners. Positive Visions will be recording the breakout sessions. Tables will have "table tents" about each prevention population target to stimulate discussion between

CPG members and registrants. Sponsors and vendors will have tables set up. CPG members are encouraged to arrive between 8:30 and 9:00 AM to help set up. Award selection and distribution was planned. Tina, Derrill, DeeDee/Stephanie, Philip/Elisa and Vinnie will do the presentation of awards.

Paul will recognize Betsy Dennigan as the Red Ribbon Rally award recipient. All attendees need to complete a registration form so Lorraine can get an accurate head count for food, nametags, and certificates of attendance. Only people completing evaluations will receive certificates. At the Closure, groups will present their action steps devised from the breakout sessions. Clarendon will have the slide show presentation from last year where members share their views about personal involvement with CPG. New and existing members wishing to add or change their slide should contact Clarendon ASAP to be included in the slide presentation. Discussed Vendors: Lucille will follow up with Dee Dee re: vendors and what they will be displaying at the conference.

**Recruitment Strategies (Conference)** - Lorraine reinforced the need for registrations for all attendees. Lorraine requested members recruit 5-10 confirmed registrants to the conference. CPG members agreed by a show of hands to recruit at least 5 new registrants for the conference. Conference mailings have included the HEALTH list, electronic mailings and list serves. Clarendon will address media coverage by contacting Channel 10 Neighborhood, getting on the Schedule of Events, and organizing a Press Release. Paul offered HEALTH's assistance to anyone that needs it in preparation for the conference. The deadline for the conference registration was noted as Feb. 18, 2005.

**All CPG members should check in with Lorraine upon arriving at the conference and review assignments for tasks of the day. Elisa asked that all members role include circulating among the attendees to increase awareness of CPG.**

**Old Business** - There are incentives for attendance for members staying for the whole meeting.

### **New Business**

- JSI will be at the March meeting with the survey results.
- HEALTH has most of the POs and contracts complete. New recipients are Crossroads, Thundermist, Sojourner House, Youth in Action and Aids Care Ocean State. PSI (Positive Solutions, Inc.) will sponsor the "Know Your Status" campaign in April and feed that information back to CPG. "Prevention for Positive" is meeting the mandates for CDC for clinicians and clients regarding routine assessment and provision of services.
- Paul opened discussion about a Community Forum following the annual conference. The purpose is to gather information about target populations and identify gaps in interventions for prevention. There was discussion about possible locations to host this meeting. Paul will follow up on this. Philip made the motion to hold the Community Forum on March 10th during the regularly scheduled CPG meeting, with the CPG meeting agenda starting at 4 PM and the Community Forum starting at 6 PM. **The motion was second by Derrill and passed with the following vote: yes-7, no-0, abstain-0. (One member had left the meeting early).**
- **Elisa would like to add "Community Update" to the monthly agenda** to give opportunity for members to share upcoming/past events with the group. Vinnie shared that her agency has rapid testing starting next month and they are participating in the 7 Session Intervention.

**Public Comment** - None

**Closing** - Evaluations were completed and the group acknowledged that the meeting's objectives were met.

Meeting adjourned - 6:40 PM

