



Minutes by: Michael Dell, UPTYME Prevention Services

Rhode Island Community Planning Group for HIV Prevention Minutes

Date: August 11, 2005

Time: 4:30-8:30 PM (scheduled)

Place: 260 West Exchange St, Providence, RI 02903 Suite 301 (DATA Training Room)

Present: Elisa DelBonis, Paul Loberti, Stephanie Howie, Tina Shepard, Vinnie Velazquez, Donna Williams, Deborah Davis, Shannon Spurlock, Laura Keene, Jeremy Giller, Christine Heenan, Jenn Steinfeld, Geneva Brown, Donald Laliberte, Michael Dell, Lorraine Kaul, Derrill Isom, Jacinta Pena

Roll Call: Absent: Phil Kane, excused, Pat Threats excused, Francine Knowles, unexcused Eleanor Brown-McSwain excused, Midge Sabatini, excused, Emanuel Brown, excused

Approval of Minutes: Minutes Approved

Call To Order: Donna Williams called the meeting to order at 4:30 PM.

Introductions were made.

Meeting Objectives: Lorraine Kaul, Facilitator, reviewed objectives for the meeting

Clarendon Group presented thoughts on the Red Ribbon Campaign: Christine Heenan and Jeremy Giller presented ideas on this year's campaign. Donna Williams, Dee Dee requested a copy of the Power Point presentation. Jeremy agreed to send it out to the members after the meeting.

Some ideas to move the rally from the statehouse out into the community were discussed. Among the outcomes discussed were: enhancing public awareness, attracting new groups, and increasing CPG membership.

A discussion ensued around possible strategies. A possible speaker may be Pablo Rodriguez. The members discussed hosting activities in the Hispanic community, including having local businesses wear red ribbons. They discussed incentives for participation and brainstormed possible strategies. The Black Repertory Theater was discussed as one of the options on hosting an event. Clarendon Group discussed media coverage strategies.

Lorraine raised the question regarding the amount of work that might be required from the members, to carry out the activities recommended by Clarendon. Christine stated that Clarendon Group would do most of the work. Members would be needed to help with access to specific communities.

Jeremy said, that they (Clarendon Group) would discuss the expected workload relevant to the members and get back to Lorraine with that information.

Clarendon Group Update on Annual Meeting: Discussed the meeting structure and having the updated executive Plan, Continuing with the awards ceremony re: HIV leadership. One possible theme

was presented, *Without Fear*. The group will need to secure a Keynote speaker. Discussed *Who's Who* in HIV publication. The group discussed reaching a broader participant group.

Amy O'Connell presented Clarendon Group Update on Web Design update. All is going as planned.

JSI (Shannon Spurlock and Laura Keene) presented on Process Monitoring DATA results. They discussed the time period of this report and stated that 11 programs were funded from 03-04.

They discussed the priority risk populations identified by CDC and CPG. The report was distributed to the membership. Shannon Spurlock, cautioned the group to be mindful that the Process Monitoring Results is only one source of many that can be used for identifying needs and gaps.

JSI discussed PEMS, and the role of PEMS in collecting useful DATA that both CPG and agencies can use. They highlighted the benefits of PEMS including using the data for taking advantage of funding opportunities and supporting advocacy efforts.

Some discussion around the accuracy of the DATA relative to PEMS surfaced. Shannon said that the information is only as good as what is put in it. Recording errors were discussed. JSI discussed,

What's next in PEMS? There are more choices, you will be able to see more clearly see who's being reached. It will be more useful in identifying gaps. You get a range of information from administration to client level data. Regarding PEMS and CPG reporting, the information shows how the CPG is functioning according to the CDC guidelines.

REACH Retreat Style Training Discussion lead by Jenn Steinfeld. This agenda item was rearranged to appear later in the agenda, to accommodate people who had to leave (See below).

Annual Meeting: The group decided to rearrange this item on the agenda to be presented by Clarendon Group at the beginning of the meeting. (See Clarendon Group report above)

Public Comment - Homeless Issue: *(This item was rearranged on the agenda to accommodate people who had to leave.)* Maria Reyes stated that she was speaking from her community voice and not from her staff position at the RI Dept of Health, asked the members to include voices of the homeless in the work of the CPG. Stephanie Howie asked for clarification: Was she, Maria, asking the members to recruit RICPG members from this group or consider this group, a priority population? She asked, what do you want us to do? Maria said that she wanted the membership to offer an opportunity for homeless representatives to speak to the group on issues of concern as it relates to HIV/AIDS. Lorraine said, that the RICPG meetings are open to the public and that the agenda always includes a public comment section that would welcome comments from this group. Maria agreed to give Lorraine two names of people from this group who may be interested in coming to a meeting. She did not think they would be interested in RICPG membership. Maria agreed to call Lorraine with the names.

Letter of Concurrence: Paul discussed the letter of Concurrence that is due Sept. 28th. He reminded the members of the purpose of the letter and that the information will come out in pieces. The group discussed whether they wanted to Co-Chairs to sign in their behalf or bring a signature sheet to the next meeting. Stephanie Howie stated that she wanted to see the information first and sign off. Don Laliberte concurred, he was not comfortable having someone sign on information he has not yet seen. Paul agreed to bring the letter to the Sept. 8th meeting with a separate sheet for member signatures.

Conference Follow -Up Letter: Lorraine Kaul distributed a draft letter for comment. A motion was made by Tina Shepard to have Lorraine fine-tune the letter with Jenn Steinfeld and send it out. The task

force and Committee Chairs will be asked to write an attached summary updating the progress of CPG since the conference. The motion was 2nd by Jacinta Pena.

Task Force Updates

IDU -. Still working on surveys and testing, planning next meeting

Women -. The task force has not met since last full CPG meeting. Dee Dee is preparing to call the group back together after their break.

MSM -. Working on recruitment and awareness

Youth: The Youth task force has met three times: They have offered a Youth Cultural Competency Training. They have a Youth Co-Chair, Dante Threats. Candy McSwain expressed an interest in being nominated for the adult Co-Chair after her surgery.

Committee Updates

Empowerment - Deb Davis reported that the group took a break after the recruitment and interview period. The group will meet to begin more needed charter revisions.

Strategy Planning -Group met and decided to change the name from Strategic Planning to Strategy Planning; the name better reflects what they do. Shannon Spurlock will simplify the attributes to make them more user friendly. The group will recommend revising the Committee Workbooks.

REACH Capacity Building -The new REACH catalog is out. Jenn offered an update on the trainings. Highlighting 98 courses, 39 agencies, 30 cities, She reported a good mix of participants. The DATA offices will be moving to Warwick, possibly by October.

REACH Retreat Style Training. Jenn reported that some members have expressed an interest in a retreat format training similar to what was done in the past. The Steering committee felt that a training that would include networking opportunities would be beneficial. It was agreed that the timing would need to be held after the Red Ribbon and Annual Event.

Program Update: Vinnie Velazquez presented successes and challenges of MAP Outreach work.

Community Update: The Blackfest event on August 13th and 14th at the Classical field. Annual Event Rox on the Pawtuxet, Summer Festival Players. RI CARES Sept 17th Celebrating Recovery

Old Business: Paul gave an update on the Testing Campaign, members discussed their impressions and content and placement of ads.

New Business: Lorraine asked that older members complete another application so that she can update her files. Summit Report: Dee Dee Williams reported on the Summit, She reported an excellent educational opportunity, however, felt that it was not an inclusive group. Not enough was done to welcome new comers to the conference. Lorraine reported an extensive use of acronyms at this conference. She gave the feedback to a conference organizer who will add an acronym list for the next conference.

Meeting Evaluation - Lorraine reviewed meeting objectives all agreed that objectives were met. Meeting Evaluation forms were collected.

Meeting adjourned - 8:05 PM

Truth has no special time of it's own, it's hour is now. Albert Schweitzer