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Minutes by: Michael Dell UPTYME Prevention Services

Rhode Island Community Planning Group for HIV Prevention Minutes

Date: September 8, 2005

Time: 4:35-6:42

Place: 260 West Exchange St. Suite 301 DATA Training Room, Providence, RI

Present: Midge Sabatini, Tina Shepard, Deb Davis, Don Laliberte, Lucille Minuto, Francine Knowles, Philip Kane, Donna Williams, Jenn Steinfeld, , Lorraine Kaul, Michael Dell, Jamie Hull, Jeremy Giller,

Roll Call: Excused absences: Emanuel Brown, Eleanor Brown-McSwain, Elisa Delbonis, Paul Loberte, Stephanie Howie, Pat Threats, Derrill Isom, Vinnie Velazquez. Jacinta Pena

Unexcused Absence: Geneva Brown

Quorum Announced by Facilitator, Lorraine Kaul

Approval of Minutes: Midge Sabatini made a motion to accept the minutes. The motion was 2nd by Tina Shepard. Minutes approved.

The meeting was called to order at 4:35 PM by Donna (Dee Dee) Williams.

Welcome, warm -up activity and Introductions were completed

Meeting Objectives were reviewed by Lorraine

Letter of Concurrence: Lorraine announced that the letter did not need to be signed until the October meeting. Documents to be reviewed would be e-mailed out in small batches for members to read

Task Force Updates

YOUTH Update reported by Midge Sabatini: The task force has a new Co Chair, Donte Threats. He received Community Involvement Award from Destiny House. The group has offered a youth Cultural Competency Training and expects to offer another one. The group has two youth currently on board. Tina mentioned being concerned about it being too *top heavy* with adults. Midge mentioned that the group is in the process of recruiting more youth. Lorraine mentioned that the youth member recruitment process is done under the direction of the Youth Co-Chair. He suggests that the group have an interviewing process in place. An orientation packet and training was created for incoming members. The training can be viewed on line for feedback. Lorraine will have the link placed on the RICPG web. The training is also going to be used for Mentor presentations. Members will be presenting on the local cable show to raise HIV awareness. The group is distributing an HIV quiz to students/administrators/educators for the purpose of raising awareness. Also, an electronic HIV awareness game is being developed for raising awareness. The group is developing the HIV workbooks to be interactive electronically.

Public Comment: Arrive early to register

This room is handicap accessible

If there are other special needs, please call Lorraine Kaul 396-5616

Snacks for the meeting are provided by an anonymous donor

IDU Update reported by Lucille Minuto the group has been busy preparing the white paper. Recommendations are still being looked at.

MSM Update reported by Phil Kane The group is working on a physician training initiative. They are trying to raise sensitivity to same sex health care. Phil announced the need for RICPG members on the MSM task force. Recruitment is an agenda item for the next meeting.

WOMEN Update reported by Dee Dee Williams.

Their last meeting was a small meeting. They discussed piloting a girl's participation survey. They have been discussing women's access to health services. The group is interested to see that all women requesting health care services are respected.

Committee Updates

STRATEGY PLANNING –Update reported by Midge Sabatini The group is working with JSI to collapse the attributes, making the language user friendly. The group changed their name from Strategic Planning to Strategy Planning because the name did not reflect the actual work being done.

REACH Capacity Building –Update reported by Jenn Steinfeld. The new REACH catalog is being started. The trainings have received good reviews

EMPOWERMENT –Updated reported by Deb Davis. The group had to cancel a couple of meetings. Will reschedule around new members availability. The next meeting will involve interviewing new members and working on charter revisions.

Resource Directory Report presented by Lucille Minuto. The resource directory will help to identify or fill gaps in services. The goal is to assure that the directory is user friendly. It will be available on line: Lucille gave an example that one may look for resources by indicating a behavior risk factor. A query service will be set up and will include prevention and treatment information.

Conference Follow-Up Letter Status: The cover letter prepared by Lorraine and Jenn is complete as reviewed by the group. It will be signed in the next Co-Chair meeting. The attached update summaries are still needed. Lorraine offered to assist with this.

Website Update (Clarendon Group) The target date to launch the new design is in late September.

Red Ribbon Plan & Update: Jeremy reported on the Red Ribbon event Jeremy introduced new staff person Jamie Hull who recorded the discussion for Clarendon's planning purposes. He reviewed the publicity ideas for the Red Ribbon Rally. The group requested that Clarendon investigate the MET school as a space option. The group discussed an evening Family type event. The time suggested was 6-8 PM. The CPG members would need to take responsibility for event activities: Activities may include: children's face painting, youth performances, and other family type activities. Jeremy suggested scheduling the RICPG RRR event on Nov. 30th to demonstrate a *Kick Off* of the community activities to follow. He felt that this would help demonstrate RICPG taking the lead in the state. The group agreed.

Jeremy also suggested possible business involvement. The short time line was discussed. Dee Dee and Tina offered to contact some local businesses to participate. They called on others to do the same. The group discussed placing announcements on Spanish stations. The group is still deciding on MC. Send ideas to Jeremy via e-mail. Names presented to consider were Pablo Rodregis and Patricia Martinez. Clarendon would be responsible for the event but will need CPG members to be responsible for specific activities and to organize youth presentations. Tina suggests asking the youth directly how they would like to participate. Jeremy discussed the idea of a *RED RIBBON Wrap* as an activity option. Community agencies would provide staff to wrap presents at the malls. Proceeds of the *Wrap* would go

to the agencies. The group discussed involving businesses in a discount program. Imax Theater has been known to participate in this type of program. Tina said that the Red Ribbon Rally should be fun, not a bunch of formal speakers. The formal speakers should be scheduled for the annual event. The group agreed. The motion to sponsor this Red Ribbon Event early to kick off other events was made by Francine Knowles and 2nd by Tina Shepard. The group agreed that due to the time crunch, the Co-Chairs could make decisions regarding back up space options and other decisions to help facilitate this event.

Annual Event Update: Jeremy reminded the group of the award theme, No Fear. He said, the plan was to do an awards event as discussed. Jeremy reported that he wasn't prepared to present much on this event since we still had some time. He'd rather spend the time on the Red Ribbon Rally that is coming ups soon. Lorraine reminded the group that they needed to make some decisions about space, because the process for getting space requires a lot of time. For space, the state requires that one get three bids from the organization. The group agreed to let the Co-Chairs make decisions to move it along.

Program Update: Donna Williams, Dee Dee offered an update on the services of Sojourner House

Community Programs Update –

Old Business – Lorraine requested members who received application forms in the mail to complete and return them. Discussed future space. Discussed if Warwick was central to the state. Lorraine discussed benefits of having a training site. She said, that having equipment like video equipment on hand to show some of the PR videos has been convenient. Lucille said, options like libraries could be considered. Some felt that libraries did not have the evening hours available. Lorraine asked if there was anyone who was opposed to going to Warwick if DATA moves. No one was opposed.

New Business - None

Public Comment - None

Meeting Evaluation – The group generally agreed that meeting objectives were met, but need more discussion on the annual event. Lorraine collected written evaluation forms.

Meeting adjourned - 6:42