

# RI Community Planning Group Minutes

**Recorded by:** Michael Dell, UPTYME Prevention Services

**Date:** Aug: 10, 2006

**Time:** 5:10-7:45PM

**Place:** Casey Family Services 1268 Eddy St. Providence, RI

**Present:** Paul Loberti, Stephanie Howie, Lorraine Kaul, Michael Dell Lucille Minuto, Jenn Steinfeld, Jeremy Giller, Jamie Hull, Dee Dee Williams, Antonio Rodriguez, Deb Davis, Arthur Porter, Divya Vohra, Derrill Isom, Vinnie Velazquez, Candy Brown McSwain, Evelyn Mack

**Call to Order:** Dee Dee Williams called the meeting to order at 5:15PM *(The meeting start time was delayed because of the new meeting location, allowing members to find there way.)*

**Introductions:** Lorraine Kaul, Facilitator began with an icebreaker activity.

**Roll Call:** Phil Kane, Don Laliberte, Nathalie Mene, Felicia Delgado excused as of this meeting. *(Note: according to the charter emergency related absences may be called in late)*

**Quorum Announced by Lorraine Kaul:**

The Co-Chairs welcomed and oriented new members to the table.

**June Retreat Reflections:** The members generally felt that the Retreat was successful, well attended and met the goals. Vinnie mentioned that the room set up could have been done a little differently, The L shape design made it difficult. Dee Dee reported that the training was a success but the food and needed improvement. The group concurred that the Epi presentation needed improvement. Vinnie reported that Shannon's portion was good. Paul suggested that future work with Epi could include asking the task forces what they need. Epi could be more focused on risk population. Paul reported an improvement from past retreats where the group wasted too much energy rehashing issues. There was no time wasted this time. Lorraine reminded the group that their content goals were met but also their teambuilding goals were met. Lorraine reported that the evaluations were good/with some other comments around improvements needed on food. One incident of attendee's needing to pay for coffee & juice was reported. Jenn stated that no one should have had to pay for anything according to the contract she had with the facility.

**Taskforce Updates:**

**IDU-** Vinnie Velazquez , Chair reported that the group has not met. The group had been focused around the *White Paper* to be used as a guide. Lucille was charged with developing the paper for the group. Vinnie said, that the group needs to meet to discuss some current developments around the IDU issue. Lucille suggested that Lorraine may be able to assist the group in re-grouping and refocusing, as she did with the youth task force. Lorraine said, that she'd be glad to sit in when Vinnie calls a meeting, Vinnie can let her know. Vinnie discussed the stigma that goes with the name "IDU" task force. It's an issue of concern. Lorraine suggested possibilities of considering renaming the task forces and using the focus as part of their subtitle or description. Dee Dee reported that women have the same issue; anything that is attached to HIV with women is a problem.

**WOMEN-** Dee Dee reported that the One Co-Chair Katherine Soares-Thompson has been out due to surgery and the other, Teresa Fortes was not able to call a

meeting, but they will continue to work on their survey plans around access to care. The task force has been doing background work to prepare for that survey, e.g. gathering local input and using a CT resources, etc.

**MSM-** In the absence of Phil Kane, Chair of MSM, Lorraine reported that the MSM task force is “regrouping”. They are using selective recruitment strategies to get possible MSM community members that are new to volunteering in the field of HIV Prevention, yet have the needed insights. At the request of the taskforce, Lorraine interviewed Robert (Bobby) DuCharme, identified as a key leader in the MSM community. Bobby provided some names to get them started. He also offered his insights on special brainstorming or specific planning meetings. The group tried recruiting through the PRIDE event. That effort was not successful. Paul asked, what was the focus. Lorraine reported that their last discussions focused on access to care issues. Paul suggested an ad. Lorraine reported that the group had discussed that venue, but wanted to begin with targeting people who are known to be interested in the work.

**Youth-**Candy Brown-McSwain, Co-Chair reported on the youth task force. The group has been actively meeting. They have just completed a *Youth Cultural Competency* training on August 4<sup>th</sup> in the after noon. A repeated version of the workshop will be offered and open to the public on August 25<sup>th</sup>. 6:00-8:00PM Casey Family Services 1268 Eddy St. Providence. Kolly Feiysten, RI Dept of Health and youth task force member has offered the training. Charlene Kneath, youth task force member facilitated the opportunity for youth task force to present on the *Soap Box* Cable show. Charlene has told us that this program will be aired August 12<sup>th</sup> at 2:00PM. It will feature the Youth Co-Chair, Donte Threats, and Paul Loberti, Dept of Health. The group has just completed an Orientation in HIV 101 offered by Kolly Feiysten, RI Dept of Health. The focus of the work is currently on completing a *group vision* of a RI community without HIV/Aids. From there the group will begin to focus on community service strengths, needs and gaps.

Other taskforce discussion:

Paul L. discussed the tasks of the taskforces and mentioned that they may be able to access students to help with assessment issues.

*(While members were reviewing their CCC agenda, Facilitator Lorraine Kaul, took a break from the agenda to introduce Evelyn Mack from Extra Mile Parent & Teen Resource Center, Lorraine explained that she would present during community update. Co-Chair Paul Loberte welcomed Evelyn and offered her food as she settled in.)* The Co-Chairs directed the members back to the business at hand.

**Community Capacity Committee Discussion:** Dee Dee distributed the minutes from the CCC (*Community Capacity Committee*) meeting. Deb Davis reminded the group that the CCC meeting that the minutes are not voted on in RICPG full meeting. Lorraine said, that she had them available only for the members review. Paul asked the group if they liked the new structure with the CCC meeting. The show of hands and comments revealed that the members were happy with the CCC meeting structure.

Deb Davis commented on importance of having the agenda of the CCC meeting clear. The members agreed. The CCC is not an extension of the RICPG full meeting, but an extension of the former Committees, *Strategy Planning, Empowerment, and REACH.*

Paul suggested that the agenda might be clearly divided and stated along those lines. The members agreed. Some corrections were made on the CCC minutes, Change South East Asia to East Asia Name spelling corrections to Vinnie Velazquez, and Divya Vohra.

**Vote on New Member:** RICPG member and interviewer, Candy Brown McSwain, recommended Ed Carr to the membership. Candy, Dee-Dee and Felicia interviewed Ed. All three of the RICPG member interviewers recommended Ed for membership for the following reasons: He has had a personal loss of a loved one to AIDS he comes with a professional working relationship with Substance Abuse and Mental Health issues, in addition, he has specialized expertise in Post Traumatic Stress Disorder and it's associations with risk. Dee Dee says, that we (RICPG) have no heterosexual white men other than Paul Loberti, who is a HEALTH representative. For those reasons Ed Carr is recommended as a voting member of the RICPG. The membership unanimously accepted Ed Carr as a member.

**Member Terms:** Lorraine asked specific members to complete membership re-application forms that were developed by the former Empowerment Committee in order to update her records. Deb Davis reminded the group that the charter does not require a vote on this. Reapplication forms have been requested from Deb Davis, Dee Dee Williams, Stephanie Howie, and Phil Kane.

**Plans/Decisions for annual event and Red Ribbon Rally: *Red Ribbon:*** Paul Loberti reviewed the history of the *Red Ribbon Rally* and discussed options. Arthur Porter requested clarity on the purpose of the Rally and discussed his experience in organizing people for similar events. A clarification was provided and the group decided that community members vs legislators would be the target audience hosted at a community site at no cost. Examples of sites discussed included the statehouse, city hall, John Hope Settlement House, MET School etc. The theme would focus on youth, the members would ask the Youth Task Force to work with specific theme and help organize the event. Candy Brown McSwain, Youth Task Force Co-Chair agreed to put it on the youth task force agenda. Paul will check on availability of DJ's Tessa and Baby J. Paul and space at Met. *Candy said the contact for MET space was Brian Mills 752 3512.* Working on Novembers 16<sup>th</sup> as first option, 2<sup>nd</sup> option 15<sup>th</sup> and finally the 17<sup>th</sup>. Vinnie announced that she would be unable to make the 17<sup>th</sup>.

Lucille Minuto recorded the RRR plan on Power point for member view as follows:

***Audience*** = Community

***Location***= Community setting 1<sup>st</sup> choice MET School (Contact Brian Mills 752 3512) 2<sup>nd</sup> choice John Hope Settlement House finally, Casey Family Services

Paul L. will follow up.

***Theme***=Youth Focus

***Dates***= November, 15, 16, 17<sup>th</sup> 2006

***Presenters***=Tessa and Baby J. /Paul L. will follow up

***Costs***=Dept of Health Printing Red Ribbons from CPG budget

***Planners***=Youth Taskforce

***Award focus***=Leadership award

Vinnie suggested possibly offering another event in the summer to attract legislators.

**Annual Event:** The membership voted to schedule the next Annual Event around November at the end of the year 2007 and to consider the possibility of including it with the RRR (Red Ribbon Rally) event.

Stephanie mentioned that she did not like the idea because too long of time goes by before the group can show their work.

### **Charter Revisions & Consider Member Exit Protocol**

***The group decided to review call-out/bubble inserts recommended by the Facilitator for review first and continue charter revisions and recommendations made by the CCC members after.***

Referencing Article 7- 7.B regarding roles and responsibilities of contractors, Facilitator recommended considering removing this item from the CPG charter since it is already documented in the Plan and the Orientation Manual. Paul L. reminded the group that the membership had original decided to put that item in.

A motion was made by Arthur P. to remove item 7.b from Article 7 in the charter. The motion was 2<sup>nd</sup> by Vinnie V. 14 voted to remove the item.

Referencing Article 6 – 6.3 Facilitator recommended that the group look at the percentage of Health funded members that are expected to take up a membership slot, since the RI Health Dept does not fund as many people as they did when this charter was created. The group reviewed the issue and unanimously voted to keep the item as is. The percentage equals 5-6 persons.

Referencing Article 9-9.2 Facilitator pointed out to the group that in practice it is often difficult for people to give a 24 hour notice regarding inability to attend a meeting, due to last minute work and family demands, etc. Discussion ensued, the members reviewed the article and voted unanimously to leave it as is.

Referencing Article 10- 3.a. Facilitator pointed out that in current practice task forces are not longer considered time limited. The membership voted unanimously to remove the “time limited” wording from the charter.

Referencing Article 6- 6.6 Facilitator pointed out that currently there is no official representative designated to serve on the task force. According to the current charter a member is not required to be on a task force. To increase communication and accountability it would be helpful to require the membership to have at least one member on a taskforce. This was considered by the CCC, and recommended to create that link with the current proposed wording. (See 6.6 in the charter.) All in favor

Referencing Article 8-8.3 The membership changed the expectation from 6 meetings per year to include 50% of the meetings held. The point was made that the CCC may not meet one time per month. All in favor

Referencing Article 8-8.5 Discussion ensued regarding changing the names of Co-Chairs to Facilitators. Paul L suggested that the repeated use of the term Co-Chairs may confuse community members who would not be able to distinguish the difference between CPG

Co-Chairs and Committee or Task Force Co-Chairs. The members decided on using the title “Facilitator” to refer to Task Force and Committee leaders. Positions will rotate at the will of the members. (See 8.5 in the charter.) All in favor.

***This agenda item was tabled for continuation in the next CPG meeting to allow the guest speaker, Evelyn Mack to present.***

**Community Update:** Evelyn Mack reported that she was from Woonsocket and apologized for being late. Evelyn Mack was offered the floor to speak about her program, The *Extra Mile Parent & Teen Resource Center*. She spoke briefly about what she did and offered the group feedback on the RICPG website. She pointed out the incorrect meeting address was on the website. She reported that the group might want to consider a better way to greet new members to the group. Lorraine reported to the group that she has apologized to Evelyn about the website in their behalf. She had written an e-mail regarding the address change and she will check on that and correct the problem. Lucille Minuto from Dept of Health thanked her for the feedback. The members joined in the expression of thanks.

**Old Business: None (Tabled all other agenda items until next meeting)**

**New Business: None**

**Review Objectives & Evaluation/Adjourn:** The Facilitator distributed meeting evaluation sheets and reviewed the meeting objectives with the members. There was group consensus that the meeting objectives were met.

**The meeting closed with the traditional Red Ribbon Raffle**

*One raffle item presented to Evelyn Mack in appreciation for her perseverance and patience in getting to the meeting despite the website problems & bringing the groups attention to important matters.*