

# RI Community Planning Group Minutes

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

**Date:** November 9, 2006

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

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

**Present:** Paul Loberti, Stephanie Howie, Lorraine Kaul, Michael Dell, Jenn Steinfeld, Jamie Hull, Dee Dee Williams, Antonio Rodriguez, Arthur Porter, Derrill Isom, Vinnie Velazquez, Philip Kane, Candy Brown McSwain, Ed Carr, Paul Medici, Donald Laliberte, Nathalie Mene, Shannon Spurlock, Earl Washington, Annie Silvia, Felicia Delgado

**Call to Order:** Dee Dee Williams called the meeting to order at 4:50PM (*The meeting start time was delayed because the meeting site was paving the driveway causing parking problems.*)

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

**Roll Call:** Dee Dee called the roll. Deb Davis excused

**Quorum Announced** by Lorraine Kaul **Warm up Activity** by Lorraine Kaul

**Minutes approved:** Candy came in later and made a correction to the minutes regarding the correct name of the winner of the adult award. Her name is *Pamela Elizabeth*.

**Objectives were reviewed**

**Division of Community Health and Equity Update:** In the absence of Ana Novais, The membership voted to have Paul Loberti update in her place. Paul reminded members that he and Lucille offered a full Division of Community Health and Equity briefing at the retreat. He mentioned that Ana wanted to address the group so they could ask her questions as the Division's leader. She was also genuinely interested in the RICPG and was at one time the Office of Minority Health's leader. Paul reminded members that Ana has been active in the CPG before and also wanted to be updated as to what the group is working on and how she could assist. Paul informed the group of the basic structure of the Division outlining the teams and how the Office of HIV/AIDS and Viral Hepatitis fits into that structure. A question was asked regarding the difference between the old Division and the new and Paul responded that the focus is different and the semantic "Community Health and Equity" is a guiding principle of the new division. He reminded members that the Center for Epidemiology is now responsible for all the other communicable diseases other than HIV and viral hepatitis, but the new division still works closely with the center. Paul said he felt the new division was a great opportunity for the CPG to connect with many different players under this new umbrella.

**Criteria for Presenter/Review:** Jenn Steinfeld distributed a criteria work sheet draft for members to review. The purpose of the form is to insure that the members collect consistent data from their presenters. Jenn explained that the form collects information about what population is served, by what group, etc. It will help members know what services are available to what group. And what resources and gaps exist. It will assist members in asking questions. Paul L. suggested scheduling a debriefing period also. Members reviewed the form. Dee Dee commented favorably toward the criteria and there was general consensus that the guidance sheet would be a useful tool.

### **Task Force Reports:**

**Youth:** Baby J and Tessa are on board with the RRR. A youth female student will sing *Wind Beneath My Wings; You Are My Hero*, song that will be dedicated to those who are challenged with the disease, their families and those working in the field. The youth are working on the program agenda. The youth nominee's sent bios for the award. Angela Sterling received the youth award.

#### **Women:**

Dee Dee reported on the women's task force. Women have been working on a position paper and are putting together an *Experience and Accessibility* consumer survey.

**MSM:** No report

**IDU:** No report

**Community Capacity Committee Report:** Vinnie, CCC Co-Facilitator, reported, this group was scheduled to talk about the Task Force Structure and decided that the discussion was not in the realm of discussions for CCC. Instead they agreed to have that topic referred to the CPG agenda. The CCC discussed having an end of year Networking & Training experience. As part of the experience, the group would like to kick it off by having an Networking, icebreaker entitled, *Yankee Swap*, Tony explained how the experience works. Each member must bring a gift new or used, nothing over \$5.00. Lorraine reminded the group that it could be a stone, or something else that cost no money. Participants pick numbers for their gifts; the person with the lowest number can trade for any items that have been distributed in the group. The group discussed organizing rides for those who need it. Lorraine will send out an e-mail on that. The group discussed having the next meeting. 17 voted for the January meeting. One opposed. The next meeting will be Jan. 27<sup>th</sup>.

**Red Ribbon Rally Discussion and Report:** Candy, Tony and Lewis will interview on Tess and Baby J's show to help announce and recruit participants. If scheduling is a problem, Paul suggested the possibility of taping it. The program is being finalized, and additional sponsors being secured. Candy requested set up help from the members. They discussed doing a raffle. Vinnie offered some games from her organization for a raffle. Dee Dee offered raffle presents from Sojourner House. Vinnie said, she would give Candy her stipend for this meeting toward the event.

**JSI Member Survey:** Shannon Spurlock administered the survey. She began by asking the group to review the instrument to determine if it reflected the discussion they had previously. All agreed that the instrument was designed as discussed by the membership. Shannon briefly described the process and asked members not to write their names. She explained that for new people it is okay to put, *I don't know* on every item. There is a place that indicates how long they have been with the CPG. That will explain their answers. She distributed the sheet that contained demographics separately as the membership suggested, to further protect confidentiality of the respondents. She distributed a glossary of terms for those who wanted it.

The members took the survey and Shannon collected them in envelopes.

### **Networking Break:**

**Task Force Structure (To Be or Not To Be)**Lorraine reminded the group that this agenda item came from the CCC meeting who felt that the CPG meeting was the best place to discuss the structure and functioning of the task forces. Vinnie V. Co-Facilitator began the discussion stating that the CPG needs to work toward preparing Community groups for the upcoming RFP. A discussion ensued primarily between Vinnie and Paul L. regarding what needed to be done toward that end. Facilitator, Lorraine Kaul, interjected stating that this discussion doesn't appear to reflect the intention of the agenda item, as she understood from the CCC meeting. She redirected the group to the agenda as posted. Vinnie did not agree. Her understanding of the agenda item was as she described in her opening discussion. Lorraine agreed that the topic Vinnie was proposing was important. She directed the member's attention to the agenda item and asked if they wanted to vote on which of the important topics the members wanted to discuss in this time slot. Dee Dee said, she had a responsibility to the CCC to discuss the Task Force structure and asked for an adhoc meeting of individuals to discuss the issue as Vinnie proposed to avoid waiting for the January meeting. This would allow the members to discuss both issues. All agreed. Dee Dee asked that all members interested in the adhoc meeting sign up at the end of this meeting.

The discussion on Task Force function and Structure was re-established as the current agenda item on the floor.

Members brainstormed some ideas and agreed on the solution put forward by Annie Silvia. Annie Silvia suggested, sending the discussion back to each taskforce. She asked that they reconvene for the purpose of this discussion and make recommendations to the membership. Members agreed that the taskforce members would be in the best place to make recommendations. An agreement was established to refer the discussion to each task force as an agenda item and have them give recommendations in the January CPG meeting. A motion was made by Paul L and 2<sup>nd</sup> by Tony Rodriguez to support that plan. All were in favor.

**Community Update:** World AIDS Day Programs contact Michael 831-5522 APRI.  
Tony is recommending a new youth to be considered for CPG

**Public Comment:** None

**Old Business:** None

**New Business:** Candy told the group that she would have surgery again on Nov. 30<sup>th</sup>.

**Meeting Objectives were reviewed:** Members generally agreed that the meeting objectives were met with exception of the fact that Ana Novais did not present the update. Paul however, did it in her place.

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