

# Planning Group Minutes

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

**Date:** February 8, 2007

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

**Place:** John Hope Settlement House 7 Thomas Whitten Way Providence RI.

**Present:** Candy Brown-McSwain, Paul Loberti, Lorraine Kaul, Michael Dell, Jamie Serpa, Jamie Hull, Jeremy Giller, Dee Dee Williams, Stephanie Howie, Antonio Rodriquez, Arthur Porter, Ed Carr, Paul Medici, Donald Laliberte, Earl Washington, Felicia Delgado, Deb Davis, Lucille Minuto, Shannon Spurlock, Nathalie Mene,

**Call to Order:** Dee Dee Williams called the meeting to order at 4:30PM. She began by calling for a moment of silence and lit a blue candle of hope as she announced the death of our former Co-Chair Andrew Chin, She reflected on Andrew's role with the CPG.

**Introductions:** Lorraine Kaul, Facilitator began introductions with a warm-up activity.

- **Roll Call:** Dee Dee conducted a roll call; Lorraine announced that Phil and Vinnie are out sick. Other members may have called but Lorraine leaves the office at 2:00 and will not know if others have called until she returns.
- **Quorum Announced** by Lorraine Kaul
- **The membership approved the minutes**
- **Objectives were reviewed** by Lorraine Kaul

**JSI presentation** Shannon Spurlock reviewed the Member Survey results and copies of the presentation were distributed. She reminded the group of the purpose of the survey and that more of the survey results were answered with, *I don't know*, reflecting the amount of people who are new. (She said that it was good that people felt comfortable enough to say they didn't know). Generally, people seem to feel good about the functioning of the group and the leadership.

**Member Inclusion & Meeting Efficiency Discussion:** Lorraine began the discussion reminding the members that this agenda was referred to the CPG meeting as a result of discussion in the last CCC meeting. She said *that this meeting will probably be different from most of their meetings in that we spend quite a bit of time looking at how we function as well as what we do. This agenda item is to set time aside for input on our meetings. We should ask ourselves, are we allowing time for optimal member input and are we using our meeting time well?* Lorraine said that she had heard that some of the CPG meeting discussions might be getting dropped from one agenda to the other. No specifics were given.

She explained the process for setting the agenda. The agenda is set according to the work that is required by CDC as reflected in the calendar and the minutes from the prior meetings. She reminded the group that each member needs to take personal responsibility to read the minutes, if anything is missed, e-mail or call her immediately. Also, members can bring agenda items to the attention of the Co-Chairs. They set the agenda for the next meeting on the third Thursday of the month.

Lorraine reported that she had also heard some concern that the meetings are not as efficient as they could be. She invited an open discussion.

Comments included:

Ed inquired about the agenda item to consider getting translation equipment. He wanted to know what happened with that suggestion. Lorraine answered, that Jenn offered to investigate and then she left her job. Lorraine has picked it up and we are waiting to see if we will be able to use Casey Family Services as a permanent meeting place, if we are, they have the equipment we can use. If not, then we will investigate purchase. She also said that because, we don't have the translation equipment in place now, does not mean that we should stop recruiting more English speaking, Spanish members. Equipment would be an additional benefit. Everyone needs to use their contacts to recruit the needed members.

Don Laliberte said he was feeling like we were spending more time than needed on some of the agenda items. He felt that although the objectives are reviewed, sometimes the connections are not always clear on how the objectives connect with what we should be doing in planning. He questioned the time spent with community speakers.

Felecia mentioned that she liked having the speakers; it gave her more information on services.

Lorraine reminded the group that the speakers can provide them at least two pieces of information in their planning process. *They can get ideas of known resources that are out there, in addition, many of the programs are doing additional things that we might not be aware of by looking at their brochures. They help with our resource inventory. Additionally, since you, (the CPG members) are asking for recommendations, you are getting information, from people in the community regarding perceived gaps. Now that you have designed the Resource Inventory, with specific questions that get sent to the speakers, it should cut down on the amount of meeting time. You should also get the specific information you need for their planning process.*

Dee Dee reminded the group that they selected the leaders to make decisions. She said that the Co-Chairs gave the speakers 45 minutes at the request of the membership, *if you want it to be different; you need to let us know.*

The members reached consensus to give 30 minutes to the community speakers.

Deb mentioned that the JSI survey results indicated that people felt they had an opportunity to contribute but suggested that maybe *we can continue to look at other ways* to insure that more voices get heard in the meetings. Lorraine added; one idea might include doing some break-out cooperative small groups during the meeting to accomplish some planning tasks. Lorraine summarized the discussion with an analogy. She asked the group to think of themselves as going on a vacation and to deciding to go on a bicycle tour, when you arrive to find a bunch of avid bicyclist. They can either get frustrated with you because you are not up to their level of fitness and feel like they wasted their time and money, slowing down or they could choose to hold out their hand help, learn the art of patience, and get the same tour anyway. *Our planning process is expected to bring about frustration and conflict and that's good. We can then move through the conflict at the table and not in discussions in a parking lot.* She invited all members to call her or the Co-Chairs with any concerns about the meeting. *It is more important to let us know what you are feeling, so that we can either explain the rationale, try to work toward solutions, or maybe you have an idea than no one has thought of.* She asked if anyone had any more comments on this agenda item. No one added additional comments.

**REACH:** The catalog is going to press. They have the needed training rooms. They will be hiring from the CBA trainers.

**CCC Report:** Lorraine mentioned that Co Facilitator, Felicia Delgado was not at the CCC meeting and Co-Facilitator, Vinnie Velazquez is not present today for a report. Lorraine reported that the last agenda item was started and referred to the CPG for discussion. We discussed the translation equipment updated

### **Task Force /Work Group Reports**

**MSM.** Did not meet

**IDU:** Lorraine reported that Vinnie Velazquez said that she no longer wanted to be Co-Facilitator of the IDU task force. She asked Derrill if he was interested, she said, he declined interest. They meet quarterly and have a meeting scheduled for April 4<sup>th</sup> at 3:00 at MAP

**Youth:** Candy reported that the Youth will be meeting February 13<sup>th</sup> at Casey Family Services at 4:00PM.

**Women:** Dee Dee reported that the women's task force met on Saturday, January 27<sup>th</sup> for a Women's Retreat. The Retreat was great. Lucille facilitated the retreat, Lorraine recorded, it. She will be bringing more information from the experience later. Lorraine added that they ended with specific recommendations to bring to the group. The next Women's taskforce training is February 16<sup>th</sup> at Sojourner House 10:00AM-Noon.

*The agenda was rearranged to take the Networking Break after the Sub Group reports and continue with the Consultant Recommendation agenda item after the break*

### **Consultant Recommendations for the Plan:**

Shannon Spurlock, JSI reported on an idea that was generated from the consultants meeting. She posed it for consideration by the CPG. The idea involved spending some time around coming up with around 5 major recommendations that the CPG would want to promote around HIV Prevention for the state. The members would need to decide their audience.

Lorraine said, that Jeremy from Clarendon indicated, that if they came up with some recommendations that could be summarized in bullets, then the media would pick up on that. Since they decided to blend Red Ribbon with the Annual Meeting, then they would probably get the same amount of media attention with less event planning time. Lorraine asked Jamie Hull from Clarendon to comment, Jamie concurred with Lorraine's statement.

Paul Loberti mentioned that if they wanted Legislators to be their audience, they might want to consider organizing a two way dialogue with them. A summit format is one idea. He emphasized that CPG as a group cannot advocate. Individuals who are sympathetic to the cause can advocate with the information. Lorraine suggested, that this time was meant to put an idea out to think about it. No decisions need to be made at this point. We can discuss it in our next meeting.

### **Networking Break**

**Epi Fun** Health/Co-Chair, Paul Loberti facilitated a capacity building event using power point presentation, entitled *Us and Them*, using *CPG Bucks* (play money) and Prize incentives for involvement. Members agreed that it was a fun way to work with epidemiology and asked to have the presentation sent electronically. Lorraine agreed to send it out.

**Community Update:** Women and Girls Teen summit March 10, 2:00 MET School

March 28-April 1st Play at Black Rep, a story about the life of CPG member Felecia Delgado, Felecia's life story weaves throughout the play, but there are stories within the story, of life's challenges.

Old Business: Lorraine asked the group if they liked the current space at John Hope Settlement House. All agreed that the space was good. We are still working on trying to get Casey Family Services, which is the preferred space, if that doesn't work out we will use John Hope Settlement House.

**Public Comment:** None

**Old Business:** None

**New Business: (Reach update discussed under CCC report)**

**Meeting Objectives** were reviewed the members agreed that all objectives were met. Lorraine collected written **evaluations**. Meeting adjourned w/ *Red Ribbon Raffle*.