

# Planning Group Minutes

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

**Date:** March 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, 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.

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

- **Roll Call:** Dee Dee conducted a roll call; Lorraine announced that Phil, Vinnie, Derrill and Divia were excused. Lorraine reminded the group that others may have called but she will not know until she returns to the office. Lorraine gave an update on Phil Kane's health and said, Phil is doing well and he would be at the next CPG meeting.
- **Quorum Announced** by Lorraine Kaul
- **The membership approved the minutes**
- **Objectives were reviewed** by Lorraine Kaul

**Sojourner House Update:** Lorraine distributed *Resource Inventory* guide for member questions. Lorraine reminded the group that the information presented would be used as part of the data collection for the community assessment. She asked members to focus their questions to include consistent information on the Resource Inventory guide.

The update was presented by Sojourner House staff Pat Revera and Theresa Fortes. The presenters distributed informational packets. Theresa announced that the packets had been prepared specifically to provide the information responding to their Resource Inventory. She announced that it also include process monitoring information. The presenters outlined a report and answered questions and closed with an awareness exercise. The women stated that they also serve men but were presenting today on the women's services for which they receive funding.

**JSI presentation** Shannon Spurlock reviewed the Process Monitoring Data and distributed copies of the presentation. Shannon reminded the group that they are looking at data from 2005. Shannon stated that in the past feedback came in form of a snap shot of service providers. Aggregate data is now collected across the state. She reminded the group to look at this data as only one piece of the whole data collection picture, She used the metaphor, one *piece of the puzzle*.

**REACH:** Jamie Serpe, REACH consultant from DATA, reminded the group if they have not completed the online REACH survey, to please do so. She presented a problem with attendance and proposed the idea to charge people who would be reimbursed when they show. The group agreed to add charges as an incentive for showing up.

**Community Capacity Committee Report:** Co-Facilitator, Felecia Delgado announced that she will be stepping down from the CCC Co-Facilitator role, due to changes that she

is making in both her personal and professional life. She doesn't feel ready for this role and wants to learn more about meeting facilitation before taking on this position. Dee Dee and Paul Loberti, let her know she is doing a fine job and that it takes patience. The members concurred that Felecia was doing a fine job but all respected her decision.

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

**Women:** Katherine Soares-Thompson, Chair of the Women's task force, and members Theresa Fortes and Patricia Revera presented a *power point* presentation summarizing their Retreat. Dee Dee summarized the presentation with an announcement that other task forces can do a similar activity and it may only take a half day.

**Youth:** Candy Brown-McSwain, Youth Co-Chair reported that the Youth task force will be meeting February 13<sup>th</sup> at Casey Family Services at 4:00PM. She announced that Tony Rodriquez has accepted the youth Co-Facilitator role, since Donte Threats had to discontinue due to his work schedule.

**MSM.** No Report

**IDU:** No Report

*In accordance with membership agreement, the agenda was rearranged to take the Networking Break after the Sub Group reports and continue with the agenda item, Recommendations for Annual Event after the break.*

### **Networking Break**

**Consultant Recommendations for the Annual Event:** Jeremy Giller and Jamie Hull of Clarendon presented the annual event plan. The Annual meeting will be one event with the *Red Ribbon/World Aids day* kick off. They can work on the name of the event later. It is currently scheduled for Nov. 15<sup>th</sup> 6:00-8:00PM at the Shriners, *Imperial Ball Room* in Cranston. Leadership awards can be discussed later. The goal has been to recognize leaders and to showcase work of the CPG. The plan this year is to get statewide recommendations from the CPG based on their current findings, milestones etc. The information may include epi data, morbidity, and economic costs. The membership agreed to the plan and added that they want the event to be fun.

**Ask A Co-Chair (Connecting the agenda to the planning process)** Lorraine announced that the following exercise came about as a result of feedback from the membership that it is not always clear how the agenda items connect to the planning process. The experiential exercise was designed to help clarify this connection.

The members were broken down into 3 cooperative groups. CPG Goals with their objectives were placed around the room. A packet containing 6 months of agenda items was distributed to all members.

The object was to join in a *treasure hunt* to match all agenda items in all 6 months to the CPG goals. The group with the most completed in the time frame would get first chance at drawing from a *treasure box* of toys with planning metaphors...the "Treasure."

The Co-Chairs processed the experience and opened the floor to a question answer period regarding planning or the CPG planning process.

In this *Ask A Co-Chair* segment, the Co-Chairs specifically addressed some questions that were forwarded from Lorraine as a result of phone calls that she received from members. The first question was; why do we send the Co-Chairs to the HIV Leadership Summit instead of other members? Lorraine reported that the Health Dept. made those

decisions because, the leadership conference was designed for leaders and the Co-Chairs were the leaders of RICPG. The Health Dept included it into the contract that way. Lorraine also mentioned that it was hoped that the opportunity would be an incentive for Co-Chairs to be willing to take on the role and do the extra work required. Dee Dee mentioned that the Co-Chairs go to the Leadership Summit to bring information back to the group. Lorraine mentioned that the issue had been raised questioning the attendance of a Co-Chair at end of their term. The thought of preparing someone else would build leadership from inside the group and we would not lose the benefit of the information received. Lorraine said that we do not necessarily lose the information unless the Co-Chair drops from the group after they finish their Co-Chair term.

If it is known that a Co-Chair will be leaving the group shortly after the Summit then Lucille said, the issue may be brought to the group to negotiate this. Paul L said, if a Co-Chair cannot attend we would try to get a member to attend if we had advanced notice. Lorraine mentioned since it is a contract issue, we don't know what our options would be until it became an issue.

A discussion ensued regarding the Summit and it's purpose. Lucille explained the purpose. Paul said, that anyone could go but they may have to go at their agency's expense. Lucille mentioned there are scholarships. The contact is [www.nmac.org](http://www.nmac.org) for information on scholarships.

**Community Update** Sojourner House Awareness 3-10 from 10:00-2:00 Met School 325 Public St. Providence. Felicia Delgado is selling tickets to a play on her life story to be held at the Black Rep March 25-28. The tickets are 10.00.

**Public Comment:** None

**Old Business:** None

**New Business: Summit Proposal:** Lorraine reminded the group that a while ago she had presented the idea of presenting the groups progress at the Leadership Summit. She stated that a proposal has been submitted. It was a fast turn-around time. Lorraine apologized to the group for not mentioning it in the last couple of meetings. Paul Loberti spoke from the Co-Chair perspective that since we had mentioned in the past that it would be done, it did not occur him to put it on the agenda until we knew the whether it was accepted or rejected. Lorraine said, no decisions had been made yet, but we will notify the members when we hear.

**Meeting Objectives** were reviewed the members agreed that all objectives were met.

Lorraine collected written **evaluations**. Meeting adjourned w/ *Red Ribbon Raffle*.

