

RI Community Planning Group Minutes

Recorded by: Michael Dell, UPTYME Prevention Services

Date: 8-12-2010

Time: 4:30-8:30PM

Place: DATA 102 Dupont Drive Providence, RI

In Attendance: Candy Brown McSwain, Julnelle Fortes, Philip Kane, Paul Loberti, Paul Medici, Susan Kiene, Ray Joseph, Felicia Delgado, Arthur Porter, Rich Holcomb, Earl Washington, Cindy Macleod, Katherine Soares, Patricia Rivera, Jacob van den Berg, Don Operario, Teresa Fortes, Noel Dejesus, Stephen Pierce, Carolin Guerrero, James Waterman III, Bobby Ducharme, Al Forbes, Michael Dell, Lorraine Kaul, Lucille Minuto,

RICPG Business:

Call to Order: Call to order by Julnelle Fortes

Introductions: Facilitator began with an icebreaker activity.

Roll Call: was conducted by Julnelle Fortes

Minutes: approved by Don and 2nd by Ray

Meeting Objectives: were reviewed by Lorraine Kaul

Roles and Responsibilities Charter Appendix Review:

Members reviewed the *Roles and Responsibilities* appendix to the charter revised by the Charter ADHOC Committee. Lorraine pointed out the major changes. The consultant's role was generalized due to the fact that the contracts change often. The responsibility of the Dept of Health was added and the former Social Marketing consultant, Clarendon Group was removed since they are no longer funded. Motion to accept the charter appendix as revised by the ADHOC committee was made by Rich Holcomb and 2nd by Jacob van den Berg. Lorraine also distributed hard copy of the RICPG Charter's main text as voted on in last meeting.

Cooperative Agreement (Lucille Minuto) A Power Point presentation was used to review the background around the *Cooperative Agreement*. Lucille explained that the *Cooperative Agreement* is due August 17th and is Health's request for funding from the Center for Disease Control (CDC). It is expected that the membership review the *Cooperative* and be prepared to sign the letter of *concurrence or non concurrence* at the September CPG meeting. Lucille explained that the Health Dept will be expecting new *Guidance* from the Center for Disease Control (CDC). They will be expecting a new 5-Year Plan to be prepared. For the last few years, the CDC required only updates to the Plan. She explained that this will be required for 2012 and that the grants will be competitive. She explained that competitive meant that states will get funded but additional funds will be available on a competitive basis. Each state will be required to prove why they need extra funds. Lucille said that the RI Community Planning Group is in good shape to compete for extra funding.

Vote on New Co-Chair and New members

A ballot vote was taken for the new Co-Chairs. Nominees were: Stephen Pierce, Carolin Guerrero, Patricia Rivera, and Ray Joseph. Members making nominations were asked to give their reasons for their nominee. Nominees were asked to give their reasons for accepting the nomination for the Chair position.

Ray Joseph received the most votes and was voted Co-Chair of RICPG to begin Dec. 1, 2010.

Lorraine Kaul reported on the two vacant community seats that were available. There will be another seat open when Phil's term is up after November 2010. There are still two seats for the state substance abuse agency and the Dept of Corrections.

Two new members were voted into the membership Jaye Watts and Joe Smith.

Annual Meeting Theme/Plan (Invitation-Print Deadline Sept 6)

Lorraine reminded the members that they already voted to have the annual meeting and they have decided the theme to be, Stop HIV Now, Make a Difference. Members agreed to showcase the mini-grant and the commercial sex worker, emerging population project at the event. Members turned the planning over to an ADHOC committee, who will also discuss the issue of Health Dept awards/acknowledgement, being presented at the annual meeting or elsewhere. The members agreed to continue with the tradition of offering an "Unsung Hero" award to a community person and a political official. Lorraine distributed nomination forms for review, with a list of past recipients of the award. Paul L pointed out that Eileen Naughton needed to be added to the list. He also requested to make sure her name was on the "Hall of Honor" list.

Discussion ensued on the possibilities about recruiting new participants to the annual meeting. Lorraine explained that a broad list-serve was used, however, if members wanted to distribute flyers to identified people that they wanted to invite, that could be done. The ADHOC committee may have other ideas on how to do extended recruitment.

Task Force Plan: Julnelle reported that the Youth task force would like to meet.

Lorraine offered to secure space, when they set a date.

Rich Holcomb reported that the MSM/IDU joint task force meeting would resume after JSI completes the evaluation of their commercial sex worker project.

REACH: Al Forbes reminded people that there was assign up sheet for books that can be checked out. He updated the membership on the mini grant recipients and emerging population project under the direction of Rich Holcomb.

He also updated the membership on upcoming certification preparation and training, e.g. *Integrated Testing 101* and Phil Kane's *Integrated HIV 101*. He discussed the plan for standardizing testing in RI. Most of the trainings would be held at the DATA site.

There was a consensus to hold the orientation training in place of the CCC meeting on September 23rd. In addition, the membership agreed to hold the Leadership training on December 9th. Lorraine explained that the Leadership training was designed specifically for Community Planning Leadership and was not a generic Leadership training. Jacob has offered to do a section on communication as leaders; the design will take into consideration preparation for the new Plan required by CDC.

Community Update: Friday Sept 28th at the *Radisson* there will be an all day event focusing on homeless and substance abuse, Cindy will send out info.

AIDES Walk is Sept 26th at the state House. Jimmy will get more info on the time.

Public Comment: None

Old Business: None

New Business: Co-Chair, Julnelle Fortes asked to request to substitute the pizza for an alternative snack like sub sandwiches for the meetings.

Evaluation/Adjourn: Lorraine reviewed meeting objectives and distributed and collected meeting evaluations.

The meeting closed with the traditional *Red Ribbon Raffle*