

**HIV PREVENTION PLANNING COUNCIL (HPPC)**  
**Membership/Community Liaison Committee**  
*Monday, September 11, 2006*  
*3:00 p.m. – 5:00 p.m.*

**Minutes**

**Members Present:** Gwen Smith, John Newmeyer, Janetta Johnson, Thomas Ganger, Chadwick Campbell

**Members Absent:** Gayle Burns

**Professional Staff:** Michael Paquette (HPS), Dara Coan (HPS), Eileen Loughran (HPS), Ju Lei Kelly (HPS)

**Guests:** None

**1. Welcome and Announcements**

The meeting was called to order at 3:05 PM.

**2. Public Comment**

There was no public comment.

**3. Approval of Minutes from 08/14/06**

The minutes were approved.

**4. Steering Report**

Thomas reported that the second part of the Steering Committee meeting was devoted to the IPR.

Eileen further reported that the agenda for upcoming HPPC meeting was being approved with consideration for the process evaluation and policy for meeting space regarding animals. There was also a brief overview of gaps. With respect to the animal policy, Quaker Meeting House policy is to permit only service dogs into the facility and this will be communicated to council members.

**5. Orientation Plan**

The following were discussed with respect to the orientation:

**Format**

The new member orientation meeting is scheduled for October 18<sup>th</sup>. All new members will receive a copy of the new member manual. It was discussed whether to send, via email, introduction to a community planning group and chapter one before the orientation.

The committee discussed whether the actual Policies and Procedures should be forwarded in advance of the orientation meeting and the importance of defining what a planning council is. Also discussed was potential mock meeting, information and the clarification of its definition, and the process. The information provided would not exceed 10 pages.

After discussion of various timing options, the group agreed that the format for the orientation meeting would be 1:00 – 4:00 p.m., with the first half introductions and overview and the mock meeting conducted during the last half.

### **Items to Cover**

The group decided that the basic items to cover during the orientation will include:

- Roberts Rules of Order
- A review of Chapter One in the manual
- How committees fit into the process and how to make recommendations
- Inclusion, parity, and representation (IPR)
- Conflicts of interest discussion
- Difference between representing the community and an agency
- CARE Council and Prevention Council identity issues and the correlating relationships
- Current attendance policy to include the upcoming policy revision discussion
- Rules of respectful engagement
- Mentorship

### **Agenda**

The resulting agenda for this new member orientation will determine the ranking of these items.

## **6. New Member Recruitment**

Ms. Kelly reminded all attendees that all interviewee information is confidential and that there were thirteen (13) seats with eighteen (18) applicants.

It was decided by consensus that there should be three (3) alternates selected.

It was also determined by consensus that a total of 16 candidates needed to be selected. In addition to candidate scoring, it was established that demographics and gaps would also be considered in the decision making process.

There were a total of 18 candidates that were interviewed for consideration. Sixteen were selected for recommendation by consensus – 13 for membership and 3 for alternates.

Eileen reminded the committee to make themselves available to facilitate the process of introducing new members to insure that their introduction into the process was smooth.

## **7. Mentor Program**

The committee discussed identifying potential mentors for the new members. This will be accomplished by an announcement at the September 14 full council meeting. Council members will be asked to place their names on an index card and return if they are interested in becoming a mentor.

Committee members agreeing to become mentors include:

- Thomas Ganger
- John Newmeyer
- Janetta Johnson

## **Guidelines and Basic Tips for Mentors**

Feedback is different between participants and this will be dependent on the relationship with mentor. Mentors will need basic guidelines and should be adapted to individual applicants needs.

At the first council meeting, new members should check-in after the meeting to see about the experience and the mentor should be available as a resource.

A fifteen (15) minute de-brief after the first meeting in November and also in January 2007 was suggested. The committee members acknowledged that each applicant will have different needs and a minimum number of contacts should be offered with mentors. Mentors should be prepared to be a resource and support for a minimum of two (2) council meetings.

Suggestions for mentors include:

- Taking the initiative for communication with new member via email or conversation as part of the follow up.
- Mentors should check-in before the first meeting. One time prior to the first meeting and afterwards.
- Mentors will sit next to mentees for a minimum of two meetings.
- These would be minimum standard guidelines.
- Mentors should also be available prior to orientation.

## **8. Future Items**

There was reminder about the October 16 meeting.

Members were asked to complete their evaluations.

Chadwick recommended, and the committee agreed, that the new attendance policy be voted on in January to give the new members the opportunity to participate in the vote.

## **9. Closing**

The meeting adjourned at 4:50 p.m.

**Next meeting will be October 16, 2006, 3:00-4:30 PM**

\*\*These minutes were prepared by Ray West (Harder+Co.) and reviewed by Ju Lei Kelly, Dara Coan, Chadwick Campbell, and Thomas Granger.