



Mayor's Task Force on HIV/AIDS & HCV

Thursday March 25, 2021 1:00 - 3:00 pm

Virtual **SPECIAL** meeting

(see attached instructions for Zoom access)

(First hour or so is Focus Group with John Sapero)

Meeting MINUTES

ATTENDANCE: Laura Minor (acting Chair), Marge Rivera, Hedy Kelley, Jenelle Howard, Judy Gough, Christina Cipriani, Alice Ferguson (Chair) - arrived after the focus group.

Absent: Doug Janssen (excused), Diane Ashworth (attempted to connect but couldn't), Phyllis DelMastro (excused).

1. Moment of Silence - Observed.
2. Introductions - Laura began introductions and everyone introduced themselves. Laura introduced John.
3. John Sapero - "In It to End It" focus group. John reviewed his own bio and the work that he does. He gave a brief introduction to the "In It to End It" process and spoke about the other towns/organizations that he's done focus groups within the past year throughout most of Connecticut. John shared his screen and gave us the outline of the process we would follow today. We were asked to each create a list of ideas that each had to end the HIV epidemic. We were to think of a future without HIV/AIDS and what that would look like. We each wrote down up to 7 ideas and identified our top 3. John broke us into breakout rooms and in each, the participants shared their lists and priorities. John came into each room to ensure we understood the directions and were following them. Each breakout room pair or group identified 4-6 of the ideas shared that were the most important and ranked them 1 - 6 in importance. John came into each room and collected all of the answers and we returned to the larger group.

As a large group, we decided how to collate the answers to put them into similar categories, each with a title. John has all of the information and will share it on the Bristol page of the OurHIVPlan.org website and we will be able to share it at our 4/28 HIV Forum.

After the focus group, only Laura Minor, Christina Cipriani and Jenelle Howard were able to return due to others' conflicts but were joined by Alice Ferguson.

4. Approval February 2021 Minutes - Christina moved to accept, seconded by Jenelle. Minutes approved.
5. Task Force Budget Update - in process.
6. April AIDS Education Forum - Laura reviewed the update.
 - a. Task Force Event Update - Date, time, speakers confirmed.
 - b. Details - Flyer and press release completed and sent to press outlets by Cathy Savino. The Bristol Edition published the article online and by email. Laura posted it on our Facebook page.
 - i. All speakers and members were sent the flyer and asked to distribute. Laura reminded members to register themselves.
 - ii. All of the following received the information. Three CT DPH staff are among attendees. DPH, UConn MPH Program, Wheeler Clinic leadership, CT Clearinghouse, Facebook page updated.
 - iii. \$100 stipend for two speakers will be arranged. Laura is contacting Jodi to find out what's needed for them to receive payment. Two speakers do not need stipends.
 - iv. Zoom link arranged by Cathy Savino - open at 8:30 for 8:45 start.
 - v. Christina applied for CEUs from CCB - Payment made and we received the CEU approval last week. Christina has agreed to follow through on the CCB process for sending out evaluations and collecting them back by email and then sending the certificates of attendance. Laura will keep Christina updated on the registrations and how many select the CCB CEU's.

- vi. Google registration created and being tracked. .Laura will add an end date for accepting registration to the virtual registration form.
 - c. Needs - distribute and collect assessment forms prior to sending certificates - take attendance. Christina will take this on.
 - d. Arrange to make PowerPoints available for participants. Laura will ask if speakers will share their PowerPoints and attendees will be sent them by email.
 - e. Laura will arrange with speakers whether they will be sharing their own PowerPoint on the day of the Forum or whether we will need to control them from our screen.
 - f. Housekeeping rules were received by Laura from Alice and will be posted with a rotating slide set before the Forum begins.
7. Boys and Girls Club presentation - Laura will contact Jay Maia at the Bristol Boys and Girls Club to find out if they want an HIV youth presentation. Jenelle will check with the programs that involve youth at the City of Bristol Parks, Recreation, Youth and Community Services. She will see if they would like a virtual HIV/AIDS presentation as well. Alice Ferguson will lead them. We agreed that we would give \$15 Walmart gift cards to all participating youth as we have in the past.
8. Decide on other expenditures prior to June, 2021. Alice will notify all members about how many give-away items we still have after the 2020 purchases. All members should come to the April 22 meeting with ideas about which items we need to purchase should be able to attend an outdoor festival or Farmer's Market this summer.
9. Other Business - no other business.
10. Announcements - no announcements.
11. Motion to adjourn accepted and voted on at 2:44 p.m.

Next Meeting April 22, 2021 8:30 a.m