

Mayor's Task Force on HIV/AIDS/HVC
Monday, March 27, 2023
0830am
Special Meeting Minutes

Attendance:

David Ryan (Chair)
Phyllis DelMastro
Tina Tanguay
Hedy Kelley (Scribe)
Laura Minor
Marge Rivera

Excused:

1. Moment of Silence Observed
2. **Introductions - Not necessary**
3. **Review of previous minutes:**

Because this is a special meeting, minutes cannot be approved. We will defer the approval until the regular April meeting.

4. Update from last week: We were told that we could not have the meeting at 5:45am on the day of the meeting. David met with Erica, the city clerk, she will need a calendar of all of our regularly scheduled meetings, which David will supply to her. Because the clerk did not have this, we could not hold the meeting, so this is considered a special meeting.
5. **Forum Update**

Advertising: Advertising has been done in the Bristol Press and The Bristol Edition. Updates will be done now that we have the approval for Nursing Continuing Education. Hedy will also arrange to have this sent out to all of the staff at the hospital/health system. (Motion made to allow Hedy to send this out electronically with the updated flier to include the CEU's by Dave, Laura seconded it, a vote was made and the motion carried.)

CEU Applications: Connecticut Certification Board application has been submitted, the cost associated with this was \$25. David took care of that.

Jennifer DeVito, RN, from Bristol Health submitted to have CEU's for nursing, 3 contact hours have been approved. There will be no contact hours for the Merck presentation as they are sponsoring the event.

We have touched base with Merck to finalize the details, We have asked for \$1500 to cover the costs of the breakfast and snacks, potentially we can increase that next year if we find that we need more money.

Cravings has a contract with the city, if we have them cater the event, the city will be billed and will pay them directly. We have also used Panera in the past. Food will need to be delivered to the side door of the library by 8am. If they wait to come in the main entrance it is too hard to get past the people that are registering.

Cravings offers an egg sandwich tray, Danish and Donuts, Fruit bowl and yogurt as well as coffee/tea, juice and water for breakfast. For snack we can have Chocolate Chip Cookies, Fruit and yogurt and a vegetable platter.

A motion was made (Laura) to allow David to spend what is needed to order food for Breakfast and Snack. This was seconded by Marge and voted on – motion carries.

David will be running through the library set up with the city. They have a projector in the ceiling of the room that will need to be connected via an HDMI cable to a laptop. If we have the presentations ahead of time, we can have them all loaded onto the laptop.

Name Badges: Jodi will order sticker that say "Hello my Name Is" versus clip on badges that we can print ahead of time with lanyards. David will discuss this with Jodi and send her Amazon screenshots of what to order.

Packets: Generally if we have the PowerPoint's, Laura can load them onto a google drive and we can have QR codes available to link to them. We can potentially make packets if we have the PowerPoints in advance. There is a way to print them out with 3 to a page adding lines for taking notes. In the packets we can also add the flier for the BMTF and a pen to facilitate note taking.

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Tables Needed:

- Bristol Hospital Human Resources and Marketing have not responded if they would like a table, however Jennifer will need a table available for registering Nurses that are looking for Continuing Education Credits.
- Wheeler will have a table, we are also working on the "Wheeler-bago" to be at the library that day to provide health screenings to anyone in the community as well as having COVID booster shots available. The last event that the "Wheeler-bago" attended last year, out of 8 people that were tested, 5 were diagnosed with new Hepatitis C.
- Hartford Disability Transport Group has requested a table
- Merck will have a table
- The Department of Public Health will have a table
- Connecticut Harm Reduction will also have a table.

Emcee: Dave will Emcee the event. Mayor Jeff Caggiano will make an opening comments. Tina and Marco will also do a brief overview of the city of Bristol. David will reach out to the DPH to see if they are planning to also review this information so we do not say the same things twice.

6. Old Business

- a. Supply Relocation: Nothing yet – supplies are still being stored at the BBHD.
- b. Youth Event: Mike is not on the call today. We will defer this to our next meeting. Typically this is held in May or June
- c. Hedy will send out the save the date that was distributed at the Rockwell Park event last August for the Bristol Pride Day.
- d. World's AIDS Day December - deferred – nothing to discuss this early.

7. New Business

- a. Rockwell Park Summer Festival – August 19, 2023: David will be working on reserving a spot for us.
- b. Minutes of meeting to Mayor's office 7 days after: Moving forward we will submit the minutes within this time frame.
- c. Update Bristol Government Web page with meeting dates/times, agendas, minutes for at least past year. Hedy sent David the minutes and agendas for the past year.

8. Updates:

a. Chairperson's Update

David met with Mayor Jeff to help them both understand the role of the taskforce. A few things that were discussed:

- Changing the name of the taskforce – removing "Mayor's" from the title.
- Changing the name to not be a taskforce – perhaps the commission or committee on HIV/AIDS/HCV. Taskforce implies an imminent need versus another name that does not imply an imminent need, rather a chronic need.
- Moving the direction of the group over to the BBHD
- Do we need monthly meetings, should they be held quarterly or every other month

Discussions:

- Changing the name will not change the responsibilities to the city
- The Mayor has wanted to move the TF over to BBHD, if it is moved it could be changed to whatever name the BBHD wants to be called.
- If we move we would need to spend all of the grant money prior to the move
- Marco would need to determine how often and when we meet
- Bylaws/Mission would be null, we would need to execute a new set of bylaws and mission
- Meeting 10 times a year has been necessary to plan the events that we have – we routinely take off the months of November and December because it falls at the holidays
- Changing the name may make the public think that HIV is not an issue any more
- It will be a lot of work to make the changes in the bylaws and mission
- We may lose momentum
- BBHD will not get any additional funding to absorb this group

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- Marco would not want to limit the format to just HIV/AIDS/HCV, he would want to include other types of infectious disease
- Eliminate taskforce as it implies an imminent need
- This is a process we will need to consider, we should have Marco present at the next meeting to answer any questions – David will meet with him prior to the next meeting.
- We can set quarterly (Scheduled) meetings, but then add special meetings to only discuss an event.
- The forum and other events take a lot of work and planning. Having special meetings to discuss them would make sense.
- Youth SDI's are huge right now, so it makes sense to include other infectious diseases.
- Our primary mission would not change
- If we decide only to change our name – we would need to update the bylaws and bring them to the city council for approval
- We should consider carefully the ramifications of any changes,
- Do we want to continue to do the 5 events/year
- If we eliminate the July Meeting, it is hard to plan the Rockwell park event in August
- We would also need to talk to the city clerk to see if we can use the words "commission" or does that also have to be appointed?
- We would need to notify the Clinton Roberts foundation if we change the name prior to spending the grant money.
- Changing the name can make the group more inclusive
- We would only want the name to change to include what is currently happening
- History of adding HCV – One of our members was the head of the HepC initiative in Hartford, it took about 9 months to update and have our bylaws include HCV.

Next Steps:

- David will speak with Erica about what happens if we change our name to commission
 - If we only change the name then we will need to work on the bylaws – we can dedicate the May meeting to this – or hold a special meeting.
 - David will email out the City Clerks recommendations
 - Invite Marco to the next meeting to be available for any questions
- b. CCSU Cross Promotion – we will be letting the Senior Nursing Students know about the event in April
- c. Doug Janssen is having some health issues that is preventing him from being on the taskforce. He has submitted the name of a replacement, David has received his resume. Once he is approved we will have him sworn in.
- d. David has reached out to the Root Center to see if they would like to return to the TF, he has not received a return call from the director as of yet.

Meeting adjourned: The meeting was adjourned at 10:05am

Next Meeting: April 27, 2023 at 8:30am