



Collective STEP for Youth Coalition Meeting Minutes

Date:
10/04/17

Time:
1:30-3:00pm

Location:
Southwest Center for HIV/AIDS
1101 N Central Ave Ste. 200,
Phoenix, AZ 85004

Facilitator	Carla Pelletier
Note Taker	Ashley Suarez
Attendees	<p><u>Members Present:</u> Kirby Hurlbut, Sharlet Barnett, Kate Hamm, Grant Yoder, Kerry Kaczmarczyk, Erin Tangen, Cynthia Burr, Izaiah Lopez, Nemesis Salazar, Gwenda Gorman, Kenneth Steel, Felicia Nelson, Gina Read, Pearl Yellowman, Kathy Gardner, Teresa Simone, Barb Brados, Grace Kirker</p> <p><u>Members:</u></p> <p><u>MCDPH Staff:</u> Tracy Pedrotti, Eileen Aguilar, Carla Pelletier, Ashley Suarez, Sonia Charry</p> <p><u>Guests:</u> Rosemary Miller, Carol Consalvo</p>
Today's Meeting Objectives	<p>Welcome, Highlights, and Updates (20)</p> <p>Work Groups (45)</p> <p>Networking and Resource Sharing (20)</p> <p>Wrap-Up: Evaluation (5)</p>

Welcome

Carla

Discussion	<ul style="list-style-type: none"> ▪ Thank you Barb Brados and Southwest Center for HIV/AIDS for hosting us today! ▪ If you'd like to learn more about the Southwest Center for HIV/AIDS, please contact Barb: bbrados@swhiv.org ▪ Don't yet have a site secured for the December meeting, so if you'd like to host, please let us know.
Action Items	<ul style="list-style-type: none"> ▪ If you are able to host the next coalition meeting on 12/6, please contact Carla or Tracy.

Highlights and Updates

Carla, Sharlet, Tracy, Grant

Discussion	<ul style="list-style-type: none"> ▪ Last meeting highlights- Carla <ul style="list-style-type: none"> ○ Last meeting hosted by BGCMP; attendance continues to grow! ○ Provided you with a lengthy update about funding; for transparency and to keep you informed. ○ Those present last time picked PD and the Hub as Work Groups (WG), joining Collaboration and/or Grants WG ▪ Standardized coalition agendas- Sharlet <ul style="list-style-type: none"> ○ SC decided to standardize agendas for coalition meetings so you know what to expect from one meeting to the next ○ ~1:30-1:50: Welcome, Highlights, Updates
------------	---



	<ul style="list-style-type: none"> ○ ~1:50-2:35: WGs ○ ~2:35-3:00: Networking & Wrap-Up ○ Coalition members not taking part in WGs can come ~2:30 for networking. ▪ Letters of Support- Tracy <ul style="list-style-type: none"> ○ In anticipation of grant writing, we are working to gather letters of support in advance. We have prepared one letter of support on behalf of the coalition for all who are willing to sign today. Will be collecting more and more signatures over time. If you need permission from your supervisor or another executive, please let us know by making note on the sign in sheet going around. ○ We will also be collecting individual letters of support. If you have personally benefitted from the Coalition, you might consider signing a personal letter of support. ▪ PARTNER survey- Grant <ul style="list-style-type: none"> ○ Will be coming out in December after December coalition meeting. ○ Stands for Program to Analyze, Record, and Track Networks to Enhance Relationships. ○ Opportunity to provide feedback and valuable info for us. Help us see the connections being made as a result of the coalition. ○ Will provide more details in December.
Action Items	<ul style="list-style-type: none"> ▪ Consider signing the coalition letter of support or an individual letter of support.

Work Groups

Tracy

Discussion	<ul style="list-style-type: none"> ▪ A couple of notes: <ul style="list-style-type: none"> ○ Assessing Quality Programming (AQP) didn't make the cut as a WG last meeting but with a close vote, it continues to be important to this group. We've had conversations with folks and now will bring to the SC – how and in which WGs AQP can be incorporated ○ Each WG may have different meeting needs. In case there needs to be a meeting for your WG on the off coalition months, we have reserved time at 4041 starting Nov 1st.
Action Items	<ul style="list-style-type: none"> ▪ As needed within each WG

Networking and Resource Sharing

All

Discussion	<ul style="list-style-type: none"> ▪ Bullying Prevention Training- Eileen <ul style="list-style-type: none"> ○ Nov. 7th at the St. Mary's Food Bank Community Room. Free! ○ Registration opens 10/10. Eileen will send out email invite. ▪ Community Resource Assessment (CRA)- Eileen <ul style="list-style-type: none"> ○ Short 15 min. survey that assesses resources, trainings, and availability in Maricopa County. ○ Sent out yesterday; 19 people already responded. ○ It incorporates questions about sustainability, resources, needs and the efforts WGs are focused on. By next WG meeting on 11/1, will have preliminary data from CRA. ▪ Carla's farewell- Carla (and Tracy)
------------	---



	<ul style="list-style-type: none">○ This will be Carla's last coalition meeting as she will be moving back to her hometown of Portland next month.○ This was a new position for Carla, but the relationships she built with those in the coalition made that transition/her job easier○ She's enjoyed working with you and learning about the great work you're all doing that impacts youth in a positive way○ STEP is currently making plans for this transition that will leave you all in the best position to move our collective efforts forward○ Thank you!▪ Sex Ed Boot Camp- Teresa<ul style="list-style-type: none">○ Training on Nov. 1 to help prepare you to answer the tough questions that kids ask related to sex
Action Items	<ul style="list-style-type: none">▪ If you would like to include your next event, resource, or opportunity in the STEP newsletter, fill out the EOR form included in the newsletter.

Next Coalition Meeting:

Wednesday, December 6, 2017, 1:30-3:00 @ TBD