

Provincetown
AIDS
Support
Group

P.O. Box 1522 Provincetown, MA 02657
Phone: 508.487.9445 FAX: 508.487.0565

**Board of Directors Meeting
Monday, January 8, 2000
5:30PM
PASG Offices**

AGENDA

- 1) Public Comments
- 2) Approval of minutes December 11th Meeting
- 3) Consumer Advisory Board Report
- 4) Executive Director Report
- 5) Senior Staff Reports
- 6) Treasurer/Finance Committee Report
- 7) Committee Reports
 - Development
 - Condo
 - Personnel
 - Executive
- 8) Director's Statements

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TO: PASG Board of Directors
PASG Consumer Advisory Board
PASG Staff

FROM: Jim Pipilas 

DATE: January 4, 2001

RE: Activity Report

KEY ISSUES

DPH Contract Review – June 2001 will be the end of our five-year funding cycle with DPH. The hope had been that contracts would just be reviewed and renewed without a laborious RFR process. Due to recent state budget cuts and the November election referendum approval of a tax cut, there are major changes coming this year in the RFR process. The Spring will see a new Needs Assessment process and the Fall will bring the RFR process onto my desk. The goal of DPH is to keep the same level of client services but cut the number of contracts that it has to maintain. The impact for us is great. Being lead agency for the consortia and holding a number of key contracts for the states brings us approximately \$110,000 in administrative support fees annually. The goal will be for us to, at least, maintain our current contracts, and hopefully absorb some outside contracts that make sense for the PASG, including the Nantucket AIDS Network back into TCAC.

ADMINISTRATION

Personnel –

CARES – Program Director interviews will begin on January 12th and six consumers have come forward as active participants in the interview process and I am very pleased about that. We are maintaining appropriate coverage at the office with current staff.

UCAN – Krystin St. Onge, Program Director, is expecting her second child at the end of January and we have determined her maternity leave schedule. A part-time Volunteer Coordinator has been hired to replace Joan and Jack Balfe on a temporary basis through until Krystin's return from maternity leave.

PASG – We currently have a Case Manager and Health Outreach Team Director position open and hiring process is underway.

AAMV – While not a PASG employee, it is important to note that Kathy Rose, Program Director at AAMV has resigned to become President of the Visiting Nurse Association of

**Provincetown AIDS Support Group
Board of Directors Meeting
December 11, 2000**

Present: Jim Rann, Carole Chapin, Chris Fredrick, Karin Anderson, Bert Apodaca, Ruth Gilbert, Gordon Siegel, Hamilton Kahn, David Lund, Emily White.

Excused: Mark Baker, Jay Coburn, Bill Dougal.

Unexcused: John Doucette.

Others: Jim Pipilas, Jill Crozier, Bruce de Ste. Croix, Tim Hazel, Gary Cole, Ray Gottwald, Cathy Metzger.

1. **Public Comments:** None.
2. **Approval of Minutes:** The following amendments were made: page 1/# 4, donation acknowledgement to include Larry White; page 1/# 5, Jill is Director of Clinical Services; page 1/# 5, Jack Balfe's last day is December 15. A motion was made by Bert Apodaca and seconded by Karin Anderson to approve the minutes of the November 13, 2000 PASG Board meeting as amended. *Vote:* Passed unanimously.
3. **Consumer Advisory Board Report:** The December meeting is scheduled for December 14. No report.
4. **Executive Director Report:** Jim thanked Ray Gottwald for his planning efforts regarding World AIDS Day. The cape-wide events were successful in increasing awareness and made an impact. PASG received a \$10,000 grant for the planning of an additional Needle Exchange site on the Cape. Jim acknowledged and thanked Bruce for his efforts in writing the grant. Jim reported that he has asked the managers to rotate going to CARES in an effort to maintain a sense of inclusion with CARES staff and clients. December 15 is the deadline for applications for the CARES Director's position. To date he has received six or seven applicants. Krystin St. Onge's upcoming maternity leave is covered.
5. **Senior Staff Reports**
 - Prevention and Education:** Bruce has recently accepted a position on the Board of Directors for Life Ministries.
 - Client Services:** Gary reminded everyone that the Holiday Dinner would be served at the office on Christmas Day at noon. The menu includes prime rib, a small ham and side dishes. We need individuals to make side dishes and

everyone is invited to join the festivities from noon to three. Dinner is at noon.

6. Treasurer/Finance Committee Report

Chris Fredrick announced that the audit report will be presented at the January board meeting. There was a discussion concerning the role of the Finance Committee. It was agreed that the committee is functioning as designed and should continue as is.

7. Committee Reports

Development: Ray announced the response from the annual appeal is on target with last year's response. Ray was commended on the quality of the appeal letter and for his World AIDS Day activities. We have received \$2000 from the Community Foundation of Cape Cod for van repair and maintenance. The Development Committee's next meeting will be January 3 at 10:00 a.m.

Condo: Jim Pipilas reported there were new special assessments. The septic system has been malfunctioning and the thermostat is not working correctly. Both items have been addressed.

Personnel: David Lund requested an executive session to discuss a personnel issue.

Executive Committee: Jim Rann stated there was no report from the Executive Committee.

8. Directors Statements: Jim Rann announced an executive session immediately following the board meeting.

9. Adjournment: The meeting was adjourned at 6:04 p.m.

Martha's Vineyard. Kathy has been a great leader for AAMV and I will certainly miss her compassion and dedication. As a sub-contractor to the PASG, I am required to offer my support to the AAMV Board of Directors during the hiring process and will be of any assistance I can be.

Audit – FY2000 audit is almost complete with a few last minute details being.

TCAC – The next TCAC Meeting will include selection and/or reappointment of Operations Committee members. In addition, Mark Baker has been in touch with the President of the Board of Nantucket AIDS Network (NAN). With Executive Director Cheryl Bartlett gone and the RFR process coming up, now is the time to work with NAN and determine where we go with them.

Year-End Giving – An up-to-date year-end appeal donor list will be distributed at the Board meeting.

I will be visiting family in Florida 1/18-1/23. Hope everyone had a nice holiday season.

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Prevention/Education Dept. Report – January 2001 BOD Meeting
To: James Pipilas, Executive Director
From: Bruce de Ste. Croix, Prevention/Education Director

December, besides the World AIDS Day events, also included DPH trainings, CHANAP regional panel for chronic illness and further development of our educational presentations.

The two major PE concerns in December have however been, 1) loss of our office space and 2) the loss of Bill Briggs to a Northshore ASO.

After two years of hard work producing and supervising the Provincetown Gay Men's Prevention Project, Bill has decided to move on with his career and education. Beginning in Jan. he will be working with the Northshore AIDS Project out of Gloucester. Bill is also planning to continue with his further education. He is considering the possibility of getting his Master's degree at Salem or at Simmons in geriatric studies. We owe Bill a debt of thanks for all of his hard work and wish him the very best in all of his future endeavors. The job announcement for the Health Outreach Team Director has been placed in the Banner, Cape Cod Times, Bay Windows and on Aegis on the inter-net. The job applications close on Jan 12, 2001 and we will begin the process of interviewing.

The building that has housed the Prevention Education Office for the last two years is being sold and our lease was not extended. Fortunately we have already found new offices and will be moving during the first weeks of January 2001. The new offices are located on Commercial Street in the Pilgrim House Complex. Our new PE Office is on the second floor and is the office space just past the HOW offices. This new central location will provide the department with a sense of security and an excellent launching pad for our in-town street outreach.

Lastly, on Dec. 10th Jon Chesto of the Cape Cod Times wrote a thoughtful and informative article about the DPH planning grant for an Up Cape Needle Exchange.

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JOB DESCRIPTION

TITLE: HEALTH OUTREACH DIRECTOR

SUMMARY OF DUTIES:

Reports to the Prevention/Education Director. Manages MSM Prevention Program. Provides direct prevention services. Trains and supervises outreach staff. Generates state reports and evaluations on all aspects of the program. Participates in community appropriate assessment, organizing and programming.

GENERAL DUTIES:

Works with appropriate entities to determine relevant community intervention for preventing HIV infection and re-exposure among residents of and visitors to Provincetown.

Works with consultants pertaining to prevention outreach.

Coordinates, hires and oversees training of outreach staff.

Assists in the development of culturally relevant brochures and information and for effective HIV/AIDS prevention, related health issues, co-infections, at-risk behaviors and community involvement and support.

Must be comfortable wearing costumes in public.

Maintains and enhances relationships the program has developed with other agencies such as National Seashore, Police Department, PBG, club owners, merchants and guest houses etc.

Maintains and produces records of service as needed for PASG, collaborative projects and all state reports and forms pertaining to the program contract and activities.

Develops program supply and expenditure budget for submission to PASG administration annually and as requested.

◆ QUALIFICATIONS/REQUIREMENTS:

- ◆ Bachelors Degree in Human Service, Communication or Education, or commensurate experience
- ◆ Strong HIV/AIDS, STD, Public Health and communicable disease knowledge
- ◆ Experience in substance abuse, harm reduction and risk reduction models
- ◆ Excellent verbal and written communication skills
- ◆ Strong organization ability
- ◆ Excellent Window-based computer skills (Word, Excel and Publisher)
- ◆ Supervision of Outreach staff for Gay Male Prevention Program Contract
- ◆ Access to transportation
- ◆ Ability to lift, carry and set-up supplies, equipment and materials
- ◆ Ability to consistently work with individuals, committees and organizations in a professional even-tempered and gracious manner
- ◆ Ability to juggle multiple tasks, meet deadlines and operate within a strict budget
- ◆ Proven track record in program development
- ◆ Sensitivity to culture, history and social behaviors relating to the gay male community
- ◆ Commitment to and experience regarding the empowerment and involvement of "at-risk" populations and consumers in programming and decision making
- ◆ Excellent public speaking and interpersonal skills
- ◆ Experience in public relations and/or community-based information campaigns and organizing
- ◆ Integrity, honesty, patience, resilience, energy and a sense of humor

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TO: Jim Pipilas, Executive Director
FROM: Tim Hazel, Housing Director/Foley House
DATE: January 2, 2001
RE: Monthly Report

The census in the house dropped to five in the past month as one resident voluntarily terminated rather than challenge an eviction. A second resident has expressed the intention to do the same once alternative housing has been secured. This leaves five residents living in the House in total. On the flip side, a new resident is scheduled to move in during the first week of January. While rooms have been unoccupied, the Provincetown Housing Authority has been painting and staff has been cleaning in order to have rooms ready to lease up once January gets rolling.

In December, I attended the quarterly meeting for the Residential Housing Providers. I also attended a quarterly meeting for the JRI administered CHIP program where I was accompanied by Anne Walsh who works with that program. While both meetings were somewhat informative, neither provided any earth shattering information specifically relevant to our area or agency. It is however always refreshing to share concerns and frustrations with others facing the same challenges.

I will be participating in a DPH Peer Evaluation for the Luiz Martinez House in New Bedford during the month of January. This is the same process the Foley House went through in June 2000. This time out however, I will be doing the evaluating. While it will require my being out of the office for 2 - 4 days, the House will be covered and I am actually looking forward to the process.

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To: Jim Pipilas, Executive Director
From: Jill Crozier, Clinical Services Director *Jill*
Date: December 28, 2000
Re: December Activity Report

December has been full of activity for the Case Management team. The month began with World AIDS Day, and on this day, I assisted Bruce de Ste. Croix with presentations for the Provincetown School's 8th & 9th grades. During the first week of the month, the case managers from the PASG, CARES, UCAN & AAMV attended a training held at CARES by the Social Security Administration (SSA). Win Reed, who presented to us, is the **only** disability determiner for SSA in MA who handles claims dealing with HIV/AIDS. As you might imagine, Win is an extremely helpful person to have on our side, so we were all especially excited to have him present. Disability is a very common topic of discussion for case managers as well as a very complicated one. Win was able to present the information in a clear and concise manner, and everyone benefited greatly from this meeting.

During the second week of the month, Sharon completed the DPH mandated 5-day case management training. She successfully completed probation, and David Burbank will have successfully completed probation as of December 30th as well. I am very happy to report that by BOD meeting, all case managers will be fully trained and off probation. With the beginning of the New Year, we will begin our search for that 4th much needed case manager. Currently, now that all seasonal consumers have left for the winter, the PASG has 204 active consumers. For the month of December, one intake was completed.

Much of the case managers' time has been spent working with the housing advocate to secure subsidized housing and to help consumers arrange to move. For the holidays, we again received turkeys and all the trimmings for a small number of consumers. Also, case managers continue to assist the community with fuel assistance applications two days a week.

In my role as TCAC Mental Health Committee Chairperson, I have been familiarizing myself with and updating the different policies and paperwork. I met with a potential new mental health provider, and am working to increase the roles, especially in the Mid and Upper Cape area as they have a very limited number of providers. I continue to meet with our Group Leaders on a quarterly basis to provide them with support and address any concerns or issues.

Post-it™ Fax Note	7671	Date	# of pages ▶ 2
To	Jim Pidlars	From	K. ST. ENGEL
Co./Dept.		Co.	
Phone #		Phone #	
Fax #		Fax #	

"U"CAN Update
 Board of Directors Meeting
 Wednesday, January 3, 2001

KEY ISSUES

1. Board Development and Responsibilities: Fran has developed a comprehensive outline regarding responsibilities of BOD. Please review and group should plan how they will plan to work together to accomplish goals and set clarity regarding responsibilities. (i.e.: Possible teaching moments prior to meetings)
2. "U"CAN received \$875.00 from the Hike for Hunger Walk 2000. This money will be used to supplement "U"CAN's Food Program.
3. Please review fundraising spreadsheet.
4. Annual Mailing has been sent out to the community. See Attached. My goal is to see that 100% of the BOD has supported "U"CAN's Annual Giving. No gift is too small.
 - We do have additional packets to be mailed out. If you know of anyone who you would like us to mail a request to please give me complete name & mailing address.

UPDATE

- The proposal was approved by the Falmouth Quilters Guild for our World AIDS Day Quilt. It will be ready for our services for 2001.

OPERATIONS

The office will be closed Monday, January 15, 2001 in observance of Martin Luther King Day.

CASE MANAGEMENT

"U"CAN has 35 registered consumers as of December 31, 2000. (2) Intakes took place throughout the month of November.

(16) Consumers received food baskets from the food pantry for the month of November. In addition, (9) consumers accessed the emergency food pantry throughout the month on an as needed basis.

In the month of December, _____ meals have been prepared for the Wednesday luncheons.

In the month of December, _____ visits have been made to our drop-in center for counseling services, resume writing, movie lending and congregate luncheons.

Throughout the month of December, 9 HIV Counseling & Antibody test visits were completed at "U"CAN. Flyers are posted at Cape Cod Community College, MD & DMD offices, Laundromats, supermarkets, libraries, etc.

VOLUNTEERS

Janet Bausquet will temporarily act as Volunteer Coordinator beginning January 2, 2001. Her hours will be M-F 11-3PM. Janet has worked as a "U"CAN volunteer for over a year and will be a great addition to the "U"CAN team!

EVENTS & OUTREACH

Cape Cod Community College - "U"CAN has been invited to place a table in the cafeteria of 4C's on a quarterly basis to provide information to students regarding HIV/AIDS, promote Antibody testing, and be an ongoing resource to the Barnstable community. I am planning a date in April 2001.

Falmouth Hospital- The Resource Room at FH arranged a table in the Faxon Center with information regarding HIV/AIDS and "U"CAN's services. We will be working on holding an in-service at the Resource Center May 2001.

"U"CAN Sober Dance- The Fundraising Committee secured the Knights of Columbus for Saturday, February 17th, 2001. Please contact Mimi, Fran, Nate, Paula, or Janet if you are able to assist.

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To: Jim Pipilas
From: Gary Cole
Date: January 2, 2001
Re: Activity report of Client Services for December 2000

Food

Where does the time go...December is such a wonderful time of the year, people spreading love and joy all around. The PASG is no exception. Christmas dinner here at the office was a smashing success with 28 consumers in attendance. James Perry cooked a lovely prime rib dinner with a little help from his and our friends; Shelley, Sally & Damien, Rick, Bill, Gordon, Madeline, Maggie, Jim & Peter, Carol, Ruth, Candi, Karin, Bert, Jill, Pam, David, Allen, Jay, Darren, Art, Manuel, Bruce, Dick & Marge and anyone I may have missed. We thank you all for making Christmas dinner so special and wonderful.

Lunch continues to be one of our most successful consumer services bringing consumers into the office on a daily basis for a well-balanced nutritional meal and some good old fashion socialization. Shelley is working closely with the Boston Food Bank utilizing the often free and usually very inexpensive foods in trying to keep the budget down on the lunch program.

Office

The front desk is the hub to our organization and is busy, busy, busy. Since Rick has been with us he has installed a all new uniform telephone system throughout the PASG offices. This is the first time the PASG has had a complete uniform system. Rick is currently working on getting the PASG's telephone number to be listed in the local telephone directory.

We continue to have problems with the heating and septic systems here in the new office. Rick and I are working closely with Cape Associates in correcting those problems.

Transportation/Volunteer

Again I would like to express my deepest thanks to all the volunteers who have put so many countless hours into PASG to make it the success it was during the year 2000. Without you we are nothing! Candi is always looking for new volunteers. If you know of anyone interested in volunteering with us, please do not hesitate to have them call or stop in the office to talk with Candi.

Look for our upcoming volunteer training.

The Boston Van Ride is as busy as ever and always in need of new van drivers. Thanks to the generous donation from the Whites I am currently looking into getting another van, more details to be revealed when the time approaches.

Other

The Holiday Party at Napis Restaurant was an event not to be missed. Presentations to the community and volunteers were awarded and Holiday cheer and food were abundant. It was great to see staff, volunteers and consumers sharing laughter, love and cheer together.

On December 5th I attended education training in Boston, Facilitating Effective Staff Development and Developing Positive Behavioral Support Strategies for Individuals with Challenging Behaviors.

During December we moved our storage unit from Wellfleet to N.Truro.

On December 6th & 13th the PASG hosted a Food Safety Course open to the public. The course certifies persons working in the food service industry educating them on the safety of food preparation and service, Shelley and five other community members were in attendance.

December 8th I attended a TCAC meeting held at Cape Cod Hospital.

December 14th I attended PASG Consumer Advisory Board meeting.