



Membership & Awareness Committee February 15, 2023 Meeting Summary



****This is a review copy of the meeting summary. MAC will finalize and approve the summary at its next meeting.****

Date:	15 February 2023	Start Time:	11:00 a.m.	End Time:	12: 15 p.m.
Chair:	Dante Gennaro	DPH Liaison:	Dante Gennaro	Location:	Zoom
Attendees:	Refer to page 5	Recorder:	Shay Montemurro		

Commented [MN1]: FYI -I have asked CT DPH for a new resource liaison to this committee (as well as to the PPCT)

Meeting Accomplishments

1. The group approved the January 2023 Membership and Awareness Committee (MAC) meeting summary.
2. The group approved the draft 2023 MAC Committee Work Plan and discussed upcoming member engagement events.
3. The group agreed upon themes and contributors for the first CHPC newsletter of 2023, to be disseminated in April 2023

Identified Tasks

1. Staff will produce and circulate a draft of the February MAC meeting summary.
2. Staff will begin revisions to the Diversity Chart (a 2023 Work Plan activity).
3. MAC participants may be called upon to provide input to a shorter, public version of the HIV Plan.
4. MAC participants will send the names and contact information of any individuals who may be fluent in Creole.
5. Staff will work with the MAC Chair and other CHPC leaders to identify preferred themes for the remaining two CHPC newsletters that will be published during 2023.
6. CHPC leaders will discuss options with Planning Councils to facilitate coordination for community engagement and outreach activities.
7. Mr. Gennaro will arrange to get prizes such as gift cards from DPH for interactive newsletter articles.

Commented [MN2]: Dante stated that he was going to write this in December. We will need to get clarity from CT DPH about who is writing the short document (which then can be shared for input).

Commented [MN3]: Selma is checking the translation service we use to see if they have capacity for Creole.

Commented [MN4]: The "themes" could be the interactive poll question that is part of the new "engaging" committee reports at the main CHPC meetings.

WELCOME & INTRODUCTIONS

Interim Membership and Awareness Committee (MAC) Dante Gennaro called the meeting to order at 11:00 a.m. and welcomed committee members. Participants introduced themselves. Mr. Gennaro reviewed the charge of the MAC and explained that the beginning of the meeting would be dedicated to completing the review of the Work Plan and requesting group consensus on capacity to complete the work for the year.

For information about CHPC, contact CHPC staff at Cross Sector Consulting, LLP (203) 772-2050 or gooding@xsector.com. CT DPH is an equal opportunity provider. Call 860-509-7801 if you require aid/accommodation to participate fully and fairly.



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APPROVAL OF PRIOR MEETING SUMMARY

The group approved the January MAC meeting summary by consensus, with no changes.

ATTENDANCE AND MEMBER EXPERIENCE CHECK

No action occurred on attendance reviews.

2023 WORK PLAN REVIEW

Participants viewed the updated draft 2023 Work Plan using screen share. Mr. Gennaro described the primary areas of focus and what areas were changed from the last meeting, such as layout of the plan for visibility and adjustments to scheduling. He explained that some of the administrative functions that had been addressed during MAC meetings will be taken care of by CHPC staff.

Mr. Gennaro invited individuals to share any additional comments they may have regarding the updates to the 2023 Work Plan. The participants agreed the work plan represented priority tasks, aligned with the HIV plan, and felt the tasks would be achievable during 2023.

Commented [MN5]: This was reported in January.

Commented [MN6]: FYI - remove "etc" from your writing. Etc does not add value to your writing.

DRAFT



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CHPC Newsletter

Mr. Gennaro explained that the MAC leads the development of the CHPC Newsletter (CHPC News and Notes) and has historically published three (3) newsletters each year in April, July, and October. The group decided by consensus that it would have capacity for the year to keep publishing three (3) newsletters.

CHPC solicits volunteer authors to contribute to the newsletter. MAC participants has decided to reorder how content gets sequenced to bring visibility to more “exciting” articles such as Positive Prevention. Mr. Neto would like to include a section to highlight where/how people can access services. Ms. Warren-Dias would like to include a fun section that includes something such as a crossword or survey with small prizes. Mr. Gennaro stated that he will get prizes such as gift cards from DPH for this type of article.

- Participants agreed after viewing a sample newsletter from past months to have reoccurring article themes. Reoccurring monthly themes will include:
 - Positive Prevention
 - Meet the Members/CHPC Update (on the same page)
 - DPH Corner
 - 2 Awareness-themed Month articles from quarter (e.g., Black History, HIV Testing)
 - Featured item/Services Offered page/Fun section
- Contributors for articles were selected as shown below. Ms. Montemurro will follow up with Mr. Gennaro on 28 February to ensure that contact has been made with external contacts for articles.
 - Positive Prevention: Marcelin Joseph
 - Meet the Members: written by Shay Montemurro/Dante Gennaro on Jack Belmiro and Angel Ruiz
 - DPH Corner: Dante Gennaro
 - March Awareness Month: Danielle Warren-Dias and Angel Ruiz
 - April Awareness Month: Linda (Ryan White Planning Part A)
 - Services and Fun Item: Shay Montemurro and Dante Gennaro

Community Engagement Events

Mr. Gennaro pointed out the shift in the MAC to more of a focus on working with partners, engaging community members, and increasing awareness of CHPC and its partners to encourage individuals to get more involved and to recognize the amazing work already underway.

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MAC will be responsible for the first CHPC social event in CHPC. Mr. Gennaro suggested a collaboration with HIV care providers and pharmaceutical representatives, which may include a dinner event or an educational pharmaceutical training. This approach would require a community-based nonprofit organization to sponsor/host the event.

Commented [MN7]: Dante framed this to Exec as inviting only CHPC Members, CT DPH resource liaisons and project staff. We need to figure out what terms we want to use - which is why I reframed as CHPC social (v. community engagement which implies open to the public).

The first event will occur at the end of March 2023. Mr. Gennaro suggested that over time, these events could occur quarterly and in coordination with Planning Councils or other community partners, at which point the events would no longer be "CHPC social" events because invitations would extend beyond CHPC Members and CT DPH Resource Liaisons.

Commented [MN8]: The "collaboration with planning councils" makes it more "community engagement" and less CHPC member socials.

- Ms. Warren-Dias raises concerns about finding a venue for 70+ people for training and food/refreshments.
- Mr. Gennaro stated that pharmaceutical reps will identify larger venues such as hotels or restaurants with larger event spaces. He stated that CT DPH cannot be the lead for financial transactions involving pharma representatives..

PROCESS CHECK

The group shared comments about their meeting experience in the chat box. In general, individuals felt the discussion covered a great deal of information. Participants were looking forward to future meetings and activities, regarding that this meeting was enjoyable and all things in the agenda were adequately covered.

ADJOURNMENT

Mr. Gennaro thanked everyone for their participation and adjourned the meeting at 12:15 p.m.



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ATTENDANCE

CHPC Members	1/18	2/15						
Victor Acevedo	x	x						
Angel Cotto	x	x						
Jennifer Dragaca	x	x						
Dante Gennaro, Jr.	x	x						
Stephen Feathers	x	x						
Nilda Fernandez	x							
Carl Ferris	x	x						
Jessica Figueroa	x	x						
Marcelin Joseph	x	x						
Norma Little	x	x						
Jack Neto (Belmiro)	x	x						
Marie Raynor	x							
Angel Ruiz	x	x						
Charles Hardy		x						
CHPC Member #	13	12						
Public Participants	1/18	2/15						
Danielle Warren-Dias		x						
Kelly Moore		x						
Shavon Gordon	x							
Jackie Robertson	x							
Public Participant #	2	2						
Total Attendance	15	14						

Commented [MN9]: Add in the updated work plan. This will keep the process "transparent".

Committee Name		Membership and Awareness Committee (MAC)			
Committee Charge		Increase awareness of and engagement in CHPC activities			
2023 Area of Focus	Plan Obj	Inputs <i>(What does the committee need? Subject matter experts, data sources)</i>	Process <i>(What does the committee do?)</i>	Outputs <i>(What will the committee produce?)</i>	Comments / Concerns
Enhance CHPC membership application and recruitment process to reflect prevention and syndemic focus	4.1.1	MAC Committee and Cross Sector Support Staff. Data sources of areas to target HIV demographics for recruitment.	Review of epidemiological information; finalize CHPC membership application; coordinate with communication and outreach activities; update CHPC Diversity Chart	Updated Diversity Chart and Membership Application. Updated Outreach/Promotion Strategy. High number of applicants for CHPC Membership openings	In talks with other planning councils to discuss lack of participation in planning groups among the HIV community.
Increase community outreach and engagement of persons with lived experience in CHPC and local HIV planning groups	4.1.1	HIV providers and other groups dedicated to the serving communities impacted by HIV. Resources from other partners including pharmaceutical companies.	Collaborate with HIV care providers to conduct community events.	At least 2 outreach events to promote the CHPC and recruitment of new members. One will include the Voice of the People Event.	Time intensive to plan, promote, and produce. Need to identify appropriate level of resources and work with local partners.
Publish "News and Notes" newsletter at least 3 times per year	4.1.1	MAC Committee, contributing authors, and Cross Sector Support. Graphic design contractor. Translator. Partners who can assist in promoting the newsletter.	MAC will write newsletter letters 3x per year focusing on HIV-related news and topics/Integrated Plan implementation.	Newsletter to be distributed 3x annually.	April will be 1 st newsletter; draft needs to be back by March
Ensure leadership development and/or mentoring opportunities exist within the CHPC (*adjusted to CHPC staff / admin)	4.1.1	CHPC leaders as mentors CHPC members as peer supports CHPC staff NEAETC trainer	CHCP project staff monitors new CHPC member experiences and changes to mentoring approach. Provide additional supports as indicated.	Exceptional CHPC Member experience; open CHPC leadership positions filled; CHPC members assume leadership positions on other groups	New mentoring approach in place as of January 2023
Update CHPC members supports including stipends (*adjusted to CHPC staff / admin)	4.1.1	Cross Sector Support MAC Committee	CHPC project staff monitors eligible CHPC member experiences and shares information as indicated.	Exceptional CHPC Member experience	New policy already in place as of January 2023.

Work Plan Activity and Milestones Over Time	Month 2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
General Committee Management (administrative)												
Approve meeting summary	x	x	x	x	x	x	x	x	x	x		
Attendance monitoring and individual outreach	x	x	x	x	x	x	x	x	x	x		
Member experience and mentoring updates			x			x			x			
Monitor and update member supports			x			x			x			
Enhance CHPC membership application and recruitment process to reflect prevention and syndemic focus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Confirm priority populations and any other preferences for CHPC members		x										
Develop any recommended changes to CHPC Member recruitment / application (attend CHPC meetings, interviews)		x	x									
Update CHPC Membership application			x									
Update CHPC Diversity Chart and Membership Dashboard		x	x									
Review of epidemiological information and previous membership outreach attempts for QA (postponed from Feb)				x								
Recruit potential CHPC members		x	x	x	x	x	x	x	x	x		
Select new CHPC members											x	
Orient new CHPC members												x
Increase community outreach and engagement of persons with lived experience in CHPC and local HIV planning groups - includes Voice of People	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Outreach to Ryan White Planning Councils to coordinate approach	x	x										
Identify theme(s) for community engagement event		x										
Identify tentative community venue, partners, and timing			x	x	x							
Planning, promotion, and outreach of Event #1: Voice of People			x	x	x	x						
Deliver Event #1						TBD	TBD	TBD				
Assess success of Event #1 + identify areas of improvement						TBD	TBD	TBD				
Planning, promotion, and outreach of Event #2						x	x	x	x			
Deliver Event #2								TBD	TBD	TBD		
Assess success of Event #2 + identify areas of improvement								TBD	TBD	TBD		
Planning, promotion, and outreach of Event #3 (may be for 2023)									x	x	x	
Publish "News and Notes" newsletter at least 3 times per year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Identify themes and any changes to format (e.g., RW Part A articles)		x			x			x				
Engage authors to write draft content		x			x			x				
Finalize copy and receive approval from CT DPH			x			x			x			
Translate			x			x			x			
Publish and disseminate				x			x			x		