



Membership & Awareness Committee
January 18, 2023 Meeting Summary



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

Date:	18 January 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		

Meeting Accomplishments

1. The group approved the November Membership and Awareness Committee (MAC) meeting summary.
2. The group reviewed the draft 2023 MAC Committee Work Plan and discussed upcoming member engagements.
3. The group agreed will begin to develop options for newsletter themes and organize the next meeting to include a discussion on community engagement events like the Voice of the People and potential quarterly outreach events.

Identified Tasks

1. Staff will produce and circulate a draft of the January MAC meeting summary.
2. Staff will begin to focus on the build out of the new 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 possible themes for the CHPC newsletter during 2023.
6. CHPC leaders will discuss and facilitate coordination with Planning Councils options for community engagement and outreach activities.

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 most of the meeting would focus on reviewing a draft 2023 Work Plan.



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APPROVAL OF PRIOR MEETING SUMMARY

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

ATTENDANCE AND MEMBER EXPERIENCE CHECK

Mr. Gennaro reported that all new CHPC Members participated in a group or a 1:1 new member orientation. CHPC staff will be checking in with new CHPC Members next week.

No action occurred on attendance reviews as this was the first meeting of the year.

2023 WORK PLAN REVIEW

Mr. Gennaro explained that all CHPC Committees were developing 2023 Work Plans to increase monitoring and accountability. The 2023 Work Plans areas of focus and activities align with the goals in the 2022 to 2026 Statewide HIV Plan. The CHPC leaders and committee chairs developed drafts of the 2023 Work Plans for discussion at each committee meeting today.

Participants viewed the draft 2023 Work Plan using screen share. Mr. Gennaro described the primary areas of focus and more detailed activities. He explained that some of the administrative functions that had been addressed during MAC meetings will be taken care of by CHPC staff. This will free up MAC time to increase its focus on community engagement.

Mr. Gennaro invited individuals to share their comments. Page 6 contains an updated version of the 2023 Work Plan including changes from the meeting discussion. Key discussion themes included:

Voice of People Panel

Mr. Gennaro stated the new format for Voice of the People will be integrating to an in-person event to facilitate more engagement and social interaction. This event will be organized in a community and offered with a meal and health education offerings that could be supported by a financial sponsor. Participants could share their stories and experiences and also receive information from the local community and/or about any local HIV-related planning groups. Participants could be video-recorded too. This content could be shared on websites, social media, or in the CHPC newsletter.

- Participants thought this new format would be worth trying.
- Danielle Warren-Dias asked whether any of the speakers identified through an online survey process (Summer 2022) will be asked to participate and whether the speakers will be offered stipends.
 - Mr. Gennaro stated that any individuals who had expressed interest in the 2022 Voice of the People Panel would be contacted. CHPC staff indicated that one (1) individual had completed the online survey.



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CHPC Diversity Chart

Mr. Gennaro stated the CHPC leaders and staff will continue to update the CHPC Diversity Chart. The Diversity Chart describes the CHPC members using demographics and other information (e.g., type of partner, area of expertise). The Diversity Chart allows the CHPC to understand whether its members reflect the HIV epidemic. The Diversity Chart requires updating to reflect changes such as more of a focus on prevention (priority populations v. the number of persons living with HIV on the CHPC), gender identification, and areas of syndemic including sexually transmitted infections (STIs), Hepatitis (Hep), and substance use disorders (SUDs). The CHPC membership application was updated in 2022 to collect additional information from applicants. It is now time to make adjustments to the Diversity Chart.

The updated Diversity Chart will include information on persons who are by comorbidities of HIV to include other sexually transmitted infections, Hepatitis C, viral hepatitis, substance use and some mental health issues. These improvements to the Diversity Chart are to create a more inclusive environment and invite people with a wider variety of experiences to the help with our efforts to end the HIV epidemic.

- The CHPC membership application will continue to be enhanced to reflect these changes.
- Ms. Nilda Fernandez asked if CHPC has or would conduct any recruitment for more HIV and infectious disease practitioners and their patients. Mr. Gennaro stated that the MAC could certainly place an emphasis on any specific groups.

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. CHPC solicits volunteer authors to contribute to the newsletter. This is a great opportunity for the MAC to think about any changes it would like to make to the newsletter such as reserving space for updates from the Ryan White Part A Planning Councils or perhaps publishing fewer newsletters and placing more emphasis on community engagement events (as developing newsletters or organizing community engagement events both require intensive work).

- Several participants agreed that it was a good idea to have the newsletter feature community engagement, highlight CHPC members, discuss partner collaboration, and explain the work of the Planning Councils.
- Ms. Warren-Dias suggested more articles that focus on the “whole person” focused rather than on a person with HIV. Persons with HIV are accomplishing incredible things. We need to tell those stories!
- Several participants request bilingual (Spanish, Creole) and printed versions of the newsletter for dissemination. CHPC News and Notes gets translated to Spanish.



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- o Mr. Gennaro asked MAC participants to send the names and contact information of any individuals from the CHPC community who were fluent in Creole.

Input on Short, Public Version of HIV Plan

Mr. Gennaro stated that he would like the MAC Committee to provide input on a shorter, more user-friendly version of the statewide HIV Plan. The current plan is over 100 pages long and with high level language that may not be easily understandable. Mr. Gennaro suggest a more condensed plan that can be more easily accessible to the public. This would represent an additional task (not an new area of focus) that the MAC would work into the February 2023 agenda. MAC participants stated that they would be willing to review such a document.

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. During 2022, MAC helped organize several outreach / community conversation sessions to hear feedback about certain areas of the HIV Plan. These community engagement events would be designed to bring attention to priorities in the HIV Plan. Mr. Gennaro suggested that over time, these events could occur quarterly and in coordination with Planning Councils or other community partners.

- Ms. Warren-Dias believes that this could be a great opportunity to have individuals at the discussion table that we normally would not have.
- Participants thought the approach was reasonable and ambitious given the amount of time it takes to organize and to promote these types of events.
- 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.

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.

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

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.

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		