



MEETING SUMMARY

Date:	21 June 2023	Start Time:	11:00 a.m.	End Time:	12:10 p.m.
Chair:	Dante Gennaro	DPH Liaison:	Christine Romanik	Location:	Zoom
Attendees:	Refer to page 4	Recorder:	Ken Plourd		

ACCOMPLISHMENTS

- Approved the May MAC meeting summary.
- Developed a new design for the next CHPC newsletter.
- Identified items to be edited on CHPC membership application.
- Discussed ideas to improve membership recruitment.

ACTION ITEMS

- Ken Plourd and Dante Gennaro will draft selected articles for the July newsletter.
- Ken will reach out to Mitch for recommendations on language for CHPC membership application.
- Ken email group CHPC membership application to review.
- Ken will circulate the draft meeting summary and materials.

WELCOME

Committee Chair Dante Gennaro welcomed individuals to the meeting and reviewed the agenda. Dante reminded folks of the committee’s charge and reviewed best practices for meeting etiquette.

APPROVAL OF PRIOR MEETING SUMMARY

The group approved by consensus the May meeting summary with no additions or corrections. Dante reminded the group that any feedback/edits for the meeting summaries should be emailed to Ken.



CHPC NEWSLETTER

The group agreed that the next newsletter will be released in July and then in January. Moving forward, the newsletter will be released two times per year. Articles featured in the newsletter will highlight CHPC members and partners, topics specific to Connecticut and will be connected to the integrated plan. Topics/articles for the July newsletter will include the following:

- CHPC Voice of the People Event Promotion/Save the Date
- CHPC Member Spotlight: Angel Ruiz
- Cabenuva long-acting injectable medication (link to DPH CADAP)
- PRIDE article: connect to CHPC member Xavier Day and role at OutCT (August Events)
- National Women and Girls article
- "In Case you missed it" (Highlight all recent CHPC related presentations e.g., PNA Survey results, HIV and Housing event, In living color event)
- Resource page for partners
- HIV and Aging
- Page for awareness days
- Crossword/games

Ken created an organization table for the newsletter which outlined the completion status and who was responsible for each article. He shared his screen with the group. Ken stated that he would reach out to Mitchell Namias to see if he could write a brief article on Cabenuva and CADAP. If Mitch is not able to write the article, Ken will write it and send it to Mitch for any revisions.

Dante said he would be responsible for writing the article that described and promoted the voice of the people event.

Danielle emailed Ken the article she had already written on National women and girls.

Ken and Dante will meet over the next few weeks for progress checks on these articles.

REVIEW OF CHPC MEMBERSHIP APPLICATION

Dante reminded the group that the MAC committee is responsible for making sure that the CHPC membership application is updated and uses appropriate/current language. Ken shared his screen with the group displaying the current CHPC membership application. Dante offered several suggestions:

- The "funded by" section is somewhat confusing. Adding another answer choice, "does not apply" might be helpful.



Membership and Awareness Committee (MAC)

CHPC Membership and Awareness Committee

Meeting Notes / June 21, 2023



- The answer choices for "Gender" be changed to "Man" and "Woman" instead of "Male" and "Female".
- For item #5 instead of answer choice "Hep C", it should be changed to "person living with Hep C"

Danielle suggested we look at membership applications from other planning bodies to get ideas and examples of the language being used.

Dante asked Ken to email the group the current CHPC membership application form so that everyone has a chance to review the document and discuss it at the next MAC meeting in August. Dante asked Ken to reach out to Mitch so he could review the current language on the membership application and provide the group with any recommendations.

Angel Ruiz stated that it would be valuable for CHPC recruitment if a one-page cover sheet or a post card sized handout was created that explained what the CHPC is and the mission and vision. (A QR code could be included that links to the CHPC website.) Providers would be able to hand these out to clients if they were interested.

ADJOURNMENT

The meeting adjourned at 12:10 p.m.



Membership and Awareness Committee (MAC)

CHPC Membership and Awareness Committee

Meeting Notes / May 17, 2023



ATTENDANCE

CHPC Members	1/18	2/15	3/15	4/19	5/17	6/21		
Victor Acevedo	x	x	x	x		x		
Angel Cotto	x	x				x		
Jennifer Dragaca	x	x	x	x	x			
Dante Gennaro, Jr.	x	x		x	x	x		
Stephen Feathers	x	x	x	x	x			
Nilda Fernandez	x							
Carl Ferris	x	x	x	x	x*	x		
Jessica Figueroa	x	x	x	x	x	x		
Marcelin Joseph	x	x	x					
Norma Little	x	x	x	x		x		
Jack Neto (Belmiro)	x	x	x					
Marie Raynor	x							
Angel Ruiz	x	x	x		x	x		
Charles Hardy		x	x	x	x	x		
William Knox			x	x				
Xavier Day			x					
CHPC Member #	13	12	12	9	7	8		
Public Participants	1/18	2/15	3/15	4/19	5/17	6/21		
Danielle Warren-Dias		x	x		x	x		
Kelly Moore		x		x	x			
Shavon Gordon	x							
Jackie Robertson	x							
Krystal Medley				x				
Reynardo Ortiz				x				
Mena Sgambato				x	x			
Katie Wang				x				
Miguel Gonzalez					x			
Christine Romanik				x	x			
Public Participant #	2	2	1	6	5	1		
Total Attendance	15	14	13	15	12	9		



Membership and Awareness Committee (MAC)
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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		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				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		