



MEETING SUMMARY

Date:	17 May 2023	Start Time:	11:00 a.m.	End Time:	12:00 p.m.
Chair:	Dante Gennaro	DPH Liaison:	Christine Romanik	Location:	Zoom
Attendees:	Refer to page 4	Recorder:	Ken Plourd		

ACCOMPLISHMENTS

- Approved the April MAC meeting summary.
- Identified a timeline/process for creating the next CHPC newsletter.
- Planning and coordination commenced on the next CHPC social event.
- Planning and coordination commenced on the 2023 Voice of the People event.

ACTION ITEMS

- Ken Plourd and Dante Gennaro will meet to discuss newsletter formatting.
- Newsletter (once formatted) sent to graphic designer for translation to Spanish and Haitian Creole.
- Dante to review membership application materials/criteria for discussion at the next MAC committee meeting.
- Dante and Ken will prepare a google document for members to provide suggestions for Voice of the People theme/topic.
- 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. Dante introduced Ken Plourd (Cross Sector Consulting) as the new staff support for this committee and welcomed him to the group.

APPROVAL OF PRIOR MEETING SUMMARY

The group approved the April meeting summary by consensus with no additions or corrections. Dante stated that moving forward, any feedback/edits for the meeting summaries should be emailed to Ken.



CHPC MEMBERS SOCIAL EVENT DEBRIEF

Dante provided feedback to the group from the latest event they, (MAC) co-hosted with The New England AIDS Education and Training Center (NEAETC) on April 26th, MACs Marvelous Mixer. The event, open to CHPC members and CHPC support staff, occurred at Café Fiore in Cromwell, CT and included training on HIV and Aging as well as a dinner provided by Janssen Pharmaceutical.

Dante reported all feedback that he has received from those who attended the event has been positive. Attendees reported the event was very well organized and they appreciated the opportunity for an in-person experience.

It was suggested by attendees that more time is reserved for introductions and ice-breaker activities at future events.

REVIEW OF 2023 MAC WORKPLAN

Ken shared his screen with the group displaying the MAC's 2023 workplan and timeline for review. (See page 5.) Dante suggested to the group that an agenda item relating to the review of the CHPC member application be added to MAC's June meeting. The idea for the review is to make sure the membership application is up to date and inclusive so that all folks are represented including those who are HIV negative but still part of the care system or actively taking PrEP.

Danielle Warren-Dias suggested a year-long recruiting process rather than the brief three-month approach currently used. She added that CHPC recruitment efforts may also improve if regular updates on new member recruitment are added to the CHPC meeting agenda.

The group then focused on the Newsletter timeline on the workplan, and Dante said the timeline needs re-adjusting based on the new approach of releasing the newsletter two times a year as opposed to a quarterly release.

CHPC NEWSLETTER

Dante stated the CHPC newsletter (available in Spanish and English) will be released in June. (Exact date still to be determined.) He said that all the articles and other components for the newsletter were close to finalized and that he and Ken would meet separately to determine the formatting.

Dissemination of the newsletter would include a targeted email campaign to CHPC listserv and other stake holders as well as producing printed/physical copies to be distributed amongst various DPH funded sites.

The group agreed with this plan. More details to come.

COMMUNITY/MEMBER ENGAGEMENT ACTIVITIES



Membership and Awareness Committee (MAC)

CHPC Membership and Awareness Committee

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Dante stated the next CHPC members social event will be hosted by the Quality and Performance Measures (QPM) and the NEAETC. The event will likely take place in Middletown, CT at the end of June. More information to come.

Dante reminded the group that the Voice of the People event is open to the public and will occur in the upcoming months. As the workplan reflected earlier, this committee is tasked with the event planning, promotion, and outreach.

The group discussed possible themes/areas of focus for the Voice of the People panelist event. *Panelists are still to be determined and will receive an honorarium for their participation. Several ideas were shared for themes including HIV Then and Now (highlighting barriers faced and perseverance, how their experience has changed over time, how can things currently improve), HIV and Aging, and HIV with a Syndemic Lens.

Dante said he will take more suggestions from the group via a google document that will be emailed in the upcoming days. The idea being that at the June MAC meeting this group can vote on and finalize the event topic/theme.

ADJOURNMENT

The meeting adjourned at 12:00 p.m.

APPROVED



Membership and Awareness Committee (MAC)

CHPC Membership and Awareness Committee

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ATTENDANCE

CHPC Members	1/18	2/15	3/15	4/19	5/17			
Victor Acevedo	x	x	x	x				
Angel Cotto	x	x						
Jennifer Dragaca	x	x	x	x	x			
Dante Gennaro, Jr.	x	x		x	x			
Stephen Feathers	x	x	x	x	x			
Nilda Fernandez	x							
Carl Ferris	x	x	x	x	x*			
Jessica Figueroa	x	x	x	x	x			
Marcelin Joseph	x	x	x					
Norma Little	x	x	x	x				
Jack Neto (Belmiro)	x	x	x					
Marie Raynor	x							
Angel Ruiz	x	x	x		x			
Charles Hardy		x	x	x	x			
William Knox			x	x				
Xavier Day			x					
CHPC Member #	13	12	12	9	7			
Public Participants	1/18	2/15	3/15	4/19	5/17			
Danielle Warren-Dias		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			
Total Attendance	15	14	13	15	12			



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		