



Membership & Awareness Committee November 18, 2022 Meeting Summary



****This is the review copy of the meeting summary. MAC will review this draft during its January 2022 meeting.****

Date: November 18, 2022

Location: Virtual Meeting **Time:** 9:30 a.m. – 10:15 a.m.

Attendance: MAC Members: Victor Acevedo, Stephen Feathers, Carl Ferris, Dante Gennaro, Charles Hardy, Marcelin Joseph

Public Participants: None

CHPC Staff: Michael Nogelo and Shay Montemurro

Meeting Accomplishments

1. The group approved the September Membership and Awareness Committee (MAC) meeting summary.
2. The group agreed that new members with significant, previous experience as CHPC public participants should be given the choice of opting out of the new member mentor program.
3. The group reached consensus on the selection criteria that will be applied to the pool of CHPC applicants to select new CHPC members who will begin their terms in January 2023.

Identified Tasks

1. Staff will draft the December MAC meeting summary.
 2. Staff will apply the agreed-upon selection criteria and invite new members to join the CHPC.
 3. MAC staff and CHPC and MAC leaders will schedule and deliver orientation to the cohort of new members.
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A. WELCOME & INTRODUCTIONS

Membership and Awareness Committee (MAC) co-chair Stephen Feathers called the meeting to order at 9:30 a.m. and welcomed committee members

B. SEPTEMBER MEETING SUMMARY

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

C. NEW MEMBER SELECTION

Mr. Feathers said the CHPC will extend invitations to individuals who submitted applications to become CHPC members and who meet selection criteria. New members will receive orientation in December, and their first meeting will be in January 2023. Mr. Feathers reviewed the CHPC applicant screening and approval process. The CHPC Charter says the CHPC can have up to 35 members. CHPC leadership encourages MAC to use its judgment about how many applicants to invite to join as members. The CHPC currently has 17 members who are expected to return in 2023. Fifteen individuals applied to become members. Mr. Feathers walked the group through the CHPC diversity chart, which shows the current CHPC membership, highlights membership gaps, and drives member recruitment and selection.

Mr. Nogelo showed the group an overview of the relevant characteristics of the 15 people who make up the CHPC applicant pool.

Mr. Feathers asked the group to look at the diversity chart and the applicant pool and to determine how many members should be invited to join the CHPC in 2023, or what the cutoff score should be below which MAC stops inviting applicants.

- MAC members had previously met with Ms. Montemurro, during which some notes were taken on the diversity chart and preparations were beginning to determine applicants to invite, however, this diversity chart was not in its final form. This meeting was not used in membership determination and instead will be looked at holistically with all updated information.
- Mr. Nogelo states that currently the CHPC have a total pool of 14 applicants, soon to be 15 due to another application in the mail. The CHPC will have 17 members returning for a second term. The current pool of completely new applicants is 12.
- Member Carl Ferris expressed concern with member retention in the selection process and how MAC should handle attrition rates by taking on more members if possible.
- Mr. Feathers agreed that MAC should discuss retention and attrition strategies and considerations, especially as they pertain to mentorship.
- *The group agreed to the following criteria to select new CHPC members:

D. PROCESS CHECK

Mr. Feathers asked the group for feedback on the meeting.

E. ADJOURNMENT

Mr. Feathers thanked everyone for their participation and adjourned the meeting at 10:15 a.m.