**Date:** April 17, 2019

**Location:** Chrysalis Center, Hartford **Time:** 12:39 p.m. – 1:47 p.m.

**Attendance:** MAC Members: Kat Auguste, Carmen Cruz, Stephen Feathers, Carl Ferris, Ann Galloway Johnson, Blaise Gilchrist, Clara Langley, Ron Lee, Waleska Mercado, Glenn Scott

Public Participants: Melanie Alvarez, Beasha Bartlette, Joyce Boone, Jim Cataquet, Wanda Dunbar, Corey Gerena, Carmen Llanos, Barbara Ligon, Debra Lombardo, Pamela Studley

CHPC Staff: Michael Nogelo

# Meeting Accomplishments

1. The group approved the March Membership and Awareness Committee (MAC) meeting summary with no changes.
2. The group agreed to tweak the mentor and new member mid-year check-in process to also remind mentors and new members of the expectations of mentors and mentees.
3. The group planned the articles and possible authors for the June newsletter.
4. The group provided feedback on draft needs assessment focus group discussion questions.
5. The group reviewed CHPC member attendance and agreed on member retention activities.

# Identified Tasks

1. Staff will create the April MAC meeting summary.
2. Staff will connect with the identified newsletter article authors to pull together a draft of the June newsletter for review at MAC’s May meeting.
3. Carmen Cruz and Ron Lee will call selected CHPC members who missed the April meeting.
4. Staff will send warning letters to four CHPC members who missed their second meeting of 2019 in April.

**A. Welcome and Introductions**

Membership and Awareness Committee (MAC) co-chair Stephen Feathers called the meeting to order at 12:39 p.m. and welcomed committee members and guests. All participants introduced themselves. Mr. Feathers reviewed the meeting agenda and described the ground rules and processes used by MAC.

# March Meeting Summary

MAC co-chair Clara Langley asked members to review the March MAC meeting summary.

* The meeting summary was approved by consensus with no changes.

1. **Mid-Year Mentoring Check-In**

Ms. Langley stated that MAC runs a mentoring program that matches experienced CHPC members with new members. To check on mentoring relationships in the middle of the planning year, the MAC co-chairs and MAC staff attempted to reach each mentor and new member to ask if contact is being made between the mentor and new member, and to ask if both people feel the new member is receiving support they need. The co-chairs spoke with six new members and four mentors and did not hear any issues.

* Mr. Feathers said a mentor asked him how many times mentors are expected to attempt to contact their mentees if their mentees do not respond.
* Kat Auguste noted that the mentee application asks new members how they prefer to be contacted. She said she sends an email to her mentee and tries a couple of times.
* Corey Gerena said many young people prefer to be contacted by text rather than email or phone.
* Mr. Feathers stated that staff relays the mentee’s preferred method of contact to their mentor.
* Glenn Scott said he was not aware of his mentee’s preferred method of contact. Mike Nogelo noted the need to make sure mentors are aware of their mentees’ preferred method of contact.
* Carmen Cruz stated that mentors should be responsible for helping their mentees learn about the CHPC rather than helping them with personal issues.
* Mr. Nogelo said mentors should let staff or co-chairs know if their mentees ask them to provide unreasonable or irrelevant support.
* Jim Cataquet said there should be clear expectations of mentors and new members. Mr. Nogelo responded that mentors and new members receive a document outlining the expectations.
* Ms. Auguste said she has made it a practice to copy Mr. Nogelo when she sends a monthly email to her mentee.
* Mr. Nogelo suggested that the mid-year check-in process in future years include reminding mentors and new members of the expectations of them as mentors and mentees.
* Ms. Cruz said MAC should look separately at Mr. Gerena’s suggestions for attracting younger people to participate in the CHPC.

1. **Plan June Newsletter**

Mr. Feathers stated that MAC produces a newsletter three times per year, and that the group needed to plan the articles and identify possible authors for the June newsletter. The newsletter features eight articles in total, including two regular features (CHPC Update and Department of Public Health Corner). The CHPC Quality and Performance Measures (QPM) Team will submit an article about the Quality Summit they will hold in September. Mr. Feathers asked the group to think about articles that could fill the remaining five spaces.

* Ms. Alvarez said the statewide AIDS Awareness Day Rally will occur on May 22, and an AIDS Walk will happen in Waterbury on June 16.
* Mr. Gerena added that an event will take place at Grace Baptist Church in Waterbury on May 11-12.
* Ms. Alvarez suggested that Mr. Gerena write an article sharing his perspective as a young adult.
* Mr. Feathers said a report on Dining Out for Life (April 25) could be included.
* Ms. Alvarez said she would like information on an intervention for people living with HIV (PLWH) over 50 at A Place to Nourish your Health (APNH). Carl Ferris said Nadine Ruff runs that program.
* Ms. Auguste said Southwest Community Health Center has a nutritionist who could write an article on healthy eating, including a recipe. Mr. Feathers suggested this include a healthy July 4 menu.
* Mr. Feathers noted that someone in London recently became the second person to be cured of HIV, but that a third person may be declared as cured during the summer, so it might make sense to wait until the fall newsletter to include this story. A successful kidney transplant between an HIV+ donor and an HIV+ recipient recently occurred. Mr. Feathers said this news could be included as a follow-up to a recent newsletter article on the HIV Organ Policy Equity (HOPE) Act.
* Ann Galloway Johnson suggested making people aware of hepatitis being transmitted rapidly between PLWH, and noted that more people have hepatitis than HIV.
* Ms. Auguste stated that people should understand the importance of having a durable power of attorney and a living will.
* Mr. Gerena said many PLWH cannot get life insurance. Mr. Feathers suggested including an article with information for PLWH about how they may be able to get life insurance.
* Ms. Auguste mentioned that June 27 is National HIV Testing Day.

Mr. Feathers stated that Mr. Nogelo would connect with the identified authors to pull together a draft of the newsletter for review at MAC’s May meeting.

1. **Needs Assessment Focus Group Planning**

Mr. Feathers said the CHPC will run focus groups in 2019 to build on the results of the 2018 needs assessment survey with more detailed feedback from members of two specific populations: people living with HIV who are ages 18-34 and people who have been newly diagnosed with HIV. The CHPC Needs Assessment Projects (NAP) Team developed a draft list of focus group topics and questions. The CHPC co-chairs have asked MAC to provide feedback on the questions.

* Ms. Alvarez recommended that key terms (e.g., stigma) be defined before asking questions, particularly for the benefit of non-native speakers.
* Mr. Feathers stated that NAP is planning three focus groups: one in New Haven/Fairfield, one in Hartford, and one elsewhere in the state.
* Mr. Feathers said it is likely that a NAP staff person and a CHPC member will facilitate the focus groups. Ms. Alvarez suggested that a young man who has sex with men (MSM) of color be involved in the facilitation team since many of the participants will likely be young MSM of color. Ms. Alvarez added that a translator for Spanish speakers should also be available.
* The group agreed that switching the order of the two questions under the first bullet of section 4 would help to differentiate the question from the first question in section 3.
* Ms. Auguste noted that the March meeting summary said MAC was responsible for assisting with focus group participant recruitment and identifying focus group locations. Mr. Nogelo said the CHPC co-chairs asked MAC to shift its focus for the April meeting.
* The group discussed the personal nature of the questions in sections 5, 6, and 7. The group agreed that personal, clinical questions should not be asked during the focus groups, and that these questions should focus on the services and resources available, not an individual focus group participant’s experience. Collecting information about an individual’s personal problems might create an obligation to help the individual or to refer them to other resources.
* Mr. Nogelo noted that ground rules explained at the beginning of the focus group would help to set expectations for everyone’s participation in the discussion.
* Beasha Bartlette suggested changing the term “mental health” to “behavioral health” to put participants more at ease.
* Ms. Alvarez said most participants would not likely know their rent-to-income ratio, so the first question in section 6 might ask people what their current housing situation is or if they are in permanent supportive housing or Section 8 housing.

Mr. Feathers thanked everyone for their feedback, which will be shared with NAP.

1. **Membership Check**

Ms. Langley stated that MAC is responsible for member retention and selection. MAC members Carmen Cruz and Ron Lee sometimes call members who have missed meetings to encourage them to come to the next meeting.

* Mr. Lee reported that he had called Danny Huang, who was not at the April meeting.
* Ms. Cruz noted that Ana Gonzalez, Juan Gonzalez, and Jose Figueroa were all absent in April. Ms. Cruz added that former CHPC member Ron Rouse sent his regards to everyone.

Ms. Langley stated that members receive a warning after their second absence and are dismissed after their third absence in a calendar year, and asked if MAC should reach out to any members who missed the April meeting.

* The group identified four members who had missed their second meeting and would receive a warning letter.

Ms. Langley said MAC would review its current membership in May to inform recruiting activities.

1. **Process Check**

Ms. Langley asked the group to evaluate the meeting.

* Mr. Gerena urged participants to take other people’s feelings into consideration when speaking during meetings. Ms. Auguste suggested that participants should be mindful not to interrupt speakers. MAC leaders and staff asked participants to focus on maintaining respectful processes.
* Ms. Cruz said the morning presentation was great.
* Ms. Alvarez said there had been many great ideas during the MAC meeting about newsletter articles and focus group questions, and expressed her admiration for the group’s thoughtfulness about what would work best for focus group participants.
* Ms. Alvarez suggested that a translator be available for participants in need of translation.
* Ms. Bartlette asked about MAC’s role going forward in planning and implementing focus groups. Mr. Nogelo said MAC has completed its focus group planning tasks, but the CHPC co-chairs may ask MAC to assist with other tasks.

1. **Adjournment**

Ms. Langley thanked everyone for their participation and adjourned the meeting at 1:47 p.m.