**Date:** July 17, 2019

**Location:** Chrysalis Center, Hartford **Time:** 12:37 p.m. – 1:38 p.m.

**Attendance:** MAC Members: Carmen Cruz, Stephen Feathers, Carl Ferris, José Figueroa, Clara Langley O’Quinn, Waleska Mercado

Public Participants: Melanie Alvarez, Beasha Bartlette, Jim Cataquet, Milton Cortes, Wanda Dunbar

CHPC Staff: Michael Nogelo

# Meeting Accomplishments

1. The group approved the June Membership and Awareness Committee (MAC) meeting summary with no changes.
2. The group reviewed a draft of the August newsletter.
3. The group reviewed and approved draft end-of-year surveys for mentors and new members.
4. The group reviewed CHPC member attendance and agreed on member retention activities.
5. The group agreed on several activities to recruit new CHPC members from priority populations.
6. The group identified Connecticut Department of Public Health (CTDPH) contractors that have not attended CHPC meetings in 2019 and agreed to ask CTDPH for guidance on addressing this issue.

# Identified Tasks

1. Staff will create the July MAC meeting summary.
2. Staff will make final changes to the August newsletter, have it translated into Spanish and printed, and distribute the newsletter electronically and by U.S. mail on August 6.
3. Staff will administer end-of-year feedback surveys to new members and their mentors.
4. Carmen Cruz and Ron Lee will call selected CHPC members who missed the July meeting.
5. Staff will send warning letters to two CHPC members who missed their second meeting of 2019 in July, and will send a dismissal letter to one CHPC member who missed their third meeting in July.
6. Staff will delete a redundant category from the member diversity chart.
7. Staff will coordinate various member recruitment activities (e.g., reach out to specific organizations, broadly publicize the need for applications from priority populations).
8. MAC staff and co-chairs will work with other CHPC leaders to incorporate CHPC member recruitment messages into needs assessment focus groups.
9. MAC co-chairs will ask the CHPC Executive Committee and co-chairs for guidance about how many new members should be selected.
10. Staff will confirm the list of CTDPH contractors that have not attended CHPC meetings in 2019, and MAC co-chairs will ask CTDPH for guidance on how to address this issue.

**A. Welcome and Introductions**

Membership and Awareness Committee (MAC) co-chair Clara Langley O’Quinn called the meeting to order at 12:37 p.m. and welcomed committee members and guests. All participants introduced themselves. Ms. Langley O’Quinn reviewed the meeting agenda and described the ground rules and processes used by MAC.

# JUNE Meeting Summary

Ms. Langley O’Quinn asked members to review the June MAC meeting summary.

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

1. **Review August Newsletter Draft**

Ms. Langley O’Quinn stated that MAC produces a newsletter three times per year, and referred the group to a draft of the August newsletter in their packets.

* MAC staff person Mike Nogelo noted the gaps in the newsletter that he would complete.
* Jim Cataquet asked about an article with guidance for people living with HIV (PLWH) trying to secure life insurance that had been discussed at the June meeting but did not appear in the draft.
* Mr. Nogelo replied that his information-seeking efforts for this article had not been successful, but said he would continue trying to get information to include the article in a future newsletter.
* Carmen Cruz suggested Mr. Nogelo reach out to her insurance agent.

Ms. Langley O’Quinn stated that Mr. Nogelo would make the agreed-upon changes. The newsletter will be translated to Spanish, printed, and sent out by email and U.S. mail on August 6.

1. **Mentor Program Surveys**

Ms. Langley stated that MAC runs a mentoring program that helps new CHPC members feel more prepared and comfortable as members. Nine new members have worked with mentors in 2019. MAC asks all mentors and new members to complete a brief survey at the end of each year. Ms. Langley asked participants to review drafts of the surveys for mentors and new members.

* The group approved the surveys for distribution to mentors and new members, respectively, by July 24.

1. **Member Attendance & retention**

Mr. Feathers, a MAC co-chair, stated that MAC supports member attendance and retention. The CHPC has a goal of an 85% attendance rate by CHPC members. For the first six CHPC meetings of the year, the member attendance rate was 81%. MAC members Carmen Cruz and Ron Lee sometimes call members who have missed meetings to encourage them to come to the next meeting.

* Ms. Cruz said Mr. Lee let her know he could not attend the July meeting. One of the Waterbury members Ms. Cruz called was not in attendance due to a medical issue.

Mr. Feathers stated that members receive a warning after missing a second meeting and are dismissed after missing a third meeting in a year, and asked the group to look at an attendance summary.

* The group identified two members who had missed their second meeting and would receive warning letters, and one member who had missed their third meeting and would be dismissed and given an opportunity to appeal their dismissal.

1. **New Member Recruitment**

Mr. Feathers stated that MAC is responsible for new member recruitment and selection. At MAC’s August meeting, MAC members will decide how many people to invite to join the CHPC from the applicant pool. As of July, the CHPC had 26 members, but five of them will finish their second terms in August and will rotate off, leaving the CHPC with 21 members. The members who will rotate off were recently invited to re-apply as members. As of July 17, four of these members had submitted an application. Mr. Feathers reported that, as of July 17, the CHPC had received membership applications from 14 people in 2019. Table 1 summarizes the status of these membership-related matters as of July 17.

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| --- | --- | --- | --- |
| **Table 1. Summary of Membership-Related Matters** | | | |
| # of active CHPC members | # of members whose terms expire in August | # of applications in pool | |
| Expiring members | New applicants |
| **26** | **5** | **4** | **10** |

Mr. Feathers explained how MAC uses a membership diversity chart to make sure it recruits from populations needed to fill gaps in membership, and walked the group through a copy of the diversity chart that showed the CHPC’s membership composition after the five expiring members rotate off.

* The group agreed to delete a redundant row (HIV+) from the diversity chart to avoid confusion.
* Mr. Nogelo stated that gaps exist in the current applicant pool to fully reflect all areas of the diversity grid.
* Melanie Alvarez asked if a minimum age requirement exists for CHPC membership. Mr. Nogelo replied that no age requirement exists, but it has historically not been possible for school-age youth to serve as members due to school obligations and CHPC attendance requirements.
* Mr. Cataquet questioned the terms “gay man” and “lesbian” on the diversity chart. Ms. Alvarez explained that those are the terms used by the CHPC’s federal funders.
* The group agreed on several member recruitment action steps to attempt to fill specific membership gaps.
  + Staff will reach out to Karina Danvers and Bob Sideleau to inquire about the possibility of an application from a representative of the Connecticut AIDS Education and Training Center.
  + Staff will reach out to the Community Health Center Association of Connecticut about the possibility of a representative (e.g., Christina Del Vecchio) applying for membership.
  + Staff will contact Sue Speers at CTDPH about the possibility of an epidemiologist from CTDPH applying for membership, pending consultation with CTDPH CHPC leaders.

Mr. Feathers reminded the group that, in May, MAC had agreed to work with other CHPC leaders to incorporate CHPC member recruitment messages into upcoming needs assessment focus groups that will target young PLWH and recently-diagnosed individuals, both of which would help fill gaps in CHPC membership. The Executive Committee and CHPC co-chairs have agreed to include member recruitment as part of those focus groups. MAC staff and co-chairs will work with other CHPC leaders on the specifics when the focus groups are being planned.

* The group agreed on several member recruitment action steps to attempt to solicit applications from members of needed populations.
  + Staff will post a message to the CHPC Facebook page and website calling for applications, and staff will ask Fairfield County providers to cross-post this message on their Facebook pages.
  + Staff will ask CTDPH for permission to send out an InfoShare email calling for applications.
* Beasha Bartlette asked if applicants who are not accepted typically become discouraged.
* Ms. Alvarez stated that she has been rejected multiple times, but continues attending meetings to make her voice heard.
* Mr. Feathers noted that anyone is welcome to attend as a public participant, but acknowledged that the CHPC generally cannot provide transportation to CHPC meetings to public participants.
* Mr. Nogelo said the applicant rejection letter attempts to gently explain that member selection decisions are not personal.
* Mr. Nogelo asked the MAC co-chairs to ask the CHPC Executive Committee and co-chairs for guidance about how many new members should be selected.

1. **Participation by CTDPH Contractors**

Mr. Feathers reminded the group that, in June, it had begun to discuss participation in CHPC meetings by agencies that are funded by CTDPH. According to their contracts with CTDPH, these agencies are required to participate in CHPC meetings. MAC agreed to look at a list of CTDPH-funded agencies at its July meeting to identify agencies that have not been represented at CHPC meetings. Mr. Feathers referred the group to a list that included contractors funded by CTDPH prevention funds and Ryan White Part B funds.

* The group identified several contractor agencies that have not had representatives attend CHPC meetings in 2019.
* The group asked Mr. Nogelo to cross-check public participant sign-in sheets to confirm the identified agencies.
* Ms. Alvarez suggested that the confirmed list be brought to the attention of CTDPH contract managers with a request to put pressure on the identified agencies.
* Mr. Nogelo recommended starting by asking CTDPH CHPC co-chair Gina D’Angelo what CTDPH would like to do with the information before proceeding.

1. **Process Check**

Ms. Langley O’Quinn asked the group to evaluate the meeting.

* The group agreed that the meeting had gone well.

1. **Adjournment**

Ms. Langley O’Quinn thanked everyone for their participation and adjourned the meeting at 1:38 p.m.