



# Membership & Awareness Committee

August 21, 2019 Meeting Summary

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**Date:** August 21, 2019

**Location:** Chrysalis Center, Hartford

**Time:** 10:40 a.m. – 11:38 a.m.

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

Public Participants: Beasha Bartlette, Joyce Boone, Jim Cataquet, Cherry Chan, Maria Diaz, Debra Lombardo

CHPC Staff: Michael Nogelo

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## Meeting Accomplishments

1. The group approved the July Membership and Awareness Committee (MAC) meeting summary with no changes.
2. The group discussed the results of the end-of-year surveys for mentors and new members.
3. The group reviewed CHPC member attendance.
4. The group agreed to recommend bringing on seven new CHPC members via the member selection scoring system, in addition to any new members who fit required membership categories.

## Identified Tasks

1. Staff will create the August MAC meeting summary.
2. Staff will send a dismissal letter to one CHPC member who missed their third meeting in August.
3. Staff will invite all applicants who fit required membership categories, as well as seven additional applicants via the member selection scoring system, to become new CHPC members starting in January 2020.



### A. WELCOME AND INTRODUCTIONS

Membership and Awareness Committee (MAC) co-chair Clara Langley O'Quinn called the meeting to order at 10:40 a.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.

### B. JULY MEETING SUMMARY

Ms. Langley O'Quinn asked members to review the July MAC meeting summary.

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

### C. 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 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 a summary of the survey responses of three mentors and four new members.

- The group discussed one mentor's suggestion that mentors and new members have a group lunch during the January CHPC meeting, after which new members can request a specific mentor. (Mentors and new members are currently matched before the January CHPC meeting.)
- Some participants expressed support for the suggestion.
- Carl Ferris asked what would happen if more than one new member requested a particular mentor. Mike Nogelo responded that a decision would have to be made about which new member would be matched with that mentor.
- Stephen Feathers said waiting to make matches until after the January meeting means new members would not have contact with their mentor prior to their first meeting. He also expressed concern about creating a "popularity contest."
- Maria Diaz requested an overview of the mentoring program, which Mr. Feathers provided.
- Mr. Ferris asked if applications for 2020 are still being accepted. Mr. Nogelo replied that applications would be accepted through the end of September.
- Jim Cataquet said the suggested mentor/new member lunch in January is a good idea.
- Mr. Feathers noted that the get-to-know-you process could happen during new member orientation (typically in early January) if all mentors attend orientation.
- Mr. Feathers said he would present both sides of the discussion to the CHPC Executive Committee.
- Mr. Cataquet asked why two of the three mentors who responded to the survey said it was "a little bit true" that they wanted to serve as mentors again in 2020. Mr. Nogelo replied that no additional information was provided explaining these responses.
- Mr. Feathers said they may be willing to serve again, but would step aside if others volunteered.



**D. 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 seven 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.

- Mr. Lee said everyone he called was in attendance at the August meeting.

Mr. Feathers stated that members receive a warning after missing a second meeting and are dismissed after missing a third meeting in a year, but that members missing their second meeting in August would not receive a warning because it was the last meeting of the year and all members start in January 2020 with a clean attendance slate. Mr. Feathers asked the group to look at an attendance summary.

- The group identified one member who had missed their third meeting and would be dismissed and given an opportunity to appeal their dismissal.

**E. NEW MEMBER RECRUITMENT**

Mr. Feathers stated that MAC would need to make a recommendation for how many people from the applicant pool to invite to join the CHPC. As of August, the CHPC had 25 members, but four of them will finish their second terms after the August meeting and will rotate off, leaving the CHPC with 21 members. All four of the members who are rotating off have submitted applications to re-join the CHPC. Mr. Feathers reported that, as of August 21, the CHPC had received membership applications from 17 people in 2019. Table 1 summarizes the status of these membership-related matters as of August 21.

**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
<b>25</b>	<b>4</b>	<b>4</b>	<b>13</b>

Mr. Feathers said the CHPC Charter says the CHPC can have up to 35 members, but the CHPC Executive Committee has directed MAC to invite up to 10 new members based on their demographic fit with the CHPC’s needs, and to reserve an additional four slots for new members from required partner categories. Executive asked MAC to consider setting a minimum threshold score for candidates accepted based on their fit with the CHPC’s demographic needs. MAC should also keep in mind that too many brand-new members starting at one time has the potential to strain mentoring capacity.

Mr. Feathers walked the group through the CHPC member selection process, and explained how MAC uses a membership diversity chart to make sure it recruits from populations needed to fill gaps in membership. The group reviewed the diversity chart, which showed the CHPC’s membership composition after the four expiring members rotate off.

Mr. Feathers stated that applications will be accepted through the end of September, when the CHPC will conclude needs assessment focus groups with young people living with HIV (PLWH) and recently-diagnosed individuals. These focus groups will include a CHPC membership recruitment message.



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Mr. Feathers referred the group to a handout showing the scores of the 11 applicants who were invited to join the CHPC as new members in January 2019, and another handout showing an overview of the relevant characteristics of the current applicant pool. Mr. Feathers asked the group to discuss the number of members who should be invited to join and/or the cutoff score for inviting applicants.

- The group discussed questions about the scoring system.
- José Figueroa suggested that a small number of applicants be on standby in case any invited applicants do not come to the meetings. Mr. Ferris noted that bringing new members on to the CHPC in the middle of the year is challenging because of the mentoring and orientation processes.
- The group discussed that applicants who are not invited to join are told that the decision is based entirely on demographics, expertise, and professional affiliation, and not on personal qualities.
- Debra Lombardo urged the CHPC not to use the term “applicant quality” to avoid the misconception that the CHPC views some applicants as being of higher “quality” than others.
- Several participants noted that public participants contribute to the CHPC without being members.
- Cherry Chan asked what the most important factors are when selecting new members. Mr. Nogelo responded that the scoring system is designed to reflect the group’s priorities.
- Joyce Boone suggested accepting seven new members (in addition to those who fit required categories) so there is one new member for every three returning members (for mentorship).
- Mr. Nogelo stated that it was challenging to get nine mentors to volunteer in 2019.
- Ms. Lombardo asked if there is a minimum number of members the CHPC can have. Mr. Nogelo replied that the Charter states the CHPC should start each year with 25-35 members.
- Mr. Ferris suggested presenting the opportunity to mentor to all returning CHPC members.
- The group agreed by consensus with Ms. Boone’s recommendation to accept seven new members, in addition to any new members who fit required categories.

### **F. PARTICIPATION BY CTDPH CONTRACTORS**

Mr. Feathers reminded the group that it had been discussing participation in CHPC meetings by agencies funded by the Connecticut Department of Public Health (CTDPH). According to their contracts with CTDPH, these agencies are required to participate in CHPC meetings. In July, MAC looked at a list of CTDPH-funded agencies and identified agencies that have not been represented at CHPC meetings. The Executive Committee thanked MAC for raising this issue, and asked CHPC staff to share this information with CTDPH in the future. MAC does not need to be involved in this process going forward.

### **G. PROCESS CHECK**

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

- Beasha Bartlette said the conversation about member selection was well-done and decisive.

### **H. ADJOURNMENT**

Ms. Langley O’Quinn thanked everyone for their participation and adjourned the meeting at 11:38 a.m.