

How is a CHPC committee structured?

- Five CHPC members must attend the meeting.
- A CHPC member must lead the meeting.
- The meetings are open to public participants.

When does a CHPC committee meet?

- CHPC committees meet on the same day as the CHPC (3rd Wednesday of the month).
- The committees meet 8-10 times during the year (January to October).
- Committees may meet in the morning or in the afternoon.

What does a committee meeting look like?

- Committees meet for approximately 60 to 90 minutes.
- A CHPC member chairs the committee. A designated time-keeper helps manage the discussion.
- The agenda includes:
 - Welcome and introductory comments by the chair (e.g., meeting etiquette)
 - Review of the meeting notes from the prior month
 - Discussion topics specific to the committee (see page 2)
 - New business
 - Feedback and adjournment

What is the work of each committee?

- Each committee has a specific charge (see page 2).
- The CHPC chairpersons, with input from the Executive Committee members, develop annual work plans for each committee.
- The work plans connect the committee work to the state's Integrated HIV Prevention and Care Plan
- The committee meeting agendas break down the work plan into monthly tasks.

How does a committee make decisions?

- Committees use a consensus process for decision-making.
 - This allows all participants – including public participants – to voice their input and to shape recommendations.
 - Committees do NOT vote. Committees forward recommendations that may go to the Executive Committee or to the CHPC for a formal vote.
- A committee chairperson facilitates the discussion and identifies the consensus opinion and also documents the fact that other perspectives may co-exist.
- Participants, irrespective of their opinion, should feel their voices have been heard and included in the discussion.

What is the process to be a committee chairperson?

- Committee chairs must be CHPC members.
- Committee chairs must complete an application form. The Executive Committee reviews the applicants and selects the best fit from the applicant pool.
- Eligible applicants for committee chairs must attend Executive Committee meetings which occur after the CHPC meetings, and be available to work with committee staff between meetings.

Committee	Executive	Membership & Awareness	Quality and Performance Measures (Team)	Needs Assessment Projects (Team)	Getting to Zero
Also known As	Exec	MAC	QPM	NAP	G2Z
Charge	<ul style="list-style-type: none"> Coordinate work across committees Input on CHPC agendas (e.g., presentation topics) Sounding board for CHPC co-chairs (e.g., committee chair selection) Support meeting climate (e.g., review feedback) Address emerging issues with By-Laws 	<ul style="list-style-type: none"> CHPC membership recruitment and retention, includes mentoring program Publish <i>HIV Planning News and Notes</i> newsletter Facilitate CHPC information sharing and public awareness (in-person, social media, web) Coordinate annual CHPC “voice of the people” panel 	<ul style="list-style-type: none"> Align the CHPC statewide HIV prevention and care indicators with the statewide plan Update (develop or retire) indicators in response to changes in circumstances Promote best practice sharing for quality improvement (QI) 	<ul style="list-style-type: none"> Coordinate or conduct projects that provide information about needs, gaps, and resources in the statewide HIV prevention and care system Align projects to comply with federal funding requirements such as: consumer input and workforce 	<ul style="list-style-type: none"> Advance Statewide Getting to Zero Plan recommendations Promote best practice sharing to expand G2Z efforts statewide Coordinate G2Z resource partners, (e.g., public awareness and promotion efforts)
Chair(s)	Rotates among CHPC co-chairs	Stephen Feathers Clara O’Quinn	Nilda Fernandez	Laura Aponte	Brian Datcher
CHPC staff	Mark Nickel	Michael Nogelo	David Bechtel	Lisa Mason	Mark Nickel
DPH resource liaison	Dante Gennaro	Dante Gennaro	Susan Major	Varies	Gina D’Angelo
Typical meeting activities	<ul style="list-style-type: none"> Review meeting feedback Administrative updates CHPC committee updates Provide guidance to committees 	<ul style="list-style-type: none"> Attendance review Member supports (e.g., mentoring) Communications planning (e.g., newsletter) Member recruitment planning 	<ul style="list-style-type: none"> Data and indicator presentations Quality improvement planning and presentations Indicator discussions and revisions 	<ul style="list-style-type: none"> Project management <ul style="list-style-type: none"> Work plan update Data review Findings & recommendations 	<ul style="list-style-type: none"> Update on G2Z capacity building grant G2Z network building Promoting best practices
Example indicators of success	<ul style="list-style-type: none"> Meeting attendance Meeting satisfaction Productive leadership with succession plans 	<ul style="list-style-type: none"> Member attendance rate # of public participants Member retention rate Audience reach # membership applications 	<ul style="list-style-type: none"> # new or retired indicators Annual updates to indicators # data presentations 	<ul style="list-style-type: none"> # completed projects # presentations or concept papers Updates in approaches as a result of data 	<ul style="list-style-type: none"> PReP to Need Indicator # G2Z champions G2Z resource sharing
Often used resources	<ul style="list-style-type: none"> CHPC Charter Meeting feedback forms dashboard Meeting summaries 	<ul style="list-style-type: none"> Membership diversity chart Attendance tracker CHPC newsletter CHPC website 	<ul style="list-style-type: none"> CHPC indicator list Epidemiological profile Research studies and QI projects 	<ul style="list-style-type: none"> Epidemiological profile Research studies and data collection instruments 	<ul style="list-style-type: none"> Best practices from around the country G2Z website positivepreventionct website