



Membership & Awareness Committee
September 16, 2020 Meeting Summary



Date: September 16, 2020

Location: Virtual Meeting **Time:** 11:17 a.m. – 12:14 p.m.

Attendance: MAC Members: Victor Acevedo, Stephen Feathers, Carl Ferris, Corey Gerena, Blaise Gilchrist, Ron Lee, Clara O’Quinn

Public Participants: Joyce Boone, Jessica Figueroa, Debra Lombardo

CHPC Staff: Michael Nogelo

Meeting Accomplishments

1. The group approved the August 2020 Membership and Awareness Committee (MAC) meeting summary.
2. The group planned the CHPC mentoring program end-of-year surveys.
3. The group agreed to invite up to four experienced CHPC members and up to eight first-time CHPC members to (re)join the CHPC as members with new terms starting in January 2021.
4. The group conducted initial planning for an orientation session for new CHPC members, to be held in December 2020 or early January 2021.

Identified Tasks

1. Staff will draft the September MAC meeting summary.
 2. Staff will administer mentoring program end-of-year surveys to all CHPC members participating in the mentoring program as mentors or as mentees.
 3. Staff will prepare for new member selection immediately following the October CHPC meeting.
 4. MAC members and staff will complete final CHPC member recruitment activities prior to the October CHPC meeting.
 5. The MAC co-chairs will encourage CHPC members to volunteer as mentors during the committee update portion of the October CHPC meeting.
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A. WELCOME

Membership and Awareness Committee (MAC) co-chair Stephen Feathers called the meeting to order at 11:17 a.m. and welcomed committee members and guests. All participants introduced themselves.

B. AUGUST MEETING SUMMARY

The group approved the August 2020 MAC meeting summary by consensus, based on a prior review.

C. MENTORING SURVEY PLANNING

Mr. Feathers stated that MAC runs a mentoring program that matches experienced CHPC members with new members. Mentors are expected to contact their mentees each month to offer support. Seven new members have worked with mentors in 2020. MAC asks mentors and mentees to complete a short survey at the end of the planning year. Mr. Feathers asked the group to review a draft of the mentor survey.

- Carl Ferris reported that he had a positive relationship with his mentee, and that they supported each other during the COVID crisis.
- The group agreed that the survey (which included a new question requesting suggestions for strengthening mentoring during periods of virtual CHPC meetings) did not require any changes.

Mr. Feathers asked the group to review a draft of the mentee survey.

- The group agreed that the survey did not require any changes.
- The group discussed the possibility of using an online survey platform (Survey Monkey) to conduct the survey.
- Corey Gerena said an online survey would be preferable to a paper survey.
- Ron Lee and Victor Acevedo said paper surveys should also be mailed to mentors and mentees.
- Debra Lombardo expressed concern about mentors or mentees completing the survey more than once if they receive the survey by mail and via a link to an online survey.
- Mr. Feathers suggested adding a field to the survey for respondents to enter their names, and said the survey would need to explain that CHPC staff would not disclose respondents' names when sharing the survey results (to preserve anonymity).
- The group agreed the survey should be administered by paper via U.S. mail and online via SurveyMonkey.

D. NEW MEMBER RECRUITMENT AND SELECTION

Mr. Feathers explained that MAC will invite a group of new members to join the CHPC soon after the October CHPC meeting. New members will receive orientation in December or early January, and their first meeting will be in January. Mr. Feathers walked the group through an overview of the CHPC applicant screening and approval process.

Mr. Feathers then stated that the CHPC Charter says the CHPC can have up to 35 members, and the CHPC Executive Committee would like MAC to consider aiming to start 2021 with roughly 30 to 33 members.



Mr. Feathers said the CHPC currently had 24 members and four members whose second terms would expire at the end of the year, bringing the end-of-year membership to 20. Of the four members whose second terms expire at the end of the year, two have re-applied for new terms and two have said they intend to re-apply. Including the two applications received from expiring members, 10 applications were in the applicant pool. MAC will accept applications until at least the middle of October. Mr. Feathers walked the group through a copy of the CHPC diversity chart showing what the CHPC membership will look like without the four current members whose terms expire after the October CHPC meeting.

Mr. Feathers asked the group to review an overview of the relevant characteristics of the 10 people who made up the current CHPC applicant pool. Mr. Feathers asked the group to look at the diversity chart and the current applicant pool and discuss how many members MAC should invite to join the CHPC in 2021.

- The group noted that the CHPC will have a shortage of six service providers and a shortage of only one person living with HIV.
- Mr. Gerena and Mr. Acevedo said they would recruit applicants from their communities.
- MAC staff person Michael Nogelo explained that the applicant pool is ultimately expected to include up to four applicants who fit required membership categories, up to four experienced CHPC members, and at least eight applicants who have not previously served as CHPC members.
- The group agreed to invite up to four experienced CHPC members and up to eight first-time CHPC members to (re)join the CHPC as members starting in January 2021.
- Mr. Ferris asked how many of the new members in 2020 have remained connected to the CHPC.
- Mr. Nogelo replied that all new CHPC members had remained somewhat connected to the CHPC despite the transition to virtual meetings in March, but said some new members appeared to be more connected than others.
- Mr. Feathers said new members in 2021 should be asked to confirm that they are able to attend virtual meetings in 2021 (if in-person meetings are not possible) and should be given support to attend virtual meetings if they do not have what they need to attend.
- Mr. Ferris noted that A Place to Nourish your Health (APNH) had given tablets to more than 20 members of the Aging Positively support group.
- Mr. Nogelo reported that he will follow up with AIDS service organizations in Fairfield County (where the biggest membership shortage exists) to encourage more applications.
- Mr. Ferris reiterated that he had a positive experience serving as a mentor, and encouraged other experienced CHPC members to volunteer as mentors.
- Mr. Feathers said the MAC co-chairs would encourage CHPC members to volunteer as mentors during the committee update portion of the October CHPC meeting.

E. NEW MEMBER ORIENTATION PLANNING

Mr. Feathers reiterated that the cohort of new members will need to receive an orientation to the CHPC before their first meeting as members in January 2021, and asked for any general suggestions about orientation or any thoughts on how orientation should run if it has to be done remotely.



- Mr. Gerena suggested having a virtual orientation for new members with health concerns and a small-group, in-person orientation for new members healthy enough to do so, to give as many new members as possible a chance to connect in person.
- Mr. Nogelo said the decision about whether to hold an in-person versus virtual orientation would likely be made by the Connecticut Department of Public Health (CT DPH).
- Mr. Feathers stated that member binders should be mailed to new members prior to the orientation session, if the orientation session is held virtually.
- Mr. Feathers said the group could discuss orientation plans more during its October meeting, if committee meetings are held in October.

F. OTHER BUSINESS

Mr. Feathers reported that the Positive Prevention CT group had, at one of its recent meetings, discussed merging its newsletter with the CHPC newsletter produced by MAC. Mr. Feathers suggested discussing this at the October MAC meeting, if it occurs.

G. ADJOURNMENT

Mr. Feathers thanked everyone for their participation and adjourned the meeting at 12:14 p.m.