

**Membership & Training Committee**  
**(Microsoft Teams Meeting)**  
**June 19, 2020**  
**10:00 am – 12:00 pm**  
**Meeting Summary/Minutes**

<b>Membership &amp; Training Committee Members Present:</b>	
Stephen Jensen (Co-chair)	Tyrie Stanley
James McMurray	Loyal Brooks (Co-chair)
Tom Kelly, Jr.	
<b>Membership &amp; Training Committee Members Absent:</b>	
Destiny Holiday	Alex Palacios
<b>Hennepin County (Part A) Representative:</b>	
Anika Kaleewoun	<b>DHS (Part B) Representative:</b> Amy Miller
<b>MDH (Prevention) Representative:</b>	
McKinzie Woelfel	<b>MCHACP Staff:</b> Carissa Weisdorf, Council Coordinator Richard Puella, Administrative Specialist (minutes)

**Quorum? YES**

**I. Welcome & Introductions:** Loyal Brooks called the meeting to order at 10am, and introductions were made.

**II. Review, approval of February meeting minutes and proposed agenda:** The Agenda and minutes were approved by unanimous consent.

**III. Review Attendance:**

- Carissa Weisdorf presented the attendance tracking spreadsheet for the council and other committees. For the most part attendance has been good, however, there are a couple of individuals that need some attention. Greg Fox has not attended any meetings since being elected in February. Loyal Brooks asked if someone should reach out to him, and Tyrie Stanley agreed. James McMurray volunteered to reach out to Greg, and staff will provide contact information.
- Loyal Brooks noted that Alex Palacios missed five council meetings in a row which is concerning. He mentioned that before the last two absences Tyrie Stanley attempted to reach Alex. Tyrie left messages and call back information and Alex did not respond. Loyal feels this is a problem and questioned the point of the rules in the by-laws if we (the committees) don't follow them. Tyrie Stanley agreed and felt there was no excuse for anyone who is committed to the work of the council. Loyal Brooks pointed out that Alex has missed nearly half a years' worth of meeting and feels as though Alex is treating this as an afterthought. James McMurray said Alex attempted to contact members asking if different times could be considered since it was difficult for them to attend. Loyal Brooks noted that asking the entire planning council to adjust its schedule for one person is not feasible, and they could easily just call in and announce themselves and leave if needed to.
- Loyal Brooks suggested staff send out the standard letter thanking Alex for the time they put in in service to the council. Carissa stated that staff can send out a letter to Alex notifying them of

the decision today. Tyrie agreed and pointed out that the council needs a person who can be there and committed to the work.

- The committee agreed that staff contact Alex Palacios informing them of the decision of the committee and that a letter will be arriving shortly.
- Carissa Weisdorf said that there are other members who need to be contacted. Teresa Jones and Jo Ann Vertetis have missed two council meetings in a row. The process is that a committee member contact them to check in and make sure they are able to make the meetings, see if they have any questions about attending, and notify them that staff will be sending a letter with this information. Tyrie suggested for those who will be reaching out to members, to ask them if they can access the meeting (laptop/computer, WIFI, etc.) or trouble understanding how to use Microsoft Teams. Stephen Jensen will reach out to both Teresa and Jo Ann.

**IV. Review FY 2020 interview schedule:** Loyal Brooks suggested confirming the list of interviewees. The only one that would need to be replaced would be Alex Palacios. Carissa asked if anyone had a conflict with the dates, and staff will send calendar dates of interviews for the rest of the year to everyone. The only changes to the interview list are listed below.

- August 21, 2020 - Loyal Brooks, James McMurray
- December 18, 2020 - James McMurray, Tyrie Stanley

**V. Council needs during COVID-19:**

- Loyal Brooks asked what potential needs are other than remote meetings, what should be considered to help meet the needs of the council in our COVID-19 environment? Tyrie Stanley pointed out that since mileage reimbursements are not being used, he suggested being reimbursement for internet access. He also suggested compensation for expenses related to printing.
- Loyal asked staff if anyone at Hennepin County is actively working on the many issues with Microsoft Teams. Carissa Weisdorf pointed out that internally Hennepin County Information Technology (IT) staff work on any reported issues. Carissa mentioned that we (staff) are limited to the options provided by the county. She mentioned that another member suggested using Zoom as an alternative to Teams but suggests giving Teams a few more months of trial before deciding on changing the platform, since Hennepin County IT supports it. Tom Kelly pointed out that Zoom is more for personal communication and is much less secure than Teams.
- Tyrie Stanley asked what happens to the extra administrative money that is being saved since remotes meetings have cut costs. Carissa reported that the administration budget is maxed out. However, under normal circumstances any extra money would go to services.
- Carissa Weisdorf mentioned that when she returned from maternity leave, she started reaching out to members to see how they are doing, with the understanding that many of us are missing that connection that virtual meetings are lacking. She would like to give space at the beginning or end of meetings for people to connect since a lot of our work is based on relationship and trust building. Carissa suggested opening the meetings 10-15 minutes early to allow for conversations. Tyrie felt that CVC is at a real disadvantage in this new virtual environment and is really affecting the committee's ability to perform its work. Tyrie asked if there is any possibility of having the CVC meet in person again if the necessary precautions are taken. Carissa noted that at this point we're not doing any in person meetings. However, staff will monitor any changes that come from the state guidance as the situation evolves.

- Stephen Jensen agreed with Carissa's suggestion to have informal conversation before the start of the meeting and asked if there has been any discussion with other committees about it. Tyrie asked if these informal sessions would be recorded. Richard Puella confirmed that they would not be, and meetings are only recorded once a meeting has been called to order.
- Stephen Jensen suggested to use the committee updates portion of the agenda to inform the Council that M&T will be meeting 10-15 minutes before their meeting to have a round robin discussion.

**VI. Co-Chair elections:** Stephen Jensen pointed out that he and Loyal Brooks have completed their two-year term and asked if anyone is interested in chairing the committee. Tyrie Stanley expressed interest and nominated himself for co-chair. Tyrie nominated Tom Kelly. Stephen asked Carissa to confirm if the by-laws allow members to co-chair more than one committee, and she confirmed. Stephen asked if the nominees wanted to say something about why they want to chair the committee.

- Tyrie Stanley has been the council co-chair for the last two years and has been the co-chair of the Planning and Allocations Committee for three years. He is a passionate advocate for consumers.
- Tom Kelly was honored to be nominated and feels that Tyrie and himself would complement each other well. He finds himself in a good position being retired that will allow him to focus on the work of the committee.
- With only two candidates who meet the requirements they are voted in by acclamation. As such, Tom Kelly and Tyrie Stanley are now the new co-chairs of Membership and Training.

**VII. Review Work Plan:**

- Carissa reviewed the fiscal year 2020 work plan with the committee. She suggested rescheduling some of the items that had been on the work plan for this month and were postponed. Stephen suggested moving the mentor program review to February 2021 and move the website review to August. Carissa mentioned that she was told by the Hennepin County Communications team, that they want to move the council website onto their Hennepin.us system. Carissa may have an update on the status of that in August.
- Stephen asked if the M&T minutes are supposed to be on the website as well. Loyal pointed out that the council meeting minutes are posted but not the committee minutes. Carissa asked if having committee minutes posted would be helpful, Stephen and Loyal said yes. Staff will post the minutes from every committee on the website, starting when the committees resumed in May 2020.
- Discussion on the parameters around co-chair selection has been moved to October. The committee agreed that further discussion is needed to determine the rules around serving as co-chairs on more than one committee at the same time.

**VIII. Agenda for the next meeting:** Stephen Jensen only had one item to add and that was to introduce the new co-chairs.

**IX. Announcements**

- Tyrie Stanley announced that most of the board of Pride have resigned.

**X. Adjourn**

The meeting adjourned at 11:34 a.m.

**RP/cw**