

Membership & Training Committee
(Microsoft Teams Meeting)
July 17, 2020
10:00 am – 12:00 pm
Meeting Summary/Minutes

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| Membership & Training Committee Members Present: | |
| Loyal Brooks | Tom Kelly (co-chair) |
| Destiny Holiday | James McMurray |
| Stephen Jensen | Tyrie Stanley (co-chair) |
| Membership & Training Committee Members Absent: | |
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| Hennepin County (Part A) Representative: | DHS (Part B) Representative: |
| Anika Kaleewoun | Amy Miller |
| MDH (Prevention) Representative: | MCHACP Staff: |
| McKinzie Woelfel | Carissa Weisdorf, Council Coordinator |
| | Richard Puella, Administrative Specialist (minutes) |

Quorum? YES

I. Welcome & Introductions: Tyrie Stanley called the meeting to order at 10:00am, and introductions were made.

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

III. Review Attendance: Richard Puella updated the committee on the status of council member attendance. He noted there were a few member absences, but all were within compliance with the attendance policy. However, the only exception was Greg Fox who has not attended a meeting since he joined the council in March 2020. Carissa Weisdorf and James McMurray attempted to reach Mr. Fox, but had no response.

- Stephen Jensen moved to have Greg Fox removed from the council and was seconded by Loyal Brooks. No debate followed, the motion passed unanimously. Council staff will send Mr. Fox a letter notifying him our Membership & Training’s decision.

IV. Review council vacancies and applications:

- Richard Puella reviewed the vacancies and pending applications with the committee. He noted that for White/Non-Hispanic the council is underrepresented and is currently at 13 members, but the target goal is 15. There is also underrepresentation with Black/Non-Hispanic which currently has 12 members with a target goal of 13. The council is also deficient in male members with 15 current members and a target goal of 24. In addition, members residing in the Transitional Grant Area (TGA) are also deficient with 24 current members with a target goal of 28. Greater Minnesota is also deficient with 3 current members and a target goal of 5.
- There was a question on where these mandates come from and how are the numbers determined. Carissa Weisdorf explained that the guidance comes from HRSA and CDC Prevention. The most prescriptive is HRSA Part A which mandates a Part A planning council that is reflective of the local HIV epidemic and includes mandated categories in representation. Carissa said any mandated categories that we don’t have applications for are held open. Right now this includes the Medicaid position, and this committee has held a spot for an unaligned

trans/non-binary person open until we have an applicant who can fill it, based on a recommendation from the Disparities Elimination Committee.

- There are two new applications for the committee to review. One of which is for Jessie Saavedra, who will be the Ramsey County appointed member, and take over for Lisa Behr. Previously, this committee decided not to interview appointed members so his name will be forwarded for election.
- Richard updated the committee that he has received one application from Calvin who applied at the end of June. Calvin would fill some of the vacant reflectiveness categories such as male, and Black/Non-Hispanic vacancies. There are some candidates on the pending applications sheet that have not been interviewed, so the committee is free to choose any of the candidates on the list to interview that could fill a vacancy.
- Stephen Jensen moved to accept Jessie S's application and forward on to the Executive Committee and then to the council and was seconded by James McMurray. No discussion followed, and the motion passed unanimously.
- After review of Calvin's application, the committee agreed to interview Calvin in August. The committee also agreed to interview DJ in August as well. Richard Puella stated he would work on contacting Calvin and DJ for interviews.

V. Unfinished Business/New Business: Carissa Weisdorf mentioned that in the past when meetings took place in person, each council member received a paper ballot for those being elected to the council, which included their personal statement. That statement is confidential and only to be shared with council members and since meetings are now virtual it may be more difficult to keep statements confidential. She suggested omitting the personal statement, and it would be up to the Membership & Training Committee to assure council members that candidates have been interviewed and they meet reflectiveness and representation requirements. A question was raised as to why these statements couldn't be sent via secure email. Carissa explained that confidentiality could not be assured once the document left the council office.

- Stephen moved to not share the personal statement from any candidates while meetings are conducted virtually and rely on the Membership & Training Committee to notify council members that each candidate meets the requirements. The motioned was seconded by Loyal Brooks. No discussion followed and the motion passed unanimously.

VI. Agenda for the next meeting: Carissa mentioned the website review is something that the committee has done periodically done. The last time the website was reviewed was two years ago. She noted that Hennepin County Communications has requested the council website be brought onto the Hennepin.us system, so making changes may not be the best idea. The committee agreed to leave the website as is until more information about migrating the site to the Hennepin.us system becomes available.

- Carissa added discussing DJ and Calvin's interview at next meeting. Loyal Brooks invited Tom Kelly Jr. to sit in on the interview.

VII. Announcements: Carissa encouraged those that haven't taken the 2020 HIV comprehensive needs assessment survey to do so.

VIII. Adjourn: Meeting was adjourned at 11:30am

RP/cw