

Membership & Training Committee
(Microsoft Teams Meeting)
October 16, 2020
10:00 am – 12:00 pm
Meeting Summary/Minutes

Membership & Training Committee Members Present:	
Stephen Jensen	Jessie Saavedra
James McMurray	Tyrie Stanley (co-chair)
Membership & Training Committee Members Absent:	
Loyal Brooks	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Anika Kaleewoun	Amy Miller
MDH (Prevention) Representative:	MCHACP Staff:
None	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 September 18 meeting minutes and proposed agenda: The past meeting minutes were unanimously approved. Stephen Jensen proposed adding discussions around review of the interview schedule, review committee assignment, and discuss interview requirements under new business. With that, the agenda was approved.

III. Discuss interviews: James McMurray discussed this morning’s interview with Bill Tiedemann. He noted that Bill has been working in the HIV field for a long time and can potentially bring decades of experience to the council. Currently Bill is the executive director at Hope House of Saint Croix Valley and works specifically with the aging HIV population.

- Stephen Jensen agreed with James and pointed out that Bill would be the only person on the council that works with HIV and aging and thought he would be a great asset. Stephen rated Bill’s competency levels as high and would recommend him for membership.
- Richard Puella agreed with both Stephen and James regarding Bill’s competency and felt his vast experience in HIV work and his experience in working on committees and planning bodies would make him a strong candidate. Richard also noted that he would bring a unique perspective to the council by representing the aging HIV community. Richard noted one small issue regarding Bill’s time commitment. Bill’s role and responsibility to his staff (who continue to work in person) if any staff member of his were to contract COVID then his priorities would shift, but other than that he would be able to meet the time commitment.
- Carissa Weisdorf noted that Bill has been attending past council meetings and has volunteered to provide an “*HIV & Aging Coalition*” presentation, which has been scheduled for the December council meeting.

IV. Recruitment strategies to fill council vacancies: Carissa Weisdorf asked the committee to refer to the October minutes for the most up to date vacancies. Carissa did note that Tom Kelly Jr. has resigned from the council, which brings a consumer position down by 1. She wanted to note that

several people will be terming off the council and there may be some additional recruitment needed. There will be more information on those who are eligible for a second term at the next Membership and Training meeting. The current vacancies are listed below.

- Vacancies include: The State Medicaid representative, a formerly incarcerated person, and a member of a federally recognized Native American tribe.
- Currently, there are 11 White/Non-Hispanic members, with a target membership of 15.
- Currently, there are 10 Black/Non-Hispanic members, with a target membership of 13.
- Male representation is currently at 15 with a target of 24.
- Representation for the Transitional Grant Area (TGA) is at 23 with a target of 28
- Representation for greater Minnesota is at 1 with a target of 5.

V. Nominations to fill unexpired membership terms: The committee reviewed the 2020 pending applications document and noted the following changes:

- Kamilla's application has been on file for a year, and given her unresponsiveness, the committee decided to remove her completely from the pending applications document. Carissa noted that since Asneth Omare represents JustUs Health, only one candidate from that agency (either Johan Baumeister or Celia Smith) could be selected.
- Carissa mentioned that Calvin Hylton works for the Indigenous People's Task Force, and the council hasn't had representation from that agency, and he was highly recommended by those who interviewed him.
 - James wanted to note the he and Loyal Brooks interviewed Calvin Hylton and they were both extremely impressed by him. He mentioned that both Calvin Hylton and Bill Tiedemann can bring a wealth of experience and knowledge to the council.
- **Motion:** Stephen Jensen moved to accept Bill Tiedemann, and Calvin Hylton's membership applications and recommends them to be forwarded to the council for approval. The motion was seconded by James McMurray, and no discussion or debate followed. **Vote:** the motion was passed unanimously.
- Council staff will prepare the ballots for the council meeting and contact the candidates. Including those who were not selected.

VI. Committee co-chair selection process: Carissa noted that this topic was brought up by the committee and reviewed the requirements for committee co-chairs. Stephen brought up a concern with allowing one person to serve as co-chair for more than one committee, and whether that person can represent more than one committee at the Executive Committee, especially if the committee's other co-chair is not in attendance at an Executive Committee meeting.

- Tyrie Stanley acknowledged Stephen's concern, but noted that there are currently several members serving as co-chairs for more than one committee. He pointed out that this was a result of people not wanting to serve in leadership positions on committees, so others have been stepping up to fill the committee vacancies.
- Carissa suggested the co-chairs could bring this up at the next Executive committee to discuss. Pat Reymann may have some recommendations on how to resolve this.
- Anika Kalewoun suggested adding a statement in the job description stating, "in case the co-chairs chairing two committees ensure that these responsibilities are met as a way of addressing this issue.

VII. Review FY 2020 training schedule: The committee reviewed the training schedule. Carissa noted that she would give it some thought on who to ask to provide an HIV clinical update and when to schedule presentations/trainings in the next few months. She asked the committee to bring any ideas anyone may have to the next M&T meeting.

VIII. Review attendance: Richard Puella reviewed the attendance with the committee. It was noted that Raymel Givens and Austin Phillips have both missed two meetings in a row.

- Tyrie Stanley will contact Austin Phillips.
- James McMurray will contact Raymel Givens.

IX. Membership and Training Committee Co-Chair Election: Carissa Weisdorf noted that M&T needs to elect a co-chair and this person needs to be a council member, since Tyrie Stanley is serving as a community member. She noted that the co-chair position would only be for the rest of the fiscal year and would expire at the end of February 2021.

- Stephen Jensen and James McMurray were nominated.
- With a vote of 2 to 1 James McMurray's nomination for co-chair shall be forwarded to the Executive Committee and then to the council for approval.

X. Unfinished business/New business: The interview schedule was reviewed by Richard Puella. He noted that with Tom Kelly's resignation, there are now 2 spots that need to be filled. November 20, 2020 and January 15, 2021.

- Anika Kaleewoun volunteered to take the November 20, 2020 slot.
- Amy Miller volunteered to take the January 15, 2020 slot.

Review of the 2020 committee assignments:

- Needs Assessment & Evaluation Committee: currently has 8 members.
- Disparities Elimination Committee currently has 11 members.
- Community Voices Committee will add Andrew Bauman to the committee bringing the total to 3.
- Membership and Training currently has 5 members.
- Planning and Allocations currently has 8 members.
- **Motion:** Stephen Jensen moved that Calvin Hylton and Bill Tiedemann be assigned to the Membership and Training Committee. The motion was seconded by Jessie Saavedra. **Vote:** the motion carried unanimously.

Discussion of the interview requirements:

- Stephen Jensen questioned the need to re-interview applicants who have been actively participating on the council and committees as community members.
- **Motion:** Stephen Jensen moved to amend the membership practice and procedures process by inserting, "community members who have completed a full term on the council within the last year do not need to go through the interview process. However, if applicants are interested in going through the interview process, then they shall be allowed to do so." The motion was seconded by Jessie Saavedra. No discussion followed. **Vote:** the motion carries unanimously.

XI: Agenda for the next meeting:

- Discuss interviews and recruitment.
- Review upcoming vacancies.

- Update on members terming off the council, and who would be eligible for a second term.
- Continue the discussion on committee co-chair selection.
- Continue discussion on scheduling a clinician for the training schedule.

XII: Announcements: No announcements were made.

XIII: Adjourn: Meeting was adjourned at 11:26am

Meeting summary

- M&T nominated Bill Tiedemann and Calvin Hylton for membership consideration.
- The committee agreed to bring the issue of the co-chair selection process to the Executive Committee for discussion.
- The committee reviewed the training schedule.
- Tyrie Stanley will contact Austin Phillips regarding attendance.
- James McMurray will contact Raymel Givens regarding attendance.
- The committee selected James McMurray as the new co-chair of M&T.
- The committee agreed to assign Calvin Hylton and Bill Tiedemann to the Membership and Training Committee.
- The committee agreed to amend the membership practice and procedures regarding interviews.

Documents Distributed for the Meeting:

- 2020.10.15 M&T Agenda
- 2020.09.18 M&T Minutes
- FY20 MCHACP training schedule
- Membership and Training Committee co-chair position description
- FY 2020 M&T Workplan

RP/cw