

Membership & Training Committee
(Microsoft Teams Meeting)
February 19, 2021
10:00 am – 12:00 pm
Meeting Summary/Minutes

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| Membership & Training Committee Members Present: | |
| Loyal Brooks | James McMurray (co-chair) |
| Calvin Hillary Hylton | Jessie Saavedra |
| Stephen Jensen | Tyrie Stanley (co-chair) |
| 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 and introductions: Tyrie Stanley called the meeting to order at 10:00 a.m., and introductions were made.

II. Review, approval of January 15 meeting minutes and proposed agenda:

- The proposed agenda was approved with the following addition:
 - Add the approval of the January 29 meeting minutes to the agenda.
- The January 15 minutes were approved unanimously.
- The January 29 minutes were approved unanimously.

III. Interview questions:

- The interview questions were brought up by Stephen Jensen under new business in the last meeting.
 - Stephen referred to the last section of the interview guide, “Overall, this candidate is: (well qualified, qualified, not qualified)”.
 - Stephen mentioned an interview where he felt the candidate was a “weak yes” but wanted to confirm if a weak yes would fall into the, “qualified” category.
 - Carissa Weisdorf explained that in the past, a yes or no was used when recommending candidates, but the interview guide now includes the criteria: well qualified, qualified, and not qualified. Since this grid helps the M&T committee make decisions on who to select for membership, Carissa suggested for future interviews, the interview team as a group should debrief and decided in the candidate is either well qualified, qualified, or not qualified and this will be added to the pending applications grid.
- Loyal Brooks mentioned an area of concern with the online application, and feels “does not apply” needs to be added to the question “do you consider yourself at risk or high-risk of HIV infection”.
 - Carissa Weisdorf noted this and it will be addressed the next time the committee reviews the application.

IV. Committee assignments:

- Stephen Jensen announced that he would like to avoid the same situation as last year where only a few members were assigned to the Membership & Training Committee. Loyal Brooks agreed with Stephen.
- Richard Puella presented, “FY2021 Committee Assignments” to the committee and asked where to assign new members. The document includes committee preferences for new members and members who are currently assigned to committees.
 - Tyrie asked if any providers are leaving DEC, since the committee is mostly providers.
 - Carissa noted that half of the membership on DEC is unaligned consumers.
 - Loyal expressed concern with assigning anyone to Community Voices since they only meet four times a year.
 - The committee agreed not to assign anyone to Community Voices.
 - Council staff said Sarah Schiele requested a committee change and asked to move from Needs Assessment and Evaluation to Disparities Elimination.
 - After review, the committee agreed to assign the following members to the committees indicated below:

| Member | Committee |
|------------------|--|
| Sarah Schiele | Disparities Elimination |
| Johan Baumeister | Membership & Training |
| Amy Miller | Membership & Training |
| Lesla Nelson | Needs Assessment & Evaluation |
| Antony Stately | Needs Assessment & Evaluation |
| Sue Purchase | Planning & Allocations |
| Paul Skrbec | Planning & Allocations |
| Tyrie Stanley | Membership and Training, Disparities Elimination, Planning and Allocations |

V. Mentor program evaluation:

- Carissa Weisdorf discussed the status of the mentor program with the committee.
 - Last year, not enough council members volunteered to be mentors, as a result not every new member was assigned to a mentor. Instead, mentors were identified on the contact sheet.
 - Tyrie shared his experience as a mentor. Before COVID-19 happened he mentored two people, but since March 2020 no one has contacted him for mentorship.
 - Stephen Jensen mentioned that no one contacted him either.
 - Carissa asked if the mentorship program should be put on hold while meetings are held remotely since a lot of the mentorship guidance is related to in-person meetings.
 - Loyal Brooks suggested to announce at the March council meeting to encourage new members who have any questions to reach out to a mentor.
 - Richard Puella mentioned that he will be sending out a survey to all new members regarding technology needs and can include a question that mentions the mentor program and if interested someone will reach out to them.
 - Tyrie Stanley suggested that all members of Membership & Training be mentors, and the committee agreed.

VI. Review attendance:

- Loyal Brooks pointed out that Jeremy Stadelman has missed the last 3 council meetings and asked what his status was.
 - Carissa Weisdorf mentioned that Jeremy has been on leave and is due back mid-March.
 - Carissa recognized that he has too many absences and did discuss this with Part A, and Part A does not have a representative to replace Jeremy and he would return before Part A could identify anybody to fill his spot.
 - Tyrie Stanley mentioned that the committee can't control who the government decides to assign for representation and questioned why their attendance was tracked.
 - Anika Kalewoun asked if the attendance policy has any stipulation about being on medical leave or extended leave.
 - Carissa explained that there is no policy about taking leave, the policy indicates that a member must attend half of the meetings in a calendar year and not miss more than three in a row.
 - Anika suggested making an addition to the attendance policy regarding medical leave, if and/or when this happens again.
 - Amy Miller felt that tracking government representation attendance is important for accountability and should continue.
 - Tyrie Stanley felt that tracking government representative attendance is not a good use of time since the committee has no control of government assigning the same representative again if they are removed.
 - Loyal Brooks mentioned that regardless, he would like to see everyone who is involved and their pattern of attendance.
 - Anika noted that it would make sense if a representative had been missing several meetings, the committee could request that the government agency provide a status on the representative.
 - James McMurray asked if his attendance would still be tracked since he will no longer be a member on the council and will transition to a community member.
 - Loyal noted that his attendance would still be tracked as a community member.
 - Tyrie explained that as a community member voting rights could be lost and co-chair status (if applicable) could be lost, and that person must start over again by attending 3 meetings in a row to regain voting rights.
- There were no further attendance issues to report.

VII. Unfinished business/New business:

- Carissa informed the committee that Bill Tiedemann has resigned from the council due to time constraints.
- Loyal Brooks asked to prioritize the online application regarding HIV and risk since it is a required field before moving forward with the application.
 - Carissa Weisdorf mentioned that the application is managed by a MDH system and would reach out to see if that change can be made right away.

VIII. Agenda for next meeting:

- Co-Chair Election
- Review work plan
- FY 2021 Interview Schedule
- FY 2021 training plan

- Review meeting schedule against religious holidays / discuss canceling one meeting

IX. Announcements:

- Carissa Weisdorf asked that council and community members fill out the Health HIV survey.
- James McMurray took a moment to thank everyone for the past 4 years and said he would continue as a community member.
- Tyrie asked if the all providers meeting was still scheduled to happen and if information could be shared so he could attend.
 - Amy Miller noted that this year's meeting will be different and is focused on provider development.

X: Adjourn:

- Meeting was adjourned at 11:10am

Meeting Summary

- Discussed the interview questions and decided that the interview team will debrief after each interview and indicate if the applicant is well qualified, qualified, or not qualified.
- Completed committee assignments and successfully assigned new members to a committee.
- Discussed the mentor program and agreed that each member of M&T will be a mentor.
- Discussed and reviewed attendance.

Documents Distributed for the Meeting:

- 2021.02.19 M&T Agenda
- 2021.01.15 M&T Minutes
- 2021.01.29 M&T Minutes
- FY 2020 M&T Workplan

RP/cw