

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

<b>Membership &amp; Training Committee Members Present:</b>	
Johan Baumeister	James McMurray (co-chair)
Loyal Brooks	Amy Miller
Calvin Hillary Hylton	Jessie Saavedra
Stephen Jensen	Tyrie Stanley (co-chair)
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Anika Kaleewoun	Amy Miller
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Staff:</b>
None	Carissa Weisdorf, Council Coordinator
	Richard Puella, Administrative Specialist (minutes)

**Quorum? YES**

**I. Welcome and introductions:** James McMurray called the meeting to order at 10:00 a.m., and introductions were made.

**II. Review, approval of February 19 meeting minutes and proposed agenda:**

- Tyrie Stanley mentioned that Johan Baumeister wanted to discuss the council’s meeting start time.
  - Johan Baumeister asked the committee if attendance is related to folks not being able to make the time slot.
  - Tyrie Stanley noted that the council has always started at 9am since its creation.
  - Johan noted that he did not want to upend tradition, but also didn’t want to hold up a tradition that might be harming the ability to get some voices on the council that may be needed.
  - The committee agreed to discuss this in new business.
- The agenda and February 19 minutes were approved by unanimous consent.

**III. Mentor Matches:**

- Richard Puella noted that a survey was sent out to all new members asking them about the mentor program. Of those surveyed, three indicated interest in being assigned a mentor. The committee assigned the following mentors with mentees.

Mentor	Mentee
Cree Gordon	Johan Baumeister
Stephen Jensen	Nyonbeor Boley
James McMurray	Antony Stately

- Carissa Weisdorf suggested staff draft an introduction email for mentors and mentees and suggested the pair decide on the frequency and how to communicate moving forward.
- James McMurray mentioned that he had an updated contact sheet and did not need to be provided contact information.
  - Loyal Brooks requested a contact sheet.

**IV. FY 2021 Training Plan:**

- Carissa Weisdorf presented the FY 2021 training plan for review.
  - Carissa noted that the training scheduled is based on the Health Resources and Services Administration (HRSA) requirements but noted the training plan allows for additional training that the committee identifies as important.
  - Loyal Brooks liked the format of the training schedule and thought it was very clear and easy to understand.
  - The committee agreed that the FY 2021 training plan should be shared with the entire planning council.

**V. FY 2021 Interview schedule:**

- James McMurray walked through the interview schedule with the committee and asked if anyone had any conflict with the interview schedule as presented.
  - Johan Baumeister mentioned that he will not be able to make the July 16<sup>th</sup> interview, but can take swap for the June 18 or the August 20 interviews.
  - Anika Kalewoun noticed that she was not on the interview schedule and could be added if needed.
    - Carissa suggested that it's best to have the committee members do interviews, which is why Anika was not included in the schedule.
    - Jessie Saavedra said he would take Johan's place on July 16.
  - Loyal Brooks also mentioned that he is tentative on all interview dates since he has pending appointments that have not been confirmed yet.
- Richard Puella will send out an Outlook invitation and a copy of the updated interview schedule to the committee.

**VI. Review FY 21 meeting schedule against holidays and discuss canceling one meeting:**

- After review of the meeting schedule, the committee decided to make a recommendation to the Disparities Elimination Committee (DEC) to cancel their September 16<sup>th</sup> meeting in observance of Yom Kippur.
  - Stephen Jensen noted that the Membership and Training Committee can only make a recommendation to cancel, and it would be up to Disparities Elimination to decide to cancel or not.

**VII. Review attendance:**

- Richard Puella provided an overview of the attendance policy and tracking spreadsheet for new committee members and proceeded to review attendance and noted the following issues.
  - Alissa Fountain has accrued two absences in a row with the Needs Assessment & Evaluation Committee.
  - James McMurray agreed to reach out to Alissa Fountain.
  - Austin Phillips accrued two absences in a row with the Planning and Allocations Committee.
- Alfredo Rincon-Gonzalez accrued two absences in a row at the Disparities Elimination Committee. Tyrie Stanley agreed to reach out to Austin and Alfredo. Loyal Brooks asked what the status of Jeremy Stadelman was and if he would attend the next council and committee meetings.
  - Carissa confirmed that Jeremy has returned from leave and will be at the next meetings.

- Johan Baumeister asked if the two missed consecutive meetings is tracked together or separately (council & committee).
  - Richard explained that the committee and the council are tracked separately.
- Johan noticed that there are several members who have 6 or 7 missed absences and asked if they are still on the council.
  - Stephen Jensen explained that those individuals are members of the government and are still on the council.
  - Richard explained that in McKinzie's case, she was reassigned to work on COVID-19 efforts and her agency has no other staff that can replace her on the council.
  - Tyrie Stanley explained that community members do not get removed from their committee, they only have their voting rights revoked, and must start over again by attending three meetings in a row to reinstate their voting rights.
- Stephen Jensen suggested to discuss the attendance policy and how it will be handled moving forward.
- Calvin Hylton asked if there was a formal process where members can take a leave of absence and if not, the committee should consider implementing or recommending some kind of measure that gives council and committee members the ability to step away without losing any of their rights.
  - James McMurray agreed with Calvin and asked Carissa what the next steps would be to get something like that in place.
  - Johan noticed that a similar discussion around medical leave happened at last month's meeting and supports the idea of medical leave if it's not harming the communities that need to be represented.
  - Carissa noted that in the past the council and committee attendance policy was stricter and at that time the council decided to adopt the more lenient policy that is used today.
  - Carissa noted that HRSA supports medical leave for unaligned consumers, but the needs of the council need to be considered. In addition, criteria for what qualifies for leave and the duration would need to be developed.
  - Tyrie asked Carissa to explain why attendance is different for government representatives like Jeremy and McKinzie.
  - Carissa stated that it wasn't different for government representatives and pointed out that the conversation this committee had was that the IGCA and Ryan White legislation states the somebody from prevention, Part B, and Part A is represented on the council so it is up to the government agencies who they appoint.
- Calvin Hylton felt that it isn't too unreasonable to allow members to step away if there is an emergency in their life, and recommend that the committee come together as a group and begin to develop a policy around taking leave and forward that down the bylaws pipe line.
  - Johan agreed and understands that this committee shouldn't be in the position of deciding who has a valid excuse or not and feels that has a tendency towards favoring privilege and privileged access to the medical system.
  - Johan suggested this committee recommend a waiver of the attendance policy in situation where the waiver would benefit an underrepresented community and would provide flexibility and doesn't put this committee in the position of arbitering who is ill or not.

**VIII. Review FY 21 work plan:**

- The committee reviewed the work plan for FY 2021.

- Carissa brought up this committee creating policy and procedure around how the committee does membership selection.
- She reached out to Hennepin County’s facilitation network to provide facilitation support at April and May’s meeting.
- Stephen Jensen agreed with Carissa’s plan and requested adding a review of the attendance policy to this.
- Stephen asked to review committee membership in June; Johan recommended adding committee assignment review twice a year.

**IX. Co-chair elections:**

- Carissa Weisdorf presented the co-chair position description and James McMurray called for open nominations and the following individuals ran for co-chair. Richard Puella provided a ballot via Survey Monkey.

Nominee	Votes
Calvin Hillary Hylton	7
Stephen Jensen	5
Tyrie Stanley	4

- Calvin Hillary Hylton and Stephen Jensen were voted in as the new co-chairs of Membership & Training.
- Carissa noted that the new co-chairs will officially be voted in at the April council meeting and would attend their first Executive meeting in May.

**X: Unfinished business / New business:**

- The committee agreed to discuss the possibility of changing the council’s start time.
- Johan asked if the council has an exit interview survey that folks fill out once they leave the council.
  - James McMurray noted that there is an exit interview.
- Carissa noted that she has not heard of from any member that the time doesn’t work for them and displayed results from a survey that the Disparities Elimination Committee conducted of current and past council members. The results did not indicate the council start time to be an issue for anyone, and a recommendation was made at that time to include a council meeting schedule with the application.
- Carissa noted when the council meets in-person the meetings are three hours, from 9 a.m. to noon so is concerned with the meeting going over the lunch hour.
  - Johan noted he felt comfortable with where the council is at currently and did not feel the need to ask any further questions about attendance and the council’s start time.
- James McMurray reviewed and read the confidentiality agreement to the committee.
  - Stephen Jensen asked that his confidentiality agreement be mailed to him.
  - Carissa asked if everyone could have this returned by April’s meeting.
- Jessie Saavedra asked if other committees are signing this confidentially agreement and has there been any breach that the committee is responding to.
  - Carissa noted that M&T committee is the only committee signing this agreement since no other committee receives the type of information that this committee does. She also mentioned that this is not in response to any breach.

- Richard Puella brought up some additional attendance issues and noted that the following individuals need to be contacted for accruing 4 absences in a rolling calendar year, and James McMurray agreed to contact them.
  - Teresa Jones
  - Austin Phillips
  - JoAnn Vertetis
- Carissa noted that Tom Kennedy indicated that his work schedule changed and will likely be coming off the council and will let the attendance policy take its course. Alfredo Rincon Gonzalez also contacted Carissa and said he has difficulty attending meetings due to his work schedule.

**XI: Agenda for next meeting:**

- Policy and procedure for membership selection
- Discussion on attendance policy
- Membership nominations and committee assignments, if applicable

**XII: Announcements:**

- Loyal Brooks asked about the COVID-19 vaccine connector and if there was a way he could get the vaccine soon.
  - Johan Baumeister pointed Loyal to the [JustUshealth.org](https://www.justushealth.org/) / COVID – 19 and noted that appointments may be available for folks to get the vaccine.

**XIII: Adjourn:**

- Meeting adjourned at 12pm.

**Meeting Summary**

- The committee assigned mentors with mentees.
- The committee reviewed the FY 2021 training schedule and the FY 2021 interview schedule.
- Discussed and reviewed the workplan.
- Elected Calvin Hilary Hylton and Stephen Jensen as the new M&T co-chairs.
- Discussed and reviewed attendance.
- Reviewed the confidentiality agreement.

**Documents Distributed for the Meeting:**

- 2021.03.19 M&T Agenda
- 2021.02.19 M&T Minutes
- FY21 MCHACP training schedule
- FY 2021 Interview schedule
- FY 2021 Holidays
- FY 2021 M&T workplan
- Membership & Training Committee Co-Chair Position Description
- MCHACP confidentiality agreement

**RP/cw**