

Membership & Training Committee
(Microsoft Teams Meeting)
July 16, 2021
10:00 am – 12:00 pm
Meeting Summary/Minutes

Membership & Training Committee Members Present:	
Calvin Hillary Hylton (co-chair)	James McMurray
Loyal Brooks	Jessie Saavedra
Stephen Jensen (co-chair)	
Membership & Training Committee Members Absent:	
Johan Baumeister	Guests:
Amy Miller	Nurselin Akbulut
Tyrie Stanley	Ray Klahr
Hennepin County (Part A) Representative:	
Anika Kaleewoun	DHS (Part B) Representative:
	Amy Miller
MDH (Prevention) Representative:	
McKinzie Woelfel	MCHACP Staff:
	Carissa Weisdorf, Council Coordinator
	Richard Puella, Administrative Specialist (minutes)

Quorum? YES

I. Welcome and introductions: Calvin Hylton called the meeting to order at 10:00 a.m., and introductions were made.

II. Review, approval of May 17 meeting minutes and proposed agenda:

- There were no objections to the proposed agenda.
- The May 17th meeting minutes were approved.

III. Policy and procedure for membership selection:

- Ray Klahr mentioned that in the past two meetings the committee discussed membership criteria for selecting members and noted that today the committee will review and finalize the membership selection document.
- Ray then presented the, “*MN Council Selection Overview*” and asked the members the following two questions
 1. What stands out to you?
 2. What questions come up?
- Jessie Saavedra asked if changes can be made to this document once it is finalized.
 - Loyal felt that this document should be finalized today, but with the option to make changes as needed when situations arise.
 - Stephen agreed with Loyal.
 - Jessie questioned the decision to limit members to ages 18 and older, because there are a lot of youth younger than 18 who are HIV positive.
 - Loyal explained that 18 is the age you become an adult and can legally make decisions that are binding.
 - Stephen asked if there is any policy or procedure that states 18 plus.

- Carissa noted that she has not seen anything stating that specifically but pointed that the needs assessment survey was set at 18 years or older due to privacy and consent issues.
- Carissa noted that the council meets during the day which could interfere with education among those 18 and younger.
- Jessie expressed his concern about setting the age at 18 and noted that there are a lot of youth who may be experiencing homelessness and could represent a voice that is missing from the council and should be discussed further in the future.
 - Anika mentioned that there are two Ryan White providers (YAP & Children's MN) that are specifically youth focused and asked if they sit on the council.
 - Carissa confirmed that there are council members that represent those agencies.
 - Carissa agreed to investigate if there are formal policies with HRSA or government agencies that convene the council around age requirements.
 - Anika suggested looking at other jurisdictions to see if they have policies or ways of involving those under 18.
 - Loyal agreed that looking at other jurisdictions that are successful can be a good model for our council to use.
 - Jessie suggested that members from YAP and Children's MN sponsor a young person and have them sit at a council meeting. He noted that our council can be leaders in this and help the young population be heard.
- The committee agreed to leave the 18 and older on the criteria pending further research on policies and best practices on how to engage those under 18.
- Ray then asked if there was anything in the documents that is unclear.
 - Stephen Jensen mentioned the document is clear but asked who the document is intended for.
 - Ray referred to the document purpose statement and noted that it's for selecting council members and can be referenced before any nominations take place.
 - Loyal felt this committee would be the primary folks to use it.
 - Carissa agreed and felt that this committee would have ownership of this document in terms of reviewing and making edits as needed. This document will be posted on the council website.
 - Carissa suggested to provide this document to applicants going through the interview process.
 - The committee agreed with sending this out with the application acknowledgement email.
- Ray asked if a person did not fulfill their membership duties, are they still eligible for reelection.
 - Stephen noted that yes, they are, but they would need to go through the application process.

- Calvin Hylton felt that those who were not in good standing are not necessarily eligible, but they can apply, and this committee would weigh their prior membership activities against the criteria.
- The committee agreed that previous members on the council who were not in good standing can go through the formal application process and their previous membership and participation will be considered as part of that application process.
- Jessie asked what defines active participation, and feels it is important to be clear of what expectations are of members when applying.
- McKinzie agreed with Jessie and suggested creating a self-assessment based on the criteria when people are seeking a second term and noted that active participation looks different for each person.
- Ray asked if anyone would be interested in volunteering to draft a few reflective questions for the self-assessment
 - Loyal felt that the committee as a group should come up with the questions.
- Ray asked if there are term limits and if the committee wants to prioritize new voices, and how the committee would respond to an applicant seeking reelection and a new applicant with only one vacant spot.
 - Loyal explained that there are term limits. Each member may serve two, two-year terms. He also explained that in the past the committee has leaned in favor of the more experienced applicant.
 - Jessie felt that this is not the best way to elect members and expressed the importance that youth have in providing new perspectives.
 - McKinzie asked if this committee is faced with this issue very often.
 - James mentioned that having served on the committee for several years, he has not seen a situation like this come up.
 - James also noted that everyone has an equal opportunity as both new applicants and those seeking 2nd terms are placed on a ballot for the council to vote on.
 - Calvin felt that the committee should take the position to prioritize new voices.
- Ray suggested including a note for the committee stating, "if possible and where it makes sense, prioritize new voices."
- Jessie mentioned that these criteria may be keeping well qualified applicants from serving on the council because they may not have experience needed or meet all the criteria outlined in this document.
- Ray suggested to add, "new voice" to the secondary criteria.
 - The committee agreed with Ray's suggestion.
- Carissa shared the member responsibilities document with the committee and felt that the criteria document could go under active participation section, and include a statement, "if previously served, adhered to the council's membership responsibilities," Which would include the standards of membership that this committee reviews.

- Loyal mentioned the importance that experience plays with membership selection since there is a long learning curve.
- Ray shared with the committee the changes this committee agreed to regarding the membership criteria document.
 - This document will be shared with people upon applying and will be posted on the council website.
 - It will be a reference for this committee during selection.
- Ray noted that she will make a few edits and the document will be ready for the next meeting.

IV. Review attendance:

- Richard Puella reviewed attendance with the committee and presented the, “FY21 MCHACP Attendance Tracking and Council Standing,” and discussed the following attendance issues.
- All guests in attendance were asked to leave at this time as confidential information may be shared during this portion of the meeting.
- Raymel Givens and Nafula Namuninia both accrued two absences in a row at the April and June Disparities Elimination Committee meeting.
 - Stephen Jensen will reach out to both Raymel and Nafula.
- Javier Andrews-Mendoza has accrued six absences in a row in a calendar year and is subject for removal from the council.
 - Jessie Saavedra suggested that someone reach out to Javier one last time to make sure there aren’t any extenuating circumstances going on with him.
 - Carissa noted that this is going outside of the attendance policy and the bylaws state missing 6 meetings in a rolling calendar year is an automatic removal.
 - Stephen Jensen noted that the committee did not meet in June and no member had the opportunity to provide an additional warning.
 - Stephen Jensen suggested allowing Javier another opportunity considering the committee did not meet in June.
 - **MOTION:** Loyal Brooks moved to not remove Javier Andrews-Mendoza from the council due to attendance, because of extenuating circumstances and be contacted by a member of this committee. The motion was seconded by James McMurray. No debate.
 - **VOTE:** The motion carried unanimously and Javier will be contacted by Loyal Brooks.

V. Review committee assignment list:

- As requested by the committee at the May meeting, Richard presented the, “FY2021 Committee Assignments list.”
- Loyal noticed that there seem to be more community members on committees than before.
- After review, the committee felt that the committee assignments are even and there is no need for any change at this time.

VI. Review council vacancies, pending applications, and discuss recruitment:

- Richard announced that he has received two applications and presented their applications to the committee.
- All guests in attendance were asked to leave at this time as confidential information may be share during this portion of the meeting.

- Stephen asked how the applicants were recruited.
 - Carissa noted that council vacancies and promotional material were shared with government partners.
- After reviewing the applications, the committee agreed to interview both applicants.
- Richard noted that Calvin and Loyal are on the interview schedule for August and asked if they are still available.
 - Loyal confirmed that he will be available.
- Loyal mentioned that many state organizations are re-opening in September and asked if that would include the council and the committees as well.
 - Carissa noted that she will discuss that at unfinished business.
- Richard then presented the, "*Membership reflectiveness grid*" with the committee and discussed the areas that the two applicants would possibly fill.
- Richard provided a quick recruitment update and noted that brochures and postcards have been ordered and will be delivered to the Aliveness Project and Open Arms to be placed in food bags to help with recruitment.

VII. Unfinished business/New business:

- Loyal asked when the council and committees can resume in-person meetings.
 - Carissa explained that council and committees are following the guidelines set by Hennepin County, MDH and DHS, and noted that currently in-person meetings with the public are not allowed. Hennepin County staff are still working from home. As things change, council staff will notify all council and committee members.

VIII. Agenda for the next meeting:

- Carissa presented the workplan for the committee for review.
- Discuss interviews.
- Review the results of the council and committee operations evaluation and recommend trainings.
- Discussion on the attendance policy through a focused conversation.
- Review interview questions.

IX. Announcements:

- No announcements

X. Adjourn:

- 11:45am

Meeting Summary

- The committee finalized the core and secondary criteria for membership selection.
- The committee reviewed attendance and the council reflectiveness grid.
- The committee reviewed council vacancies, pending applications.
- The committee agreed to contact members who have issues with attendance.

Documents Distributed before the Meeting:

- 2021.07.16 M&T Agenda
- 2021.05.21 M&T Minutes
- MN Council – Selection Overview
- FY 2021 M&T workplan

Documents Displayed during the Meeting:

- FY21 MCHACP Attendance Tracking Spreadsheet
- Pending applications grid

RP/cw