**Membership and Training Committee Meeting**

**Friday, March 17, 2023**

**10 – 12 p.m.**

**Virtual Meeting**

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| **Committee Members Present:**  |
| Terri Wilder | Shea Amaro (DHS) |
| Stephen Jensen | Quay Catalpa |
| James McMurray (co-chair) | Loyal Brooks |
| **Committee Members Absent:**  |   |
| Tyrie Stanley | Zoe Neba Caboret |
| **Guests:**  |
| Calvin Hylton |  |
| **Hennepin County (Part A) Representative:**  | **DHS (Part B) Representative:**  |
| None | Shea Amaro (DHS) |
| **MDH (Prevention) Representative:**  | **MCHACP Staff:**  |
| Quay Catalpa (MDH)  | Audra Gaikowski (council coordinator) |
|  | Lindsay Concepcion (minutes) |

Quorum present? **Yes**

1. **Welcome and introductions**
* James McMurray called the meeting to order at 10:07am.
* Introduction were made.
1. **Review and approval of February 17 meeting minutes**
* The February 17 minutes were approved with the change that noted Stephen Jensen passed the meeting over to James McMurray
* The proposed agenda was reviewed. No changes.
1. **Review attendance**
* Audra displayed the ***FY22 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
* Doug P missed the February and March MCHACP meetings. James will contact Doug via phone and Audra will follow up with a letter.
* Audra stated that the council did vote to approve the action item that would allow Membership & Training to continue enforcing the previous attendance policy of either 6 council or 6 committee meetings being cause for automatic removal from the council. They will start enforcing the new policy of 7 combined council or committee meetings in the most recent 12-month period being cause for removal from the council on July 1, 2023.
* At 10:15 Calvin Hylton requested that agenda item VIII Co-Chair Election be moved up today because Calvin is out of the office and James will need to leave the meeting early.
	+ The committee decided to leave the agenda item as is.
1. **Review work plan**
	* Audra displayed the ***FY23 M&T workplan.***
	* James and Audra walked through the Membership & Training Committee workplan and explained the reasoning behind why certain items are on the workplan.
	* Audra explained that every year at the beginning of the fiscal, Audra develops a workplan with the committee co-chairs to ensure that they are completing their legislative requirements and have time to add on additional work if they so choose.
	* As a reminder, the Membership & Training Committee is responsible for conducting interviews, making nominations, reviewing applications, reviews vacancies, and is considering mentorship within the committee.
	* Audra had a few recommendations for additional items that committee may work on this year, such as reviewing the mentorship program and re-doing the Facebook page.
2. **FY2023 interview schedule**
	* Audra displayed the ***FY2023 Interview Schedule***. This is a draft interview schedule for the upcoming fiscal year. Interviews are conducted between 8am-10am the morning before the Membership & Training Committee.
	* Stephen Jensen and James McMurray swapped times; Stephen will be doing April 21 with Loyal Brooks and James will be doing July 21 with Zoe Neba Caboret.
	* Loyal Brooks and Shea Amaro swapped times; Shea will be doing August 18 with Quay Catalpa and Loyal will be doing September 15 with Zoe.
	* Loyal and Quay swapped times; Loyal will be doing October 20 with James, Quay will be doing December 15 with Shea.
	* Membership & Training tries to schedule interviews with one community member and one government member. There are two dates where both Shea and Quay are scheduled to do interviews today. James and Shea swapped days; Shea will do July 21 with Zoe and James will do August 18 with Quay.
	* December 15 has Shea and Quay, the committee will circle back to consider re-assigning to maintain status quo.
	* Audra will send this document out to the committee so everyone can mark their calendar.
	* As a reminder, committee members meet a few minutes before the scheduled interview to review materials.
3. **Review meeting schedule against religious holidays**
	* Audra displayed the ***FY2023 Religious Holidays List***. The list demonstrates all potential conflicts for a council or committee meeting with a religious holiday.
	* Stephen Jensen spoke on how they have notified committees of these meeting conflicts. Previously, the Executive Committee has reviewed the list of holidays and potential conflicts and discusses.
		+ James mentioned that last year they did not cancel any meetings for the Membership & Training Committee.
	* **MOTION:** Loyal Brooks motioned that they forward the religious holidays list to the Executive Committee. Stephen Jensen seconded.
	* **DEBATE:** There was no discussion.
	* **VOTE:** The motion passed 5-0.
4. **Discuss cancelling 1 meeting**
	* Audra displayed the ***FY23 M&T workplan.***
	* Stephen recommended that the August meeting is cancelled. Loyal mentioned that the committee typically chooses a month in late summer – late fall to cancel.
	* **MOTION:** Stephen Jensen motioned that the Membership & Training Committee cancel the August meeting. Loyal Brooks seconded.
	* **DISCUSSION:** There was no discussion.
	* **VOTE:** The motion passed 5-0.
5. **Co-chair election**
	* Audra displayed the **Membership and Training Committee Co-Chair Position Description** document.
	* James is willing to remain as co-chair until a successor is named but will not be running again as co-chair.
	* The committee needs someone who is a voting member of the council to be a co-chair of the Membership & Training Committee. One co-chair needs to reside in the TGA, but the other co-chair does not need to be a voting member of the council.
	* Loyal recommends postponing this item as unfinished business for April.
	* **MOTION:** Loyal motioned to move the co-chair election to unfinished business next month. Stephen seconded.
	* **DISCUSSION:** Calvin said that he is no longer a member of the Membership & Training Committee so he will not be able to continue as co-chair until a successor is named. Not holding the co-chair election today does put Calvin in a tough position because he does not want to over-commit to serving on multiple committees. Audra added that because James is not a voting member of the council, if no-one is elected today, Membership & Training will not be represented in the Executive Committee meeting. Additionally, Calvin’s committee assignment has changed to Disparities Elimination, so he is just attending today to help with the transition, not as a co-chair. If anyone is willing to put their name in for co-chair, it would be very helpful to the co-chairs terming off.
	* Terri asked if everyone who attends this committee is present today?
		+ Audra responded that Tyrie and Zoe are not present.
	* Stephen Jensen put his name in for nomination for co-chair.
	* James McMurray has agreed to continue as co-chair with Stephen until a successor is named.
	* Stephen asked if Terri or Quay would be available to serve as co-chair?
		+ Terri responded that she would like more time to understand the council before committing to a co-chair. Quay said that she does not have capacity to take on a co-chair role at this time.
	* **MOTION:** James motioned to cancel the previous motion and to nominate Stephen as the co-chair. Shea seconded.
	* **DISCUSSION:** Audra said that we do not need to hold a vote since there is only 1 person on the ballot. Stephen will be voted in as co-chair by acclamation.
6. **Unfinished business/New business**
	* There is a vacancy for second co-chair; James will stay on as co-chair until a successor is named. The open position will be discussed next month as well.
	* Audra displayed the ***FY23 MCHACP training schedule*** to alert new council members of intended 2023 trainings. Audra is requesting final approval from M&T before bringing this to the Executive Committee.
	* **MOTION:** Stephen motioned to present this list of trainings to the Executive Committee for review. Shea seconded.
	* **DISCUSSION:** There was no discussion.
	* **VOTE:** The motion passed 5-0.
	* Audra stated that they have received 1 new application for the council, Annjoanette G.
	* Audra displayed the **2023.03 FY23 MCHACP membership reflectiveness grid**. The committee decided to not interview her at this time due to not having a vacancy that she would fill on the council. Audra will recommend community membership.
	* **MOTION:** Stephen motions to not interview Annjoanette but to encourage community membership to the committees. Loyal seconded.
	* **DISCUSSION:** There was no discussion.
	* **VOTE:** The motion passed 5-0.
7. **Set agenda for next meeting**
* Discuss the second open co-chair position
* Membership nominations and committee assignments
* Review results of council and committee operations evaluation
* Review exit interviews and discussion retention
1. **Announcements**
	* HIV On The Hill event on March 29 from 8:30am-4pm.
2. **Adjourn**
	* James McMurray adjourned the meeting at 11:28am.

**Meeting summary:**

* The committee adjusted availability and scheduling for interviews.
* The committee voted to present list of religious holidays and potential scheduling conflicts to the Executive Committee for discussion.
* The committee voted to cancel the August meeting.
* The committee voted to elect Stephen Jensen as new co-chair; James McMurray will stay on as temporary co-chair until another is elected.
* The committee voted to postpone election of a second co-chair until next meeting.
* The committee voted to not interview Annjoanette’s application but to recommend community membership.

**Documents distributed before meeting:**

* 2023.02.17 M&T minutes
* 2023.03.17 M&T agenda
* FY2023 M&T workplan

**Documents distributed during the meeting:**

* FY22 MCHACP Attendance Tracking and Council Standing
* FY23 M&T workplan
* FY2023 Interview Schedule
* FY2023 Religious Holidays List
* FY23 M&T workplan
* Membership and Training Committee Co-Chair Position Description
* FY 23 MCHACP training schedule
* 2023.03 FY23 MCHACP membership reflectiveness grid