**Minnesota Council for HIV/AIDS Care and Prevention**

**Membership and Training Committee**

**Friday, January 20, 2023**

**10:00 a.m. – 12:00 p.m.**

**Meeting Minutes**

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| **Committee Members Present:** |  |
| Loyal Brooks | Amy Miller |
| Stephen Jensen | Tyrie Stanley |
| James McMurray (co-chair) |  |
| **Committee Members Absent:** | **Guests:** |
| Calvin Hillary-Hylton (co-chair) | Carissa Weisdorf, lead HIV services planner |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| None | Amy Miller |
| **MDH (Prevention) Representative:** | **MCHACP Staff:** |
| None | Audra Gaikowski, coordinator |
|  | Emily Murphy, admin assistant (minutes) |

Quorum Present? **Yes**

1. **Welcome and introductions**

* James McMurray called the meeting to order at 10:03 a.m.
* Introductions were made.

1. **Review and approval of the** **December 16th meeting minutes and proposed agenda**

* James McMurray read the Guiding Principles.
* The December 16th meeting minutes were reviewed and approved as printed.
* The proposed agenda was reviewed. One change was requested to review attendance before reviewing applications. The change was approved and the proposed agenda was approved with the requested change.

1. **Review attendance.** Audra displayed ***FY22 MCHACP Attendance Tracking and Council Standing***
   * James McMurray connected with Antwon D and Audra sent him an attendance notification letter. Antwon has met the number of absences to be removed.
   * **MOTION:** Loyal Brooks made a motion to remove Antwon per the attendance policy. Stephen Jensen seconded the motion.

**DISCUSSION:** There was no discussion.

**VOTE:** The motion passed 4-0. Audra will send Antwon a letter to thank him for his participation.

* + Angela R has two absences in a row for their committee. James will reach out to Angela and Audra will send Angela an attendance notification letter.
  + Stephen J has two absences in a row for the council meeting. Audra will send Stephen an attendance notification letter.
  + Carissa Weisdorf noted that according to the bylaws, if someone misses seven meetings total in a calendar year, they will have an automatic dismissal. This policy has not been followed in the last couple of years, but the committee will start following it on March 1st. The committee will ask Pat if this is an acceptable way to move forward. The committee will continue to follow the three consecutive absences in a row policy as well.

1. **Review new applications and discuss interviews.** Audra displayed and reviewed new applications.

* The committee reviewed 4 new applications that were received since the last Membership & Training Committee meeting.
* The committee members provided information regarding the interview of candidates.
* Patrick I. was recommended by the interview panel. Their first and second committee choice are the Disparities Elimination Committee and the Community Voices Committee.
* Ellen R. was recommended by the interview panel. Her first and second committee choice is Planning & Allocations and Needs Assessment & Evaluation.
* Alejandro A. was recommended by the interview panel. His first and second committee choice is Needs Assessment & Evaluation and Disparities Elimination. He has previously served on the council, as well.
* Zoe N.C. was recommended by the interview panel. She will send her top committee choices to Audra.
* Teresa J. has not responded to attempts to contact her to schedule an interview. Her application will be kept on file for one year.

1. **Membership nominations.** Carissa shared the ***Pending Applications Grid.***
   * Carissa shared information regarding the process for new member nominations.
   * She shared ***January M&T*** to demonstrate the openings that are available on the council. There are 17 spots to fill, but 3 spots will need to be saved for vacancies that need to be filled. There are 14 spots that Membership & Training can vote to bring to the Executive Committee today.
   * The committee deliberated over the 15 applicants and determined which applicants will best fill current vacancies in representation and reflectiveness.
   * **MOTION:** Loyal Brooks moved to nominate the following individuals for membership on the council:Alejandro, Kevin, Tristian, Tesha, James, Ellen, Patrick, Nikki, Mohamedkader, Moua, Charlene, Zoe, Shea, and Quay. Tyrie Stanley seconded.

**DISCUSSION:** There was discussion to ensure that the candidate recommended by Sue was included in the slate to move forward. It was confirmed that this candidate fills a vacancy for Greater Minnesota and is included in the slate.

**VOTE:** The motion passed 3-0.

* + **MOTION**: Loyal Brooks moved to nominate the following members for a second term: Joe A, Megan H, Annalise J, Lesa N, Angela R, Tyrie S. Stephen Jensen seconded.

**DISCUSSION:** There was no discussion.

**VOTE:** The motion passed 3-0.

1. **Co-chair succession planning.** Audra displayed the ***Membership & Training Committee Co-Chair Position Description.***
   * Audra shared and reviewed the requirements for the Committee Co-chair position. Both Calvin and James are eligible to run for Committee Co-chair again. Those interested in running for co-chair can let Audra know or they can nominate themselves in the March Membership & Training Committee meeting.
2. **Review council co-chair election nominees**
   * Tyrie Stanley was nominated.
   * **MOTION:** Loyal Brooks moved to nominated Tyrie Stanley for consideration for a second term of council co-chair.
   * **DISCUSSION**: There was no discussion:
   * **VOTE**: The motion passed 4-0.
   * At least one, and up to two, more nominations for Council co-chair are needed. Interested member can let Audra know that they would like to run or they can nominate themselves in the February council meeting.
3. **Unfinished business / New business.** There was no unfinished business.
   * Amy Miller asked to receive information on the open council positions to advertise them at upcoming provider connections meetings. Audra will send her the vacancies in an email.
4. **Set agenda for next meeting:** Audra displayed the ***FY 2022 Membership and Training Committee Workplan.***

* Make committee assignments
* FY 23 council training plan
* Review vacancies and recruitment
* Revisit Practice and Procedure action item

1. **Announcements:** None.
2. **Adjourn:** James McMurray adjourned the meeting at 11:46am.
3. **Electronic vote after the meeting**

* An electronic vote was requested between meetings due to the time sensitivity of the matter. Staff emailed committee members on January 30, 2023 and there was no objection to hold an electronic vote.
* **MOTION:** On January 31, 2023, James McMurray moved to include Terri W. on the slate of new members. Committee members were given 72 hours to reply ate or no by email. The motion passed 4-0.

**Meeting Summary**

* The committee discussed new member applications/interviews and gave recommendations.
* The committee approved nominations for new and returning members.

**Documents distributed before the meeting:**

* Proposed agenda
* Minutes from the December 16 meeting
* FY 2022-23 Membership and Training Committee Workplan.

**Documents displayed during the meeting:**

* New Member Applications
* Pending Application Grid
* FY23 MCHACP Membership Reflectiveness Grid
* January M&T listing current vacancies and which applicants can fill them
* FY22 MCHACP Attendance Tracking and Council Standing spreadsheet
* Membership & Training Committee Co-Chair Position Description
* FY 2023 Membership and Training Committee Workplan

**Documents distributed after the meeting:**

* Membership & Training Committee Co-Chair Position Description

**EM/ag/cw**