

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

Membership & Training Committee Members Present:	
Johan Baumeister	Amy Miller
Loyal Brooks	Jessie Saavedra
Stephen Jensen (co-chair)	Tyrie Stanley
James McMurray	
Membership & Training Committee Members Absent:	
Calvin Hillary Hylton (co-chair)	Ray Klahr
Hennepin County (Part A) Representative:	
Anika Kaleewoun	Amy Miller
MDH (Prevention) Representative:	
None	Carissa Weisdorf, Council Coordinator Richard Puella, Administrative Specialist (minutes)

Quorum? YES

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

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

- The proposed agenda was approved.
- The March 19th meeting minutes were approved.
- Johan Baumeister brought to the committee's attention that he had concerns with a member being in what appeared to be a public space and not using headphones. This could be a confidentiality concern and Johan asked if the council has any policy in place that requires headphones if you are in public.
 - Carissa Weisdorf mentioned that she is not aware of any specific procedure or policy that refers to broadcasting in a public space but shared the concern.
 - She pointed out that the member had left the call.
 - She felt that this hasn't been an issue in the past, but should it become one, the committee should address it.
 - Stephen agreed that this should be addressed before it becomes a problem and felt it should be added to the workplan.

III. Create policy and procedure for membership selection:

- Carissa Weisdorf mentioned that this committee discussed developing a policy on how to select members and noted that there is no written policy that members can refer to regarding membership selection.
- Carissa introduced Ray Klahr and explained that she would be facilitating a focused conversation around membership selection.
 - Jessie Saavedra asked if there would be sufficient time to discuss and develop a policy around member selection.

- Ray mentioned that she is aware that these conversations can be in depth and this process will be broken up between two meetings.
- Ray invited each member to share a response to each question by whichever means feels most comfortable (unmuting mic or typing in the chat).
- Ray then asked the following questions:

Questions	Committee member responses
What current criteria do we use to select members?	<ul style="list-style-type: none">● James McMurray noted that the committee looks at demographics to make sure we are reflective of the HIV epidemic in Minnesota.● Amy Miller mentioned that interviewers look for each candidate's relative experience and ties to the HIV community. She also mentioned that looking for potential red flags that would disqualify a candidate.● Jessie Saavedra mentioned that a review of the needs of the committee/council is examined first and then an outline of general questions (interview guide) is used. He asked if taking some time to review those questions and, if necessary, change and or tailor them as needed.● Carissa Weisdorf added that this committee reviews representation.
What makes a good council member? (Characteristics, actions & behavior)	<ul style="list-style-type: none">● Stephen Jensen mentioned that it is important to have passion, but also the ability and willingness to step up in leadership positions if needed.● James felt that having some flexibility and willingness to do the work.● Jessie noted the importance of being committed to the cause and being present. He explained that not only being physically present but also needing to be engaged and a part of the conversation.● Anika Kaleewoun mentioned that it is important to be open to learning new perspectives and information.● Johan Baumeister noted the importance of being able to collaborate, and added a dedication to ending racial, ethnic, economic, and other disparities in care is necessary.● Tyrie Stanley noted it is important for members to be willing to work with others from a different background.● Jessie noted the importance in valuing different perspectives and experiences.
Sometimes there are two qualified members that fill the same spot. When this happens, how do we decide between them?	<ul style="list-style-type: none">● James mentioned that a review of the number of vacancies at the time. For example, determining where the deficiencies are in reflectiveness (gender, race etc.) as a council.● Tyrie mentioned that examining who submitted their application first and whether or not they are a consumer or provider since providers are limited to two representatives per agency.

	<ul style="list-style-type: none">• Jessie mentioned that membership recommendation rests heavily on the people who conducted the interview and he relies on the interviewer's feedback to decide.• Carissa mentioned that leaning towards candidates who are HIV positive since the percentage of HIV positive council members is reported to HRSA. Age is also reported to HRSA but is not currently included on the membership reflectiveness spreadsheet.• Amy noted looking at what skill sets a person can bring to the council.• Anika noted looking at the statement on why they are interested in service. She also added taking a look at lived experience and/or work experience. Someone who can work with others from different backgrounds and is able or interested in learning about information/data on the HIV epidemic and services. Experience and or interest in ending disparities.
What tools or information might help with this selection process?	<ul style="list-style-type: none">• Tyrie mentioned the use of the reflectiveness grid is helpful.• Jessie suggested possibly adding a second interview and developing a second set of questions for tie breakers. He also added asking for recommendations from either current or previous council members.• Anika mentioned using the competency scale on the interview guide is helpful.• James mentioned relying on previous members' experience and council leadership.

- Ray asked members to reflect on the questions asked today before the next set of questions which would include the decision making (key criteria and next steps).
 - Stephen asked if Ray received enough information from the committee to move forward to next steps.
 - Ray confirmed that the information gathered today is a good starting place.

IV. Discussion on attendance policy:

- Stephen Jensen mentioned that in the past this committee has discussed creating a policy and procedure around attendance and asked if it would be helpful to have a focused conversation.
 - Jessie asked if attendance is counted if a member makes the call and then leaves the meeting and asked if that really is considered being in attendance.
 - Tyrie agreed with Jessie and commented how could someone represent a specific community if they're not there.
 - Tyrie felt that a focused conversation is not necessary.
- Johan mentioned that at the last meeting a conversation was had around the issue of people missing meetings due to medical issues and extenuating circumstances and noted the fact that there isn't a policy that addresses those issues. He mentioned that Carissa explained the attendance policy had changed to be more generous, and Calvin Hylton recommended that the committee develop a policy allowing the attendance policy to be waived under certain circumstances.

- Stephen asked if the committee would like to discuss this as a committee or have a focused conversation with someone like Ray. Stephen noted that this discussion will be added to the M&T's workplan for further discussion.

V. Review attendance:

- Richard Puella presented the attendance tracking spreadsheet with the committee and pointed out the following attendance issues below:
 - Tom Kennedy has missed 3 consecutive Disparities Elimination Committee meetings. However, Richard pointed out that Tom had communicated that changes in his work schedule were not going to allow him to continue on the council and was going to let the attendance policy take its course.
 - Javier Andrews Mendoza has missed two consecutive council meetings in a row (March & April) and has accrued 4 missed council meetings as well.
 - James McMurray will reach out and contact.
 - Sarah Schiele has missed two consecutive council meetings in a row (March & April) and has accrued 4 missed council meetings as well.
 - James McMurray will reach out and contact.
 - Austin Phillips has missed two consecutive council meetings in a row (March & April) in addition, he has also accrued 6 missed meetings within a rolling calendar year, which places Austin in the removal category.
 - James McMurray asked if a committee member still needs to reach out to him since he is being removed.
 - Richard explained that in the past a motion from a committee member is needed to remove a member for attendance, and he would send out a letter notifying the member of their removal.
 - Johan asked if the attendance is tracked by a 12-month calendar year or a rolling calendar year.
 - Richard confirmed that it is tracked on a rolling calendar year.
 - Johan asked if a particular person is a directly serviced by someone (provider) would that be considered a conflict of interest to be involved in any decision with them.
 - Carissa noted that it was not a conflict of interest, but for their own comfort someone else may consider reaching out to that person. However, it's still okay to participate in the decision making as far as removal.
 - Jessie asked if MDH representatives are exempted from removal regardless of how many absences.
 - Carissa mentioned that this concern was raised with MDH that the person chosen to represent them is not able to attend meetings because they are currently on reassignment due to COVID. MDH stated that they have no other staff to put in her place. Pat Reymann confirmed that with COVID-19 we are in an emergency state and we do the best we can.
 - Jessie asked if MDH is allowed to use the state of emergency as an excuse can others on the council use that as well.
 - Carissa explained that MDH representation is a part of the IGCA agreement and is also a HRSA requirement. For categories where there are more people available then removal and replacement can be done.

- **MOTION:** Tyrie Stanley moved that Tom Kennedy and Austin Phillips be removed from the council and committees based on the violation of the attendance policy. The motion was seconded by Johan Baumeister. No debate. **VOTE:** With no nos, the motion passed unanimously.

VI. Unfinished Business/New business:

- Carissa reviewed some of the existing policies regarding confidentiality and attending meetings in public spaces and noted that there is a phone procedure and virtual meeting tips.
 - The phone procedure was developed by the M&T Committee and approved by the council.
 - The procedure indicates that participants should have a quiet space to prevent background noise and distractions; the policy does not mention anything about ensuring that headphones are used.
 - Carissa feels that this confidentiality concerns only applies to the M&T Committee when discussing certain items and feels that there should be guidance for committee co-chairs to identify agenda items that will be confidential in nature and ensure committee members are in a private space.
 - Johan suggested drafting basic verbiage for example, "this portion of the meeting is confidential if you are not in a private space please use headphones or disconnect from the meeting at this time to protect the confidentiality of that which is being discussed."
 - Carissa will spend some time working on this and bring it back to the committee next month.
- Carissa mentioned that several members have left the council and felt the committee needs to spend some time reviewing vacancies and discuss recruitment plans at the next meeting.
- Johan mentioned he will absent at the next month's meeting.

VII. Agenda for the next meeting:

- Policy and procedure for membership selection
- Vacancies and recruitment
- The committee reviewed the workplan and agreed to add a focused conversation around the attendance policy in August.

VIII. Announcements:

- Carissa reminded everyone to please submit their conflict of interest form if they have not already done so.

IX. Adjourn:

- 11:05am

Meeting Summary

- The committee participated in a focused conversation around the policy and procedure for membership selection, facilitated by Ray Klahr.
- The committee discussed the attendance policy and agreed to have a focused conversation at the August meeting.
- Discussed and reviewed the workplan.
- Discussed and reviewed attendance.

Documents Distributed for the Meeting:

- 2021.04.16 M&T Agenda
- 2021.03.19 M&T Minutes
- Facilitated Conversation-questions
- FY 2021 M&T workplan

Documents Displayed during the Meeting:

- FY21 MCHACP Attendance Tracking Spreadsheet

RP/cw