

**Membership & Training Committee**  
**(Microsoft Teams Meeting)**  
**May 21, 2021**  
**10:00 am – 12:00 pm**  
**Meeting Summary/Minutes**

<b>Membership &amp; Training Committee Members Present:</b>	
Calvin Hillary Hylton (co-chair)	Amy Miller
Loyal Brooks	Jessie Saavedra
Stephen Jensen (co-chair)	Tyrie Stanley
James McMurray	
<b>Membership &amp; Training Committee Members Absent:</b>	
Johan Baumeister	Ray Klahr
<b>Hennepin County (Part A) Representative:</b>	
Anika Kaleewoun	<b>DHS (Part B) Representative:</b>
	Amy Miller
<b>MDH (Prevention) Representative:</b>	
None	<b>MCHACP Staff:</b>
	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 April 16 meeting minutes and proposed agenda:**

- The proposed agenda was approved.
- The April 16<sup>th</sup> meeting minutes were approved.

**III. Create policy and procedure for membership selection:**

- Ray Klahr continued the conversation from last month around creating criteria to help with decision making when selecting members for the council. Ray noted that she intentionally left space between the discussion last month to allow members to process and think through the past discussion.
- Ray then shared the summary below of last month's discussion. The text in red is the criteria discussed during today's meeting.

<p><b>Core Criteria:</b></p> <ul style="list-style-type: none"> <li>○ Representation and HRSA requirements</li> <li>○ Council reflects epidemic in MN, including age</li> <li>○ 18+</li> <li>○ Formally apply</li> </ul> <p><b>Secondary criteria:</b></p> <ul style="list-style-type: none"> <li>○ Active participation-come to meetings prepared</li> <li>○ Connectedness to the community</li> <li>○ Personal experience</li> <li>○ Provider: Knowledge of HIV and Ryan White or other training licensures that would be helpful to the council</li> </ul>
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- Prioritize people who are HIV positive and unaligned consumers
- Engagement in application process. Ex. Show up to interviews, strong communication
- Age: Increase youth engagement

**Other considerations:**

- Recruiting members and increasing interest
  - How to get more people to apply?
  - Move people from causal interest to applying
  - Where do we go to attract people?
    - Currently through word of mouth
    - Members are responsible for this – how do we do this?
- Need more youth on the council
- Maintain engagement on the council
- Review interview questions to get at additional criteria
- How do we make a better judgement on who will be a successful member?
  - Barriers/challenges may include job change
  - Review exit surveys

**Next:**

- Prepare policy or procedure
- Ray to prepare document for next meeting in June
- How to incorporate this into our interview process?

**What current criteria do we use to select members?**

- Demographics- to make sure we are reflective of the HIV epidemic in Minnesota.
- Candidate's relative experience and ties to the HIV community.
- Potential red flags that would disqualify a candidate.
- Needs of the committee/council is examined first.
- Outline of general questions (interview guide) is used.
- Committee reviews representation.

**What makes a good council member? (characteristics, action & behavior)**

- Passionate
- Ability and willingness to step up in leadership positions if needed.
- Flexibility
- Willingness to do the work.
- Committed to the cause and being present.
- Engaged and a part of the conversation.
- Open to learning new perspectives and information.
- Able to collaborate.
- Dedication to ending racial, ethnic, economic, and other disparities in care is necessary.
- Work with other from a different background.
- Valuing different perspectives and experiences.
- Come prepared to meetings.

**Sometimes there are two qualified members that fill the same spot. When this happens, how do we decide between them?**

- Review of the number of vacancies at the time. For example, determining where the deficiencies are in reflectiveness (gender, race etc.) as a council.
- Examining who submitted their application first.
- Whether or not they are a consumer or provider since providers are limited to two representatives per agency.
- Rests heavily on the people who conducted the interview and the interviewer's feedback to decide.
- 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.
- Skill sets a person can bring to the council.
- Looking at the statement on why they are interested in service.
- Look at lived experience and/or work experience.
- Someone who can work with others from a 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.
- **Enthusiastic**
- **Express thoughts**

- Ray asked members to review the notes from the discussion last month and asked members what stood out.
  - Stephen Jensen noted that the need of the committee/council should be examined first.
  - Loyal Brooks noted that if there was a tie between candidates, the committee would go with the individual who is more in sync with the council's goals, enthusiasm, and is able to express their thoughts clearly.
  - Calvin Hylton felt that examining life experience and soft skills is a necessary part of deciding membership especially when striving in areas of diversity, inclusion, and equity.
  - Tyrie Stanley noted he reviews if the candidate is a consumer, provider or how the candidate is impacted by HIV and is this person willing to commit to the work.
- Ray noted that based on the response to the feedback, there appears to be a core criteria and a secondary criteria from which members make decisions and asked what are some key criteria the committee needs to consider with membership selection.
  - Loyal noted the first key criteria would be the councils' reflectiveness.
  - Stephen suggested examining if the candidates are a consumer or a provider first.
    - Loyal agreed with Stephen and noted that if there are openings for consumers then they should be placed first.
  - Jessie Saavedra felt that looking at a candidate's experience doesn't need to be examined, but rather if the individual is dedicated and passionate about serving. He expressed the need for young people to be present at the table to plan and express their concerns.
    - Tyrie pointed out that one responsibility of council members is to inform the community about the council and assist with recruitment.
  - Carissa Weisdorf suggested rephrasing the first Core Criteria bullet point to Representation, since there are 13 HRSA requirements that must be filled including

unaligned consumer representation, and if there is an opening in representation the committee needs to work to fill those vacancies.

- Loyal suggested reviewing the interview questions to be more comprehensive.
- Carissa suggested adding connectedness to the community under secondary criteria.
- Loyal asked how could the committee decide who will make a more successful member.
- Stephen noted that each member is asked to fill out an exit survey when they leave and suggested the committee review them.
  - Tyrie noted that Carissa does provide information on why members leave.
- Jessie asked if the committee establishes the membership requirements and if so can changes be made.
  - Carissa explained that the Ryan White legislation stipulates membership and we must follow what the legislation mandates.
- Loyal mentioned that it is difficult to get candidates to apply.
- Carissa suggested prioritizing people who are HIV positive and unaligned consumers under secondary criteria and examine how a potential candidate has gone through the application process.
  - Loyal agreed with Carissa and pointed out that often the committee is chasing candidates who do not show up to their scheduled interview.
- Ray noted that she will help with formalizing and drafting the final document with the help of Carissa and bring a draft to next month's meeting.
- Calvin suggested creating a subcommittee to work on drafting a policy that will be brought back to the committee for review.
- Tyrie mentioned that there is no need to create a subcommittee since it is the responsibility of Membership & Training to develop policies around membership and recruitment.
- Amy Miller felt that this committee has the time within the meetings to work on a draft policy.
- Tyrie suggested asking the Community Voices Committee for input and feedback.

#### **IV. Review attendance:**

- Richard Puella reviewed the attendance with the committee and noted the following issues.
  - Antony Stately has accrued two absences in a row at council meetings (April & May).
    - James McMurray will reach out and contact Antony.
  - Raymel Givens has accrued four absences in a rolling calendar year.
    - Tyrie Stanley will reach out and contact Raymel.
- Loyal Brooks asked if McKinzie is still considered a part of the council.
  - Carissa explained that she is the appointed MDH representative but is currently reassigned to the COVID-19 response. A request was made for MDH to appoint a replacement until she returns but unfortunately, MDH has no one available to replace her at this time.
- Tyrie asked if the Executive Committee attendance can be tracked like the other committees.
  - Richard noted that the Executive Committee is tracked as well.
- Loyal asked how the committee felt about tracking the co-chairs attendance at CVC meetings since they have been requested to provide updates.
  - Tyrie felt like attendance is requested but not required for co-chairs.

#### **V. Review council vacancies, pending applications, and discuss recruitment:**

- Richard Puella presented the council reflectiveness grid and noted the following vacancies:

- 11 total vacancies:
  - 4 Unaligned consumers (2 white, 1 black and 1 trans).
  - 1 State Medicaid.
  - 1 Formerly incarcerated or representative.
  - 3 Greater Minnesota folks.
- The above vacancies are spots that need to be held open until an applicant can fill them, which leaves 2 openings that the committee can fill.
- Loyal asked what the pending applications look like.
- Richard then displayed the pending applications spreadsheet and noted the following:
  - 1 male application on file.
    - The male candidate is no longer available to pursue membership and will be removed from the list.
  - 2 female applications on file
    - Currently the council is overrepresented in females.
- Loyal asked what can be done to reach male candidates.
  - Tyrie noted that it's the responsibility of council members to assist with recruitment.
  - Anika mentioned that she has had success with recruitment for QMAC at different support groups.
  - Loyal mentioned that Johan would be a great resource since he works with a several support groups at Rainbow Health.
  - Stephen asked James if there might be a potential candidate with the Community Voices Committee.
  - James suggested placing recruitment fliers in food bags at Aliveness.

#### VI. Unfinished Business/New business:

- Carissa mentioned that the committee discussed the concern around confidentiality and Johan provided some language that Carissa placed on the agenda.
  - For agenda items marked with an asterisk, co-chairs will pause and review the following statement with the committee:
    - *Confidential information may be shared during this portion of the meeting. If you are not in a private space please use headphones or disconnect from the meeting to protect the confidentiality of that which is being discussed.*

#### VII. Agenda for the next meeting:

- Carissa noted that the Hennepin County Board of Commissioners recently added Juneteenth as a designated paid holiday which will be observed this year on June 18. The committee's June meeting will be on the 18<sup>th</sup> and she suggested the committee reschedule or cancel the June meeting.
  - **MOTION:** Tyrie moved to cancel the June 18, 2021 meeting in recognition and celebration of Juneteenth. The motion was seconded by Loyal Brooks. No debate. **VOTE:** the motion carried unanimously.

#### VIII. Announcements:

- No Announcements were made.

#### IX. Adjourn:

- 11:05am

**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, and discussed recruitment.
- The committee agreed to cancel the June 18<sup>th</sup> meeting due to the Juneteenth holiday.

**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
- Pending applications grid

**RP/cw**