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

**Membership and Training Committee**

**Friday, September 17, 2021**

**10:00 a.m. – 12:00 p.m.**

**Meeting Minutes**

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| **Committee Members Present:** |  |
| Johan Baumeister | James McMurray |
| Loyal Brooks | Amy Miller |
| Calvin Hillary Hylton (co-chair) | Jessie Saavedra |
| Stephen Jensen (co-chair) | Tyrie Stanley |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| Anika Kaleewoun  | Amy Miller  |
| **MDH (Prevention) Representative:** | **MCHACP Staff:** |
| McKinzie Woelfel | Carissa Weisdorf (minutes)  |

**Quorum Present? Yes**

1. **Welcome and introductions**
* Calvin Hillary Hylton called the meeting to order at 10:05 a.m. and introductions were made.
1. **Review, approval of the August 20 meeting minutes and proposed agenda**
* The minutes were approved as printed.
* Carissa Weisdorf asked to add “review attendance” to the agenda. Johan Baumeister asked to include an employment change announcement to that discussion. This was added to the agenda following the discussion on the attendance policy. No further changes were made and the agenda was approved with noted additions.
1. **Discuss interviews**
* Stephen Jensen and Richard Puella interviewed J.A. Stephen Jensen said J.A. is a qualified candidate and he recommends him for membership. J.A. is a male, unaligned consumer and he said he represents White, aging people with HIV. He has no previous board experience but he has been to one meeting and is very passionate. Stephen Jensen said J.A. had reviewed the committee list to make sure meetings do not conflict with his school schedule and he said he is interested in Planning and Allocations, Needs Assessment and Evaluation, and Community Voices Committee.
* Stephen Jensen, Jessie Saavedra, and Richard Puella interviewed M.M. M.M. is employed by The Aliveness Project and she is Native American. The interviewers rated her very qualified and recommend her for membership. She reviewed the committees and is interested in Needs Assessment and Evaluation and Disparities Elimination Committee.
	+ While she may not have a lot of experience, she is eager and works in the community. She works with the Native population and people who inject drugs. She is younger and can possibly connect us with other young people.
		- Tyrie Stanley emphasized the training piece can come later.
	+ Anika Kaleewoun mentioned that M.M. is joining QMAC so will be trained in quality management.
* **MOTION**: Loyal Brooks moved to recommend J.A. and M.M. for council membership. Stephen Jensen seconded. No discussion. Motion passed unanimously.
* There are no other new applications on file at this time. Carissa Weisdorf said these two applications were received after the last meeting, and she will show the committee the applications at the next meeting.
1. **Discussion on attendance policy**
* Stephen Jensen took over facilitation. He asked for background on this agenda item. Carissa Weisdorf explained the committee added it to the work plan because of recent discussions the committee has had on the attendance policy and possibly making changes to it. She said any change will require a bylaw change so suggested to keep this as an informal conversation to decide how the committee wants to move forward.
* Tyrie Stanley said he is concerned that there were some representatives of the government agencies who did not attend meetings in the past year. However, their seats were held for them because the government agencies said there was no one else to fill them. But we are having trouble filling other seats too so he believes this flexibility should be extended to other members as well.
	+ Calvin Hylton agrees that we need to be more flexible with our approach to membership and suggests we allow for excused absences and proxy voting.
* Carissa Weisdorf was asked to read the current policy in the bylaws. Carissa read Sections 2.8 and 2.9 of the council bylaws and placed the text in the chat.
* Tyrie Stanley expressed again that there seems to have been a loophole with government representatives.
* Amy Miller recommends excused absences or leaves of absence.
* McKinzie Woelfel also thinks excused absences are in order. She clarified that government representatives also attend committee and council meetings to serve as a resource and they often send a fill-in to meetings they cannot attend.
	+ Calvin Hylton recommends a government representative that attends a meeting as a fill-in should also sign a confidentially agreement. Amy Miller agreed.
* Johan Baumeister sees a problem with some people being allowed to have a leave of absence, but others not.
* Loyal Brooks expressed that there is a difference in someone who leaves without notice versus a person who communicates their upcoming needs and missing of meetings.
* Amy Miller has concerns with proxy voting as it does not allow for the voice that was elected to truly give their voice. She also wondered how we will vet a proxy.
* Amy Miller agreed that we do need flexibility to accommodate life events that can get in the way of attending meeting and believes it can help keep our unaligned consumers on the council.
* Calvin Hylton said we can add parameters around proxy voting, like the number of proxies you can have a year.
* Amy Miller asked if using a proxy would count as an absence.
* McKinzie Woelfel stated there are certain meetings in the year that we need the individual member to be there. For example, for allocations votes, we work the entire year for one vote so using a proxy may not be appropriate in that case. She suggested community members or members who previously served on the council may be good options for proxies.
* Calvin Hylton suggests a group draft a proposed bylaw change around proxy voting.
	+ Tyrie Stanley suggested this is done with the Executive Committee along with the Parliamentarian and come back to the committee with a recommendation.
	+ Carissa Weisdorf suggested the committee review sound practices on proxy voting, provided by the Planning CHATT at <https://targethiv.org/sites/default/files/file-upload/resources/PlanningCHATT-ProxyVoting-27APR2020.pdf>.
* Stephen Jensen asked if it is too much staff time to manage new changes like this and Carissa Weisdorf confirmed that is it not.
* In the interest of time, Stephen Jensen asked to move on in the agenda.
* Carissa Weisdorf asked to add two additional points to the discussion. Carissa added into the chat proposed language for a bylaw change to allow for a leave of absence: “A leave of absence is requested by written notice to the Council Support staff or Membership and Training Committee. A leave of absence may not exceed two months. Persons not returning within thirty days after the end of the two-month period will be presumed to have resigned. The number of members required to establish a quorum shall be adjusted to exclude members on authorized leaves of absence. A maximum of one leave of absence may be granted within a twelve-month period of time.”
* Carissa Weisdorf said another planning council uses a “get out of jail free card” and it was suggested as a way to retain unaligned consumer members. She suggested an unaligned consumer member could apply it once a year to replace a missed required meeting with a meeting of the Community Voices Committee or a government-sponsored meeting by DHS, MDH or Hennepin County, for example the HIV town hall or statewide coordinated statement of need.
* There was support from committee members to discuss these two options further.
1. **Review attendance**
* Carissa Weisdorf reviewed the ***Attendance Tracking Spreadsheet*** with the committee and highlighted attendance issues.
* Teresa Jones has accrued five absences at council meetings in a rolling calendar year so will need a letter sent. Carissa Weisdorf explained she has been in contact with Teresa by phone and she is aware of the attendance requirement and requested not to have a committee member contact her. The committee agreed to only send the letter.
* Nyonbeor Boley has two consecutive absences as well as four absences in a calendar year at council meetings. Stephen Jensen volunteered to call him and Carissa Weisdorf will send out a letter.
	+ - Tyrie Stanley confirmed he reached out to him about his committee absences and he plans to attend the next meeting.
	+ Sarah Schiele has accrued four absences at council meetings so will need a call to remind her about the attendance policy. James McMurray volunteered to call her.
	+ Javier Andrews Mendoza has now accrued seven absences in a calendar year so will need to be removed. Loyal Brooks said he had reached out to Javier twice and Javier indicated he has a complicated schedule.
		- **MOTION**: Loyal Brooks moved to remove Javier Andrews Mendoza from the council due to attendance. Johan Baumeister seconded. DISCUSSION: Loyal Brooks said he understands his situation but it seems like with his work schedule he is not able to make it work. He indicated Javi is aware this is coming.
		- **VOTE**: The committee voted 7-1 in favor of the motion.
		- Tyrie Stanley asked it to be recorded that he voted no.
	+ Johan Baumeister announced that he has a new job and doesn’t know if he has the time to commit to meetings. He is available before noon on Tuesday and after 5 p.m. on all days. After discussion, Johan decided he wants to continue on the council and be reassigned to Community Voices Committee.
		- **MOTION:** Tyrie Stanley moved to change Johan Baumeister’s assigned committee from Membership and Training to Community Voices Committee, effective immediately. Loyal Brooks seconded. DISCUSSION: Johan Baumeister said it has been a privilege being a part of this committee and has enjoyed what he has learned from everyone on the committee. Stephen Jensen said he will be missed. Tyrie Stanley said he is welcome to attend anytime, as a non-voting member. The motion passed unanimously.
1. **Membership and Training Committee’s role with committee assignments**
* Stephen Jensen said there was electronic vote after the meeting last month to have a vote to formally remove Tyrie Stanley from a committee upon his request.
* Tyrie Stanley said he believes his committee assignment is Planning and Allocations but since he wishes to participate on two other committees, he is assigned to every committee he attends. He is the only council member that serves on multiple committees. He proposes new language in the bylaws that states if you serve on more than one committee, attendance is only tracked for one.
* Calvin Hylton read from Bylaw 4.2 about community membership and thinks community membership is open to council members. Tyrie Stanley interprets this as applying to community members only and not council members who have an assigned committee.
	+ Bylaw 4.2 states: “The council members may serve as voting members of any standing and/or ad hoc committee to which they have been appointed by the Membership and Training or Executive Committees.”
* The question to consider is if a council member can also be a community member.
* Amy Miller feels this is a barrier to participation from an active community member. If a council member fulfills the attendance policy of a committee then they should be given the option to join the committee as a voting member and it becomes an assigned committee and the attendance policy applies or they can be a non-voting member and the attendance policy does not apply.
* To help better clarify the bylaws, we could create language about community membership for council member who want to serve on additional committees. For example, “Council members may serve as community members for any additional committees that they choose, so long as they adhere to the attendance requirements of the committee.” Or “As a council member, you have the option to join other committees but membership on additional committees does not affect attendance standing.”
	+ This could also go into the Council Practice and Procedure document.
	+ Calvin Hylton agrees a bylaw amendment is in order and thinks a council member needs to fulfil the attendance requirement of a committee to join the committee, rather than it being automatic through an assignment of the Membership and Training Committee. He does not think attendance for additional committees a council member attends as a community member affects their council standing.
	+ Tyrie Stanley thinks the word “assignment” is what gets in the way of a council member serving as a community member on additional committees.
	+ Calvin Hylton clarified any change to the bylaws is to create an exception for council members who wish to voluntarily join other committees as a voting member.
* Stephen Jensen asked how the committee wants to move forward, and if an amendment to the bylaws is in order.
* Calvin Hylton believes that the way the bylaws are currently written, Membership and Training needs to remove a member from a committee, or that member can resign if they attend more than one committee, so their attendance does not affect their council standing. He recommends that in the long term, the committee drafts an amendment to the bylaw.
	+ Stephen Jensen requested this is added to the next agenda.

**VI. Review results of council and committee operations evaluation and recommend trainings**

* Discussed under unfinished business.

**IX. Unfinished business / New Business:**

* Council membership for those under 18 years
	+ The question is whether or not current policies allow for youth under 18 to serve on the council. Each government representative is checking into their agency’s policies. Hennepin County does not have a restriction. Carissa Weisdorf is checking with HRSA HAB as well.
	+ Jessie Saavedra said youth have represented agencies as direct service providers in the past but they may not have served on the council.
	+ Calvin Hylton suggested we create a youth advisory group, in the case that youth cannot join the council so they can provide input into various topics the council comes up with.
		- Tyrie Stanley agrees with this idea.
		- Anika Kaleewoun said Children’s Minnesota, and possibly Youth and AIDS Projects (YAP), has a youth advisory board and suggests we ask them for specific needs.
* Discuss HIV clinical update
	+ Carissa Weisdorf stated she secured Dr. Goodroad to provide this update, which was on the council’s training plan for this year.
	+ Since Tyrie Stanley asked to add this to the agenda, we can discuss further next month when he is in attendance.
* Review updated interview questions
	+ Stephen Jensen referred to ***2021 MCHACP Interview Guide*** and asked the committee’s thoughts.
		- Loyal Brooks is happy with the changes made and thinks it is more fluent and straightforward.
		- **MOTION**: Loyal Brooks moved to accept the revised interview questions and use them moving forward. Calvin Hylton seconded. No discussion. Motion passed unanimously.
* Carissa Weisdorf mentioned we skipped over the agenda item to review the council and committee operations evaluation. She referenced ***Summary of Evaluation Results*** andnoted the only training needs she identified from the evaluation is around data and there is a series of data trainings planned and in-progress for the council. The trainings are also available on the council website. She asked the committee if they want to also review the results of the HealthHIV assessment report to identify training needs.
	+ Calvin Hylton wants the committee to spend time reviewing the HealthHIV assessment; he is alarmed by the number of council members (five out of 23 or 21%) who expressed dissatisfaction with the council and feels this committee needs to better understand why this is and identify solutions, as possible.
	+ Carissa Weisdorf encouraged committee members to review the results of both evaluations to identify any training needs and bring recommendations to the committee.

**X. Agenda for next meeting:**

* Carissa Weisdorf displayed ***FY 2021 M&T Workplan*** and added the current council vacancies into the chat.
* Make membership nominations and committee assignments.
* Discuss vacancies, recruitment and our outreach plan.
* Review HealthHIV assessment results along with the operations evaluation.
* Finalize the membership selection document if we have heard back from all of the government agencies on their policies.

**XI. Announcements:**

* No announcements were made.

**XII. Adjourn:**

* Stephen Jensen adjourned the meeting at 11:55 a.m.

**Meeting Summary**

* The committee discussed two recent interviews and recommend both candidates for membership.
* The committee reviewed attendance and agreed to contact members experiencing issues with attendance.
* The committee removed a member from the council in compliance with the attendance policy.
* The committee will further look into adding a leave of absence policy, proxy voting policy, and one meeting replacement for unaligned consumers.
* The committee will continue to assign council members to committees until an amendment to the bylaws for community membership for council members occurs.
* The committee approved the updated interview questions.

**Documents Distributed before the Meeting:**

* Proposed agenda
* August 20 meeting minutes
* Summary of Evaluation Results
* FY 21 MCHACP training schedule
* 2021 MCHACP interview guide

**Documents Displayed during the Meeting:**

* FY21 MCHACP Attendance Tracking Spreadsheet
* FY21 M&T Workplan

**cw**