

**Minnesota Council for HIV/AIDS Care and Prevention  
Membership and Training Committee  
Friday, October 15, 2021  
10:00 a.m. – 12:00 p.m.  
Meeting Minutes**

<b>Committee Members Present:</b>	
Loyal Brooks	Amy Miller
Stephen Jensen (co-chair)	Jessie Saavedra
James McMurray	Tyrie Stanley
<b>Committee Members Absent:</b>	
Calvin Hillary Hylton (co-chair)	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Anika Kaleewoun	Amy Miller
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Staff:</b>
None	Carissa Weisdorf (minutes)

**Quorum Present? Yes**

**I. Welcome and introductions**

- Stephen Jensen called the meeting to order at 10 a.m. and read the guiding principles. Introductions were made.

**II. Review and approval of the September 17 meeting minutes and proposed agenda**

- The minutes were approved as printed.
- The agenda was approved as printed.

**III. Review attendance**

- Carissa Weisdorf reviewed the **Attendance Tracking Spreadsheet** with the committee and highlighted attendance issues. Larry McPherson has accrued two absences in a row at council meetings so he will receive an attendance letter. Carissa asked the committee if they want to reach out to Larry with a phone call even though she has been in touch with him and will connect with him again before the next meeting. Jessie Saavedra suggests we remain consistent with how we approach members regarding attendance and have a committee member contact him. Stephen Jensen agrees we should have a committee member contact him.
  - James McMurray offered to contact Larry McPherson.
- Calvin Hillary Hylton had been counted absent for the last council meeting but two members confirmed he attended the meeting so he was changed to present.

**IV. Review applications**

- Carissa Weisdorf presented three new applications: J.A., M.M., T.J.P.

- J.A. and M.M. were interviewed last month and both were recommended for membership. The committee should determine if T.J.P. fills a reflectiveness needs and should be interviewed.
- Carissa Weisdorf displayed **Pending Applications** grid and said we have interviewed four out of the five people on the grid. Jessie Saavedra recommends interviewing T.J.P. since she helps meet some of our reflectiveness needs. The committee agreed to interview T.J.P.
- Loyal Brooks asked about the status of current vacancies and projections for the next term. Carissa Weisdorf informed the committee she will have the projected membership details for the committee to review next month but there should not be a huge change in membership at the end of the term.
- Stephen Jensen asked when the deadline is to apply for council membership for the next term. Carissa Weisdorf replied interested people should apply as soon as possible so we can schedule interviews but the deadline is around January 7, 2022. The Membership and Training Committee will determine the slate for the new term on January 21, 2022.
- Tyrie Stanley is on the interview schedule next month and James McMurray volunteered to join as well.
- Carissa Weisdorf reminded the committee that we have a new interview guide which we will use for the interview next month. It was emailed to committee members last week and Carissa can mail hard copies if requested. Loyal Brooks asked to receive hard copies of the interview guide.

#### V. **Review vacancies and pending applications and make membership nominations**

- Carissa Weisdorf displayed **Pending Applications, MCHACP vacancies, and Membership reflectiveness grid**. She noted that anyone nominated today will fill an unexpired term so their term will start December 1, 2021 and end on February 28, 2023. She went over the vacancies and which applicants can fill them.
- Carissa Weisdorf displayed the application for A.R. who applied nearly a year ago.
- **MOTION:** Loyal Brooks moved to forward Joseph Amrhein, Moncies Franco, Megan (Merrick) Higdon and Angela Reed for council membership. Jessie Saavedra seconded. No discussion. Motion passes unanimously.
- Carissa Weisdorf will email all nominees to inform them they will be on ballot at the November 9 council meeting.

#### VI. **Committee assignments for new members**

- Carissa Weisdorf displayed **FY 2021 Committee assignments** and said we try to achieve 33% unaligned consumer membership on each committee which was a recommendation from our technical assistance on consumer engagement. Carissa Weisdorf provided the top two preferred committees for each applicant but was not able to find a record of Angela Reed's preferred committee.
- The committee approved the following assignments by unanimous consent:
  - Needs Assessment and Evaluation Committee: Joseph Amrhein and Moncies Franco

- Disparities Elimination Committee: Megan Higdon
- To be determined next month: Angela Reed. Carissa Weisdorf will reach out to Angela to find out her top two committee preferences.

**VII. Discuss recruitment and outreach plan**

- Carissa Weisdorf displayed **Council Membership Election Checklist** and detailed the current outreach plan to get new applications. She said the council discussed recruitment ideas at the last council meeting and during the meeting Paul Skrbec and Cree Gordon offered to review the email that is sent out to community partners. Paul Skrbec made the following suggestions:
  - Use social media to promote membership. Provide language and an image that people can cut and paste to their own social media accounts.
  - Provide suggested email text from the point of view of leaders asking people to join or get involved. For example, “this is why I serve on the council and why I think you should too.” It is more personal and tailored to individuals.
- Carissa Weisdorf showed the committee **2021 MCHACP postcard** and said she plans on sending copies to agencies.
- The committee asked to see a list of past applicants and members who can be contacted to see if they are interested in re-applying for the council.
- Stephen Jensen said we should use the [council video](#) to recruit for members.
- Amy Miller will check with Darin Rowles about the Medicaid spot since he has been in contact with the department about assigning someone to fill that spot.
- Carissa Weisdorf asked if there are ideas about how to reach people in Greater Minnesota to apply since these spots have been vacant all year.
  - Stephen Jensen recommended James McMurray approach Community Voices Committee members since some people from Greater Minnesota attend. James McMurray said their attendance tends to be sporadic but he can reach out.
  - Although we are virtual right now, there are technology concerns for some people. Stephen Jensen asked if our meetings will always include a virtual option for those who can not or do not want to attend meetings in-person and Carissa Weisdorf confirmed yes.

**VIII. Membership selection document**

- Carissa Weisdorf displayed **MCHACP membership selection criteria** and said in the past few months we have been researching policies about allowing people under the age of 18 to serve on the council. Carissa Weisdorf displayed **Volunteer policies** which are the findings from Hennepin County, Minnesota Department of Health, Minnesota Department of Human Services, and HRSA. She said in conversations with the government agencies they are ok with removing the statement “must be 18 or over” from the criteria document but to not actively recruit for this position. They feel if someone who is under 18 applies for the council, we may need to do some work to ensure an equal power balance so a young person feels like they can share their

- voice equally. Other things to look into is if we need a parental consent form or a waiver of this and if there are any child labor laws that prevent meeting at certain times of day or number of hours.
- Jessie Saavedra agrees we should remove the age restriction from the document and said we could determine if someone is able to understand the work of a council member during the interview process. Stephen Jensen agreed.
  - **MOTION:** Jessie Saavedra moved to remove the criteria that an individual must be 18 years of age or older to be a member of the council. James McMurray seconded. No discussion. The motion passed unanimously.
  - **MOTION:** Loyal Brooks moved to approve the ***MCHACP membership selection criteria*** document as amended. Amy Miller seconded. The motion passed unanimously.
  - The document will be shared with the Executive Committee and council next month.

#### **IX. Discuss HealthHIV assessment results**

- Carissa Weisdorf displayed ***Minnesota MCHACP HIV Planning Assessment Report*** and noted there are specific recommendations in the report relevant to membership and training needs. The highlighted portions of the report are the recommendations in the report. During the assessment period, HealthHIV was able to reach nearly 100% of council members so we were able to hear what is and what is not working for council members.
- Stephen Jensen said some of the desired people and perspectives in the recommendations are already included on our reflectiveness grids. Carissa Weisdorf confirmed yes, some are but also sees these as additional voices that may not be represented currently and should be kept in mind as the committee makes membership recommendations.
- Additional trainings to consider for the coming year:
  - Relationship between government entities involved in the integrated HIV planning process.
  - Parliamentary procedures
  - Equity and inclusion
  - Conflict resolution
- The Executive Committee has already implemented some of the recommendations on the council meeting agenda.
- The report also indicates new members may not understand what the council's responsibilities are and what membership entails.
- The committee decided to refer to the recommendations in this document when selecting members and planning trainings.

#### **X. Unfinished business / New Business**

- HIV Clinical update
  - Tyrie Stanley recommends inviting Dr. Brian Goodroad back when we have our next HIV clinical update. Not the same presentation but something similar.

#### **XI. Agenda for next meeting**

- Carissa Weisdorf displayed **FY 2021 M&T Workplan** and the following items were placed on the agenda for next month:
  - Discuss interviews
  - Committee assignments for new members
  - Discuss training needs (refer to HealthHIV assessment report)
  - Revisit attendance discussion
  - Review upcoming vacancies and discuss recruitment

#### **XII. Announcements**

- No announcements were made.

#### **XIII. Adjourn**

- Stephen Jensen adjourned the meeting at 11:35 a.m.

#### **XIV. 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 October 22, 2021 and there was no objection to hold an electronic vote.
- **MOTION:** On October 25, 2021, Stephen Jensen moved to include Annalise Barghini on the slate of new members. Committee members were given 72 hours to reply aye or no by email. The motion passed 5-0.

#### **Meeting Summary**

- Reviewed attendance and selected a committee member to contact a member who missed meetings.
- Reviewed recent applications and selected an applicant to interview.
- Reviewed council vacancies and made membership nominations.
- Made committee assignments.
- Discussed membership recruitment and an outreach plan.
- Approved the membership selection document.
- Discussed the HealthHIV assessment results.
- After the meeting, the committee held an electronic vote to include Annalise Barghini on the slate of new members.

#### **Documents distributed before the meeting:**

- Proposed agenda
- September 17 meeting minutes
- MCHACP vacancies
- Council membership election checklist
- MCHACP membership selection criteria
- Volunteer policies
- Minnesota MCHACP HIV planning assessment report

**Documents displayed during the meeting:**

- Attendance tracking spreadsheet
- Pending applications grid
- Membership reflectiveness grid
- FY21 committee assignments
- 2021 MCHACP postcard
- FY21 M&T Workplan

**cw**