

**Minnesota Council for HIV/AIDS Care and Prevention
Membership and Training Committee
Friday, January 21, 2022
10:00 a.m. – 12:00 p.m.
Meeting Minutes**

Committee Members Present:	
Loyal Brooks	James McMurray
Stephen Jensen (co-chair)	Amy Miller
Committee Members Absent:	
Calvin Hillary Hylton	Tyrie Stanley
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Anika Kaleewoun	Amy Miller
MDH (Prevention) Representative:	MCHACP Staff:
McKinzie Woelfel	Rhoda Chaffe, temporary admin. specialist (minutes)

Quorum Present? **Yes**

I. Welcome and introductions

- The committee conducted one MCHACP new member interview from 8:15 a.m. – 8:45 a.m. Stephen Jensen called the meeting to order at 10:01 a.m. and led the committee in reading the guiding principles. Introductions were made.

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

- The proposed agenda was approved as printed
- The December 17 minutes were approved as printed.

III. Discuss interviews

- Stephen Jensen announced that two interviews were scheduled for today; one was held but the other was a no-show. Additionally, two interviews were conducted earlier in the week.
- Loyal Brooks expressed that DS is as qualified as any of the council members. James McMurray concurred stating that DS answered questions well, was able to talk to a certain demographic, and is a long-time survivor. Concern over attendance was mentioned; the committee was assured there would be no attendance issues.
 - The interview panel recommended DS for council membership.
- Loyal Brooks recommended JH as a good candidate for the council. James McMurray added that JH’s personality was great and engaging. James was impressed with JH’s community work. Loyal agreed that JH was very engaged and involved in excellent community work.
 - The interview panel recommended JH for council membership.
- Stephen strongly recommended SK, AIDSline manager at Rainbow Health, who formerly worked at JustUs Health and Minnesota AIDS Project and emphasized that SK has

worked in the HIV community for nearly ten years. Loyal concurred and added that SK is a very solid candidate. Anika shared that SK is very intentional about knowing the HIV community and what is going on. SK's evident availability to participate would be beneficial to the council.

- The interview panel recommended SK for council membership.
- Stephen informed the committee that BJ was a no-show and explained that multiple attempts were made to ensure interview participation and this is their second no-show at a scheduled interview.

IV. Membership nominations

- Stephen Jensen announced the discussion on membership nominations for the slate to be provided to council at the February meeting.
- Anika Kaleewoun displayed the **2021.11 Pending Applications, 2022.02 Projected. Council Membership Reflectiveness** and the **Current MCHACP Vacancies** documents.
- Loyal nominated: SK, JH, and DS who were interviewed this week.
- Anika Kaleewoun pointed out that previously interviewed applicants should be included in the nomination and all applicants highlighted in yellow fill vacancies on the council and could be included in the slate.
 - **Motion:** Loyal Brooks moved to nominate, James Mitulski, Stephen Jensen, Lori Linkous, Julian Hines, Sarah Krier, Jay Orne, Douglas Stewart, and John Vener.
 - James McMurray seconded the motion.
 - Stephen opened the floor for discussions; there were no further discussions.
 - **Vote:** The motion passed unanimously.
- Stephen added that these nominations will be included on the new member ballot at the Council meeting in February.
- Anika Kaleewoun reminded the committee that a slate is needed for returning members. Alissa Fountain, Calvin Hillary Hylton, Jo Ann Vertetis have previously been reviewed by the committee for their past engagement and interest in serving a second term.
 - **Motion:** Loyal Brooks moved to nominate Alissa Fountain, Calvin Hillary Hylton, Jo Ann Vertetis for a second term on the council and be forwarded to full council for consideration.
 - Amy Miller seconded the motion.
 - Stephen opened the floor for discussions; there were no further discussions.
 - **Vote:** The motion passed unanimously.
- Stephen concluded the membership nominations discussion stating that two slates would be moved to the Executive Committee for consideration at their February meeting.

V. Review council co-chair nominees

- Stephen Jensen announced that council co-chairs, Cree Gordon and Larry McPherson are stepping down after completing two terms as council co-chair. During the last council meetings, Tyrie Stanley nominated himself and Lesa Nelson as co-chair nominees.
- Stephen concluded that council co-chair nominees will move forward as announced.

VI. Review attendance

- Anika Kaleewoun displayed the **FY21 MCHACP Attendance Tracking and Council Standing** spreadsheet for review. There were no attendance issues for the council; one committee member had two consecutive committee absences.
 - It was noted that the Planning and Allocations Committee did not meet in December.
 - One committee member missed two consecutive meetings, one in October and the other in November. Stephen Jensen will contact Sue Purchase regarding the missed Planning and Allocations Committee meetings and let Rhoda Chaffe know if a missed meetings letter should be sent to Sue.

VII. Attendance policy discussion

- Stephen Jensen summarized and concluded this discussion stating that the attendance policy had received adequate review with a lack of consensus on potential policy changes at the December committee meeting. The acceptance of the MCHACP Attendance Policy as it is written was recommended.
 - **Motion:** Loyal moved to accept the MCHACP attendance policy as it is right now.
 - James McMurray seconded it.
 - The floor was opened for discussions; there were no discussions.
 - **Vote:** The motion passed unanimously.

VIII. Committee co-chair succession planning

- Stephen Jensen queried the committee for input on committee co-chair succession planning.
- Anika Kaleewoun announced that the next co-chair election will be held in March.
- Stephen announced that he will be backing down as committee co-chair after having served two terms and one of those terms served over the past year.
- Stephen queried the committee for interest in the co-chair position; there were no responses.

IX. Unfinished business / New Business

- None.

X. Agenda for the next meeting

- Loyal Brooks questioned if any new interviews needed to be scheduled, and how the committee compares this information to those nominated on the slate. Stephen responded that interviews should be scheduled for next month.
 - Anika pointed out that some applicants shown on the chart had not been scheduled. Stephen responded that those applicants do not meet council membership needs due to reasons such as overrepresentation.
 - Anika displayed the **2022.01.20 Candidate List** and emphasized the need for male candidates. Stephen concurred, however noted that BJ should not be scheduled again. Anika brought attention to the remaining applicants on the list who were women.

- Stephen suggested checking with Carissa Weisdorf on candidates who meet council membership criteria and then adding those candidates to the February agenda.
- Loyal informed the committee that the next discussion will cover committee assignments for new council members on.

XI. Announcements and Adjourn

- Stephen Jensen adjourned the meeting at 11:47 a.m.

Meeting Summary

- The committee discussed the most recent new council member applicant interviews.
- Other council applicants were reviewed with respect to council membership reflectiveness and current vacancies.
- There was a brief discussion around any changes to the attendance policy. The decision to leave the attendance policy as it was passed unanimously.
- Two slates were completed: new council membership nominees and returning council membership nominees to move to the Executive Committee at the February meeting.
- Two candidates for council co-chair were reviewed and forwarded to the Executive Committee.
- There will be a committee co-chair election in March.

Documents distributed before the meeting:

- Proposed agenda
- Minutes from the December 17 meeting
- 2021.11 Pending Applications
- 2022.02 Projected Council Membership Reflectiveness_No Names
- Current MCHACP Vacancies

Additional documents displayed during the meeting:

- MCHACP Application Form 2020 for S.K.
- FY21 MCHACP Attendance Tracking and Council Standing
- 2022.01.20 Candidate List

RC/cw