

**Minnesota Council for HIV/AIDS Care and Prevention
Membership and Training Committee
Friday, February 18, 2022
10:00 a.m. – 12:00 p.m.
Meeting Minutes**

Committee Members Present:	
Loyal Brooks	James McMurray
Calvin Hillary Hylton (co-chair)	Tyrie Stanley
Stephen Jensen (co-chair)	Amy Miller
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
None	Amy Miller
MDH (Prevention) Representative:	MCHACP Staff:
McKinzie Woelfel	Carissa Weisdorf
	Rhoda Chaffe, temporary admin specialist (minutes)

Quorum Present? **Yes**

I. Welcome and introductions

- 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 January 21 meeting minutes and proposed agenda

- The proposed agenda was approved as printed
- The January 21 minutes were approved as printed.

III. Committee assignments for new members

- Carissa Weisdorf displayed **Committee Assignments** for review. She prefaced the discussion with an update on new council membership. Doug notified her that he would not join the council due to professional reasons and uncertainty around availability to serve on the council in the future. Carissa provided a review of current committee members specifying membership designation (e.g., unaligned consumer, etc.) within each committee.
 - It was brought to the attention of the committee that Sarah’s current professional status had changed since her interview and Sarah would no longer be working in the area of HIV. Carissa responded that she would contact Sarah.
- The question was raised whether the M&T committee should actively assign council members to the Community Voices Committee since anyone is welcome to attend the meeting. The Community Voices co-chair responded that council members do not need to be assigned, but there is a need for a committee co-chair. Carissa pointed out that the committee could benefit from an assigned council member.
 - Lori was suggested as a potential member.

What does co-chair training look like?

- Carissa responded that leadership training is provided. Previously, material was obtained from CCG consultants. The facilitation handbook is useful for co-chairs as they begin their term; Carissa skimmed over a few topics.
- It was questioned whether group facilitation training is needed if almost 50% of members/ survey respondents felt they were unable to speak up in meetings. Carissa shared that information on role playing is provided to co-chairs, but recently has not been included in the training.

Unaligned consumers are able to prep for meetings which drives meeting dialogue and decisions.

- Carissa stated that this expectation should be included in new member orientation. Stephen agreed that members should be able to prepare for meetings and come up with questions ahead of time.
- Carissa added that there is opportunity for trainings and discussions to follow council meetings (e.g., Pat Reymann could conduct a training). Stephen suggested holding debriefings following council meetings that would include the co-chairs, presenters, and council staff.

Addressing disparities

- It was suggested to ask the Disparities Elimination Committee for further input on what could be incorporated into trainings.

V. Review attendance

- Carissa Weisdorf displayed ***FY22 MCHACP Attendance Tracking and Council Standing*** proceeded to review attendance and noted the following issues.
 - **MCHACP:** Nyonbeor Boley has five total absences, so he must attend the next meeting. A call and follow-up letter from staff is needed. Tyrie will contact Nyonbeor. Sue missed four meetings, so needs a phone call. Calvin will contact Sue. Carissa pointed out that she would like to send out the attendance letter to Sue that should have been sent last month; Calvin was asked to let Sue know that it is coming. Jo Ann missed two consecutive meetings, so Jo Ann must attend the March meeting to keep in good standing. James offered to reach out to Jo Ann.
 - **M&T, DEC, NA&E, PAC, CVC, Exec:** No updates.

VI. Unfinished business / New business

- Unfinished business: Recording applicant names in meeting minutes: Stephen informed the committee that interviewee initials are being recorded in minutes but he thinks it should include the first name. Carissa Weisdorf expressed discomfort in using names, and even initials, because the documents are public and posted on the council website and often sensitive information is shared during interviews.
 - A suggestion was made for recording full names in the meeting minutes but redacting them prior to publication on the Ryan White website. Carissa clarified that people outside of this committee also receive the minutes because they have been asked to be on the mailing list. A brief synopsis would be the most

appropriate. The omission of names in the meeting minutes would be in line with the Ryan White confidentiality policy.

- It was questioned whether Pat Reymann had been informed of this matter. Carissa said no but referenced **Module9_QRH_9.1 Meeting minutes** document. Carissa displayed the document and summarized that meeting minutes should be a meeting summary, and this is in line with Robert's Rules of Order. The document was forwarded to the committee after the meeting.
- New business: None.

VII. Agenda for the next meeting

- Amy Miller announced that she will not be attending the next meeting and might not have an available replacement. Any questions should go to Amy if no one is able to attend in her place.
- Carissa displayed the **FY 2022 M&T Workplan** document and announced March agenda items: co-chair elections, review of and changes to the workplan, interview schedule, and a list of meeting date discrepancies due to religious holidays.

VIII. Announcements and Adjourn

- Tyrie Stanley announced that Aaron Peterson is leaving Ryan White and taking a new position with Hennepin County Public Health. Carissa Weisdorf offered to select a card and send it out to council and committee members for signatures.
- Carissa Weisdorf announced that Bryan Bick, Council Administrative Specialist will be starting on February 28 and referred the committee to Jonathan Hanft's e-mail announcement.
- Calvin Hillary Hylton adjourned meeting at 11:41 a.m.

Meeting Summary

- Committee assignments completed: Julian to NEA, Lori to CVC, Jim to DEC, and Jay to DEC. A motion to assign Sarah to M&T was passed.
- The committee reviewed **Minnesota MCHACP HIV Planning Assessment Report** document with an overview on the needs of the council, specific trainings, and who could provide them based on the assessment. There were several in-depth discussions around these topics.
- Council member attendance was reviewed. There were some MCHACP attendance issues; however, there were no attendance issues within the committees.
- Recording applicant names within meeting minutes was discussed. The **Module9_QRH_9.1 Meeting minutes** document was displayed and sent to committee members via e-mail for future guidance on the recording of meeting minutes.

Documents distributed before the meeting:

- Proposed agenda
- Minutes from the January 21 meeting
- 2022.01.18 Summary of Evaluation Results
- FY 2021 M&T Workplan

- Minnesota MCHACP HIV Planning Assessment Report_Training Needs

Additional documents displayed during the meeting:

- FY22 MCHACP Attendance Tracking and Council Standing
- 36_2022.02 Committee Assignments
- Module9_QRH_9.1 Meeting minutes

RC/cw