

Minnesota Council for HIV/AIDS Care and Prevention
Membership and Training Committee
Friday, March 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)	
Committee Members Absent:	
Amy Miller	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Anika Kaleewoun	None
MDH (Prevention) Representative:	MCHACP Staff:
McKinzie Woelfel	Carissa Weisdorf, Coordinator
	Bryan Bick, Administrative Specialist (minutes)

Quorum Present? **Yes**

I. Welcome and introductions

- Stephen Jensen called the meeting to order at 10:01 a.m. Introductions were made. Stephen read the guiding principles of the council.

II. Review and approval of the February 18 meeting minutes and proposed agenda

- The proposed agenda was reviewed and approved as printed.
- The February 18 minutes were reviewed and approved as printed.

III. Review new applications

- Carissa Weisdorf reported that there are two new applications to review, Gage and Damon, and they both help meet vacancies on the council.
- Carissa shared the pending application spreadsheet.
 - Carissa reviewed where the two applications fit in the representation and reflectiveness categories.
 - Carissa reminded the committee that the council is overrepresented by women at this time, so some applications are being kept on file and the committee decided they will not be interviewed at this time.
- The Membership and Training Committee agreed to interview Gage and Damon.

IV. Review FY 2022 interview schedule

- Carissa Weisdorf displayed the ***FY 2022 interview schedule***.
 - Calvin Hillary Hylton stated that he knows the two applicants who will be interviewed on April 15, and feels it would not be appropriate for him to interview them.

- Stephen Jensen agreed to switch with Calvin. Stephen will move to April 15 on the interview schedule and Calvin will move to May 20.

V. **Review meeting schedule against religious holidays**

- The **FY 2022 Religious Holidays List** was displayed.
 - Stephen Jensen reported that he attended the Disparities Elimination Committee (DEC) yesterday and asked if the committee wanted to cancel a meeting due to a religious holiday; the committee declined. Stephen said he did not feel it was necessary for the Membership and Training Committee to direct any committee not to meet, but committees could decide on their own.
 - The Membership and Training Committee discussed its meeting that is scheduled on April 15, which is Good Friday. Carissa Weisdorf displayed the **FY 2022 Membership and Training Committee Workplan** and the tasks for April were reviewed. The committee decided to discuss this later in the meeting when the workplan is reviewed and the agenda for next month is set.

VI. **Review attendance**

- Bryan Bick displayed **FY22 MCHACP Attendance Tracking and Council Standing** and reviewed current attendance concerns.
 - **Disparities Elimination Committee (DEC):** Nafula Namuninia has missed two consecutive committee meetings of DEC. Stephen Jensen offered to contact her, and council staff will send a letter.
 - There were no attendance concerns reported in the other committees.

VII. **Committee Co-Chair Election**

- The **Membership and Training Committee Co-Chair Position Description** was displayed. Calvin Hillary Hylton asked for nominations.
 - Stephen Jensen and Calvin Hillary Hylton confirmed that this is their last meeting in their current terms as co-chairs, so two co-chairs are needed.
 - Tyrie Stanley nominated Stephen and Calvin. Stephen declined due to lack of time and Calvin accepted.
 - Carissa Weisdorf said Calvin can be voted in by acclamation if there is no objection. The committee agreed that Calvin is elected by acclamation, and the committee co-chair agenda item can be revisited in April in case .

VIII. **Review fiscal year 2022 work plan**

- Carissa Weisdorf displayed the **FY 2022 Membership and Training Committee Workplan** and explained that it reflects the committee's duties that are required by the council bylaws. She added that additional items can be added now, and the workplan can be updated throughout the year.
- Stephen Jensen mentioned feedback from the Disparities Elimination Committee (DEC) about learning more about the oral health care service area. He suggested the council receive the same presentation that the Community Voices Committee heard recently. Carissa added this item under the "to schedule" heading of the council workplan.

- Stephen also mentioned that DEC discussed what it wanted from continuing to hold hard topics conversations, and what it hoped would change as a result.
 - Carissa added that DEC recommended more training on equity and inclusion, and efforts to make sure the council is confronting race and racism in all its activities.
 - DEC had recommended a robust training on race to the Membership and Training Committee; some members agreed but wasn't sure if it could commit to the required time and expense. It was planned to bring that training to providers and invite council members, but then the COVID-19 pandemic began.
 - Carissa said she will bring it up again with the government agencies for reconsideration.

IX. Unfinished business / New business

- Stephen Jensen reminded the committee of the ongoing discussion about how to record applicant's names in the minutes.
 - Stephen said his understanding of guidelines from Health Resources and Services Administration (HRSA) is personal information should not be disclosed in the minutes.
 - Stephen suggested that just first names be used in the minutes, and any personal details of applicants be left out. The committee agreed.
- Carissa Weisdorf reminded committee members to sign the confidentiality agreement that was included in the materials that were sent out for today's meeting. Stephen Jensen asked for guidance on the best way to submit the agreement. Carissa advised to sign it electronically if possible.
- Carissa stated that John Vener, who has previous council experience and just rejoined, requested a council mentor. She asked if anyone was interested.
 - McKinzie Woelfel agreed to mentor John if no other committee members are available.
 - Calvin Hillary Hylton asked if mentorship opportunities should be opened to the whole council. Carissa agreed and stated that the Needs Assessment and Evaluation Committee will conduct a self-performance evaluation again this year, and that will include a segment about serving as a council mentor.
- Loyal Brooks asked if Hennepin County has set any expectations for when meetings can be in-person again. Carissa shared that Hennepin County just released information about a phased approach to employees returning to the office starting in April and concluding in June. Council staff is still waiting to get information about public meetings.

X. Agenda for the next meeting

- Carissa Weisdorf shared the ***FY 2022 Membership and Training Committee Workplan***.
 - Carissa mentioned that forwarding membership nominations next month is important and time sensitive since the council has vacancies.
 - Calvin Hillary Hylton said the committee can choose to have a shorter meeting on April 15 to review applicant interviews and postpone the other items on the workplan, or move the meeting to a different day.

- Loyal Brooks suggested keeping the meeting on the planned date with the assumption it will be a shorter meeting anyway.
- Stephen Jensen agreed to keep the meeting on April 15 but move anything that is not urgent to the following month. The agenda will include reviewing applicant interviews, reviewing attendance, and finalizing the decision on the committee co-chairs.

XI. Announcements

- Tyrie Stanley's birthday is coming up on April 15.

XII. Adjourn

- Calvin Hillary Hylton adjourned meeting at 11:26 am.

Meeting Summary

- The Membership and Training Committee reviewed new applications from Gage and Damon and agreed to conduct interviews.
- The committee reviewed the interview schedule and religious holidays in FY 2022.
- The committee reviewed council attendance.
- The committee called for nominations for co-chairs. Calvin Hillary Hylton expressed interest in another term. He will serve as sole chair for now, and the committee will revisit the need for another co-chair at the next meeting.
- The ***FY 2022 Membership and Training Committee Workplan*** was discussed.

Documents distributed before the meeting:

- Proposed agenda
- Minutes from the February 18 meeting
- FY 2022 interview schedule
- FY 2022 Religious Holidays List
- Membership and Training Committee Co-Chair Position Description
- FY 2022 M&T Workplan
- Membership and Training Committee Confidentiality Agreement

Additional documents displayed during the meeting:

- Council application from Gage
- Council application from Damon
- Pending application grid

BB/cw