

**Minnesota Council for HIV/AIDS Care and Prevention
Membership and Training Committee
Friday, April 15, 2022
10:00 a.m. – 11:00 a.m.
Meeting Minutes**

Committee Members Present:	
Loyal Brooks	Amy Miller
Calvin Hillary Hylton (co-chair)	Tyrie Stanley
Stephen Jensen	
Committee Members Absent:	
James McMurray	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Anika Kaleewoun	Amy Miller
MDH (Prevention) Representative:	MCHACP Staff:
McKinzie Woelfel	Carissa Weisdorf, Coordinator
	Bryan Bick, Administrative Specialist (minutes)

Quorum Present? **Yes**

- I. **Welcome and introductions:** Calvin Hillary Hylton called the meeting to order at 10:02 a.m. Introductions were made.

- II. **Review and approval of the March 18 meeting minutes and proposed agenda**
 - The March 18 minutes were reviewed and approved as printed.
 - The proposed agenda was reviewed and approved as printed.

- III. **Review new application**
 - Bryan Bick reported that there is one new application to review, Douglas, that came in since the last meeting of the Membership and Training Committee.
 - Carissa Weisdorf explained that since Douglas fills a vacancy on the council, and the Membership and Training Committee is making nominations today, council staff proceeded with his interview before the full committee reviewed his application.
 - Bryan shared the ***MCHACP Application from Douglas***. The committee discussed the answers Douglas provided and reason for applying.

- IV. **Discuss interviews:** The Membership and Training Committee gave updates on the interviews with the three new applicants.
 - Douglas was interviewed by Loyal Brooks, Stephen Jensen, and Bryan Bick. They updated the committee on his interview and recommended him for membership.
 - Damon was interviewed by Loyal, Stephen and Bryan. They updated the committee on his interview and recommended him for membership.

- Gage was interviewed by Stephen Jensen, Amy Miller, Carissa Weisdorf and Bryan Bick. They updated the committee on their interview and recommended them for membership.
- Bryan shared the ***MCHACP Membership Reflectiveness Grid***. Carissa reviewed current vacancies and illustrated how the three new candidates would fill them.
- Calvin Hillary Hylton asked for a motion to be made on recommending the slate of these three applicants to the council.
 - **MOTION:** Loyal Brooks moved to pass the slate of the three candidates, Douglas, Damon, and Gage, to the full council for a vote for membership. The motion was seconded.
 - **DISCUSSION:** There was no further discussion.
 - **VOTE:** A voice vote was conducted, and the motion was approved by unanimous consent.

V. Review attendance

- Bryan Bick displayed the ***FY22 MCHACP Attendance Tracking and Council Standing*** document and reviewed current attendance concerns.
- Bryan Bick explained that Julian Hines has missed two consecutive council meetings. Carissa Weisdorf mentioned that he has not yet completed the new member orientation.
- Bryan reminded the Membership and Training Committee that Julian should be contacted by a member of the committee and receive a warning letter from council staff.
- Calvin Hillary Hylton agreed to contact Julian. Bryan will mail the letter.

VI. Ad hoc committee for attendance policy recommendations

- Calvin Hillary Hylton explained that the Executive Committee voted to establish an ad hoc committee to review and make recommendations on changes to the council attendance policy.
- Calvin stated that the Executive Committee is seeking three or four volunteers to make up membership of the ad hoc committee. The council members who have expressed interest are Jo Ann Vertetis, Larry McPherson, Calvin Hillary Hylton, and McKinzie Woelfel.
- Stephen Jensen recommended that the ad hoc committee members also attend the Membership and Training Committee meeting to gain a better understanding of the process the committee goes through when reviewing and addressing attendance issues.
- Calvin suggested since he and McKinzie Woelfel volunteered to serve on the committee, they could ensure this process is shared and understood by the ad hoc committee.

VII. Committee Co-Chair Election

- Calvin Hillary Hylton asked if there are any new nominations for the open co-chair position of the Membership and Training Committee.
- No committee members expressed interest. Calvin stated that the committee will continue seeking another co-chair.

VIII. Unfinished business / New business

- No unfinished business was discussed.
- No new business was discussed.

IX. Agenda for the next meeting

- Carissa Weisdorf shared the ***FY 2022 Membership and Training Committee Workplan***. Carissa reminded the committee that it had decided to move some workplan items from April to May.
- Carissa stated that May's agenda will include the following items:
 - Making committee assignments for the nominations that were made today,
 - Reviewing the FY 2022 training plan.
 - An update from Carissa, Calvin Hillary Hylton and Stephen Jensen on their participation in the Planning CHATT learning collaborative on recruitment and retention of council members.
 - Reviewing the MCHACP application. Carissa stated this item could be moved to a later time if the May agenda is too full.

X. Announcements

- Stephen Jensen asked for confirmation that there are no interviews scheduled for next month. Carissa Weisdorf confirmed that no new applications have been received.

XI. Adjourn

- Calvin Hillary Hylton adjourned meeting at 10:57 am.

Meeting Summary

- The committee voted to pass a slate of three candidates, Gage, Damon, and Doug, to the council for a vote on membership.
- The committee reviewed council attendance.
- The committee discussed the ad hoc committee that is being formed to make recommendations on changes to the council attendance policy.

Documents distributed before the meeting:

- Proposed agenda
- Minutes from the March 18 meeting
- Membership and Training Committee Co-Chair Position Description
- FY 2022 M&T Workplan

Additional documents displayed during the meeting:

- MCHACP Application from Douglas
- MCHACP Membership Reflectiveness Grid
- FY22 MCHACP Attendance Tracking and Council Standing

BB/cw