

**Minnesota Council for HIV/AIDS Care and Prevention
Membership and Training Committee
Friday, May 20, 2022
10:00 a.m. – 12:00 p.m.
Meeting Minutes**

Committee Members Present:	
Calvin Hillary Hylton (chair)	Amy Miller
Stephen Jensen	Tyrie Stanley
James McMurray	
Committee Members Absent:	
Loyal Brooks	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
none	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 10:03 a.m. Formal introductions were skipped.
- Calvin read the guiding principles and referred to the responsibilities of the committee.

II. Review and approval of the April 15 meeting minutes and proposed agenda

- The April 15 minutes were reviewed and approved as printed.
- The proposed agenda was reviewed and approved as printed.

III. Committee assignments for new members

- Bryan Bick displayed the ***FY 2022 Committee Assignments*** table and reviewed the committee preferences of the three new council members.
- A committee member made a recommendation to assign Doug Peterson to the Planning and Allocations Committee and Damon Romar to the Disparities Elimination Committee. There were no additional recommendations from the committee.
 - **MOTION:** Tyrie Stanley moved to assign Doug Peterson to the Planning and Allocations Committee, Damon Romar to the Disparities Elimination Committee, and Gage Urvina to the Needs Assessment and Evaluation Committee. The motion was seconded.
 - **DEBATE:** There was no debate.
 - **VOTE:** The motion passed with all in favor and none opposed.

IV. Interview guide scoring

- Carissa Weisdorf displayed the **Minnesota Council for HIV/AIDS Care and Prevention Applicant Interview Form** and reminded the committee that each interviewer currently gives the candidate an overall rating of “well qualified,” “qualified,” or “not qualified.” Some members of the committee felt this was confusing because they must ultimately either recommend or not recommend the applicant for membership.
 - A committee member said the current system works well from their standpoint and they use the three options to help prioritize when there are multiple candidates.
 - Another committee member said they would keep the “high, medium, or low” scoring for the response to each question but change the final rating to “recommend” or “not recommend”.
 - A committee member shared that they feel everyone is qualified to serve on the council because it is a public organization.
 - Another committee member said he would support changing the final rating on the interview guide to a choice of recommended or not recommended.
 - A member asked how the committee would choose among multiple candidates if all were “recommended.” Another committee member pointed out there are other ways to choose among applicants, most importantly the current representation and reflectiveness needs of the council.
 - Carissa reminded the committee there is a Membership Selection document that includes “must have” and “nice to have” criteria. She said the interview guide could include a note that says, “don’t forget about the Membership Selection document.”
 - Calvin Hillary Hylton asked if there was any opposition to changing the final score mechanism on the interview guide to read “recommended” or “not recommended” with no other changes. There was no opposition and Calvin stated that the interview guide will be amended as described.

V. **FY 2022 training plan**

- Carissa Weisdorf displayed the **Minnesota Council for HIV/AIDS Care and Prevention FY 2022 Training Schedule for Council Members** and provided an overview.
 - A member of the committee asked who from Part A will attend the Membership and Training Committee meetings since Anika Kalewoun is leaving her position. Carissa responded that the Part A team is currently short-staffed and Jonathan Hanft will fill-in for some of the meetings but had a conflict today. She also shared that the Part A quality management position has been posted.
 - Committee members asked if the planning position that was held by Jeremy Stadelman has been filled and if Thuan Tran has returned from his leave of absence. Carissa responded that the position held by Jeremy is still on hold and that Thuan will be on leave for another month.
- Calvin Hillary Hylton stated that the training plan is adopted by unanimous consent.

VI. **Review MCHACP application:** Carissa Weisdorf displayed the **Minnesota Council for HIV/AIDS Care and Prevention Application Form**.

- Carissa Weisdorf shared that a committee member had raised concerns about the response choices for the question, “Do you consider yourself at risk or high-risk of HIV infection?”
 - The committee member felt there was not a logical response for applicants who are HIV-positive and suggested adding a “not applicable” response choice.
 - A member proposed changing the wording on the question to say “If you are not HIV-positive, do you consider yourself at risk or high-risk of HIV infection?”
 - A committee member asked if it would be possible to include instructions for applicants to skip certain questions if they answer earlier that they are HIV-positive. Carissa said the online application could be designed with “skip logic” capabilities and the paper application could be edited to include those instructions. She said this could also help with the questions about consumer status for persons living with HIV/AIDS.
 - Calvin Hillary Hylton asked the committee members if they had objections to modifying the application using skip logic to direct applicants to only answer the questions that are applicable to their HIV status. There were no objections. Calvin stated that the committee had agreed unanimously to these changes.
- A committee member asked if there had been any feedback on the question, “to the best of your knowledge, what was most likely your HIV exposure risk?” Carissa replied that this question had been modified previously to spell out acronyms. She explained this information is reported to the Health Services and Resources Administration (HRSA).
- Carissa added that the council representation category of a person who has been incarcerated in the past three years or who works directly with that population is difficult to fill. She pointed out that the applicant is asked if they have been incarcerated in the past three years but not if they work with that population. The committee expressed support for adding this language to the question.
- A committee member suggested placing more emphasis on the expectation of a commitment of 8-10 hours per month to council business. They have observed new council members being surprised after they join by the amount of time required.
 - Council staff suggested moving that item to #1 on the list of attendance requirements. The committee agreed to that change.
 - A committee member suggested a “pre-screening” segment of the application but acknowledged that would only work if the application were exclusively digital. Carissa said the council should continue making both online and paper applications available.
- Carissa mentioned that the service sector affiliations question used to ask if the applicant utilizes any of services listed. That part was removed because it seemed to be confusing, but other planning councils ask that and it yields useful information.
 - Carissa displayed a **previous version of the MCHACP application**. It asked if the applicant is a provider of a service, a recipient of a service, or both.
 - Carissa suggested changing the question from “recipient” to “consumer.”
 - Calvin asked the committee members if they had any objections to making that change. There were no objections. Calvin stated there was unanimous consent to make that change on the application.

- Bryan Bick mentioned that he found some minor wording and punctuation changes to suggest. The committee members said they were comfortable with Bryan making the changes and submitting a final draft to the committee.
- Carissa Weisdorf concluded that council staff will put the changes discussed today into a draft of the council application and the committee will review and approve it at a future meeting.

VII. Review attendance

- Bryan Bick displayed the ***FY22 MCHACP Attendance Tracking and Council Standing*** document and reviewed current attendance concerns.
 - Bryan stated that Lori Linkous has missed two consecutive meetings of the council and the Community Voices Committee. Bryan reminded the committee that the attendance policy states Lori should receive an outreach phone call and a letter from council staff.
 - Carissa mentioned that Lori reached out and asked to talk about her lack of availability in the last month. She was training some students and that created a conflict with the council meetings. Lori has since not responded to Carissa's attempts to connect with her.
- Stephen Jensen asked if anyone would volunteer to reach out to Lori. James McMurray agreed to contact her.

VIII. Update on Learning Collaborative sessions on recruitment and retention of council members

- Stephen Jensen shared that he, Calvin, and Carissa have been participating in the learning collaborative on council recruitment and retention.
 - Stephen stated that the collaborative meets once a month virtually for six months.
 - Several other planning bodies/planning councils (PBs/PCs) are involved.
 - Each session includes an introduction, a topic presentation, and then breakout groups where they discuss their homework from the previous months.
 - Stephen, Calvin, and Carissa meet monthly to talk about their homework assignments.
- Carissa displayed the ***Learning Collaborative Content Overview*** and the ***list of Learning Collaborative Participants***. She shared that it has been helpful to make connections with other PBs/PCs and to brainstorm new ideas for council recruitment and retention.
- Stephen stated he feels that the they council is already doing much of what the collaborative recommends.
- Carissa added that based on the learning from the collaborative, the committee plans to review council exit interviews to look for themes to help with retention.
- Stephen, Calvin, and Carissa will present a final report in July on their experience with the learning collaborative.

IX. Committee Co-Chair Election

- Stephen Jensen asked if there are any new nominations for the open co-chair position of the Membership and Training Committee.
- All committee members present declined due to having too many other responsibilities.

X. Unfinished business / New business

- No new business was discussed.
- Carissa Weisdorf displayed the ***FY 2022 M&T Workplan***.
 - Carissa added the final review of changes to the council application to June.
 - Carissa mentioned that the frequently asked questions document will be reviewed in June.
 - Carissa proposed moving the work of reviewing recruitment materials to August, after the committee hears the final presentation on the learning collaborative results.
 - A committee member suggested reviewing the exit interviews and discussing council retention in the month of September; the workplan was revised accordingly.

XI. Announcements and Adjourn

- Stephen Jensen adjourned meeting at 11:15 a.m.

Meeting Summary

- The Membership and Training Committee chose committee assignments for the three new council members.
- The committee discussed revisions to the council application and to the council applicant interview form.
- The committee reviewed the FY 2022 training schedule and council attendance tracking.
- Stephen Jensen and Carissa Weisdorf updated the committee on their participation in the learning collaborative on council recruitment and retention.

Documents distributed before the meeting:

- Proposed agenda
- Minutes from the April 15 meeting
- Minnesota Council for HIV/AIDS Care and Prevention FY 2022 Training Schedule for Council Members
- Minnesota Council for HIV/AIDS Care and Prevention Application Form
- FY 2022 M&T Workplan

Additional documents displayed during the meeting:

- FY 2022 Committee Assignments
- Minnesota Council for HIV/AIDS Care and Prevention Applicant Interview Form
- Previous version of the MCHACP application
- FY22 MCHACP Attendance Tracking and Council Standing
- Learning Collaborative Content Overview and List of Learning Collaborative Participants.

BB/cw