

**Minnesota Council for HIV/AIDS Care and Prevention  
Membership and Training Committee  
Friday, June 17, 2022  
10:00 a.m. – 11:45 a.m.  
Meeting Minutes**

<b>Committee Members Present:</b>	
Loyal Brooks	Amy Miller
Calvin Hillary Hylton (chair)	Tyrie Stanley
Stephen Jensen	
<b>Committee Members Absent:</b>	
James McMurray	
<b>Guests:</b>	
Joe Amrhein	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
none	Amy Miller
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Staff:</b>
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 10:07 a.m.
- Calvin pointed out the guiding principles of the council and the responsibilities of the Membership and Training Committee on the back of the meeting agenda.
- Introductions were made.

**II. Review and approval of the May 20 meeting minutes and proposed agenda**

- The May 20 minutes were reviewed and approved as printed.
- The proposed agenda was reviewed and approved as printed.

**III. Review changes to MCHACP application**

- Bryan displayed the **2022 MCHACP application with edits** and reviewed the proposed changes.
  - The committee members discussed the current wording of eight to ten hours per month on council business. They agreed not to change the number.
  - The committee discussed that additional work would be required to make the application accessible in accordance with State of Minnesota guidelines.
  - The committee agreed to use the wording “please describe” rather than the proposed “please describe in your own words” on several of the demographic questions.
  - The committee discussed changing “different gender identity” to “other gender identity.”

- Carissa Weisdorf mentioned that Hennepin County Public Health is presenting a training on best practices for collecting and reporting on gender identity, sexual orientation, race, and ethnicity on July 6 from 12:00 to 1:00 p.m. She suggested information from that training could be helpful for decisions about the council application.
  - Tyrie Stanley agreed to go to this training on behalf of the Membership and Training Committee.
- The committee agreed that it would be helpful to amend the question that asks about incarceration within the last three years to also ask if the applicant works with that population.
  - The committee discussed how to phrase that and whether it should be split into two separate questions.
  - Carissa and Bryan Bick agreed to look at applications for other Part A planning councils to see how they gather that information.
- The committee decided to move to the next item on the agenda due to time. Bryan asked the committee members to review the **2022 MCHACP application with edits** that was emailed prior to the meeting and get back to him with any further comments.

#### IV. Review changes to interview guide

- Carissa displayed the **2022 MCHACP Interview Guide** and reviewed the changes that were made based on the discussion in the May meeting of the Membership and Training Committee.
- The committee members agreed with proposed changes.

#### V. Frequently Asked Questions (FAQ) document

- The **Minnesota Council for HIV/AIDS Care and Prevention Frequently Asked Questions** document was displayed. Carissa outlined changes she had made to the document and asked the committee for feedback.
- The committee discussed the answer to the question of "What is the time commitment to serve on the council?" It currently states, "up to 8-10 hours a month."
  - A committee member expressed concerns that this understates the time commitment.
  - Carissa proposed to change the wording to "8 to 10 hours a month." The committee agreed to this.

#### VI. Review attendance: Bryan displayed the **FY22 MCHACP Attendance Tracking and Council Standing** document and reviewed current attendance concerns.

- Nyonbeor Boley has missed five council meetings in the past 12 months, including the last two consecutive meetings. Tyrie Stanley agreed to reach out via phone and council staff will send an attendance letter.
- Lori Linkous has missed three consecutive meetings. The committee agreed to follow the attendance policy and remove her from the council.

#### VII. Discuss vacancies and recruitment

- Carissa Weisdorf displayed the **MCHACP membership reflectiveness grid** and reviewed the current needs in reflectiveness and representation.
- Carissa stated that there is not currently a Part A representative on the council.
  - Tyrie Stanley asked if Joe Amrhein could serve as the Part A rep while he is an intern with Hennepin County Ryan White. Carissa explained that Joe's internship will only go through August.
  - Calvin Hillary Hylton suggested asking Aurin Roy if they are interested. Carissa explained that Aurin is a fellow with the Centers for Disease Control and Prevention and not technically employed with Hennepin County.
  - Carissa explained that Jonathan Hanft, Hennepin County Ryan White Coordinator, is aware of the vacancy and there is currently no staff to fill it because the team has multiple vacancies.
- Carissa mentioned that council member Jo Ann Vertetis had asked about distributing council materials at Twin Cities Pride. The committee agreed to check with the Minnesota Department of Health to see if they would agree to have council materials and/or volunteers present at their booth at the festival.
- Calvin agreed to reach out to staff at Rural AIDS Action Network and seek their help in recruitment of council members from Greater Minnesota.
- Calvin highlighted that help from the entire council, not just the Membership and Training Committee, is needed to recruit new members.

#### **VIII. Committee co-chair election**

- Calvin asked for nominations for the unfilled committee co-chair vacancy. There were no nominations.

#### **IX. Unfinished business / New business**

- No unfinished business was discussed.
- No new business was discussed.
- **Carissa displayed the FY 2022 Membership and Training Committee Workplan.** Final review of application changes was added to the workplan for July.

#### **X. Announcements and Adjourn**

- Calvin Hillary Hylton adjourned meeting at 11:25 a.m.

#### **Meeting Summary**

- The committee discussed changes to the council application, the council interview guide, and the council Frequently Asked Questions documents.
- The committee reviewed council attendance concerns.
- The committee discussed current council vacancies and ideas for recruitment.

#### **Documents distributed before the meeting:**

- Proposed agenda
- Minutes from the May 20 meeting
- 2022 MCHACP application with edits

- 2022 MCHACP Interview Guide
- Minnesota Council for HIV/AIDS Care and Prevention Frequently Asked Questions

**Additional documents displayed during the meeting:**

- MCHACP membership reflectiveness grid
- FY 2022 Membership and Training Committee Workplan

**BB/cw**