

**Minnesota Council for HIV/AIDS Care and Prevention  
Membership and Training Committee  
Friday, July 15, 2022  
10:00 a.m. – 12:00 p.m.  
Meeting Minutes**

<b>Committee Members Present:</b>	
Calvin Hillary Hylton (chair)	James McMurray (co-chair)
Stephen Jensen	Tyrie Stanley
Amy Miller	
<b>Committee Members Absent:</b>	
Loyal Brooks	
<b>Guests:</b>	
Shea Amaro (DHS)	
<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	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.
- 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 June 17 meeting minutes and proposed agenda**

- Bryan Bick observed that he had incorrectly recorded the time of the June 17 meeting as 10:00 a.m. to 11:45 p.m. The end time should be changed to 11:45 a.m.
- The June 17 minutes were reviewed and approved as corrected.
- The proposed agenda was reviewed and approved as printed.

**III. Review recent applications**

- Bryan displayed and reviewed the ***MCHACP application from Antwon.***

**IV. Discuss interview**

- Loyal Brooks, Stephen Jensen, and Bryan Bick interviewed Antwon right before this meeting.
- Loyal reported that the interview was enjoyable, and Antwon has all the hallmarks of someone we're looking for. He felt Antwon answered questions with skill. Stephen agreed.
- All three members of the interview committee agree that they recommend Antwon for membership to the council.

**V. Membership nominations and committee assignments**

- The committee discussed whether there is a vacancy on the council for Antwon at this time.
  - Bryan Bick displayed the **MCHACP membership reflectiveness grid** and confirmed Antwon helps fill vacancies in reflectiveness and representation.
- **MOTION:** Loyal Brooks moved for the Membership and Training Committee to forward Antwon to the council for a vote on membership.
  - The motion was seconded.
  - **DEBATE:** There was no debate
  - **VOTE:** Calvin Hillary Hylton called for a vote. The committee voted unanimously in favor of the motion.
- Bryan shared that Antwon’s top two committee preferences are Needs Assessment and Evaluation and Membership and Training. The committee reviewed **FY 2022 Committee Assignments**.
  - Calvin Hillary Hylton asked if anyone on the committee wanted to make a motion for a committee assignment for Antwon.
    - **MOTION:** Stephen Jensen moved to place Antwon on the Needs Assessment and Evaluation Committee. The motion was seconded.
    - **DEBATE:**
      - Loyal pointed out that he seems to be most needed on Disparities Elimination Committee.
      - Tyrie Stanley clarified that the Membership and Training Committee is not required to place people on their preferred committees if the council has greater need elsewhere.
    - **VOTE:** Calvin called for a vote on the motion. Bryan Bick asked for a roll call vote to ensure accuracy of the vote tally. The committee approved the motion by a vote of 3-2.

First Name	Last Name	Vote
Loyal	Brooks	No
Stephen	Jensen	Aye
James	McMurray	Aye
Amy	Miller	Aye
Tyrie	Stanley	No

**VI. Update MCHACP application:** Bryan displayed the **2022 MCHACP application with edits** and resumed the review from the last committee meeting.

- The committee discussed how the application asks about gender, sexual orientation, and race and ethnicity.
  - Bryan Bick shared that he and Tyrie Stanley had attended a recent Hennepin County presentation on best practices for collecting and reporting this data.

- Bryan reminded the Membership and Training Committee that the questions about gender, sexual orientation, and race and ethnicity had been carefully revised by the Disparities Elimination Committee not long ago.
- The committee agreed not to change the categories listed in these questions. They agreed to the phrase “please describe” over “please state” or no prompt to describe.
- The committee discussed the question about recent incarceration. They agreed to split into a 9a to ask if the applicant was recently incarcerated and a 9b to ask if the applicant is a provider who works with individuals who are or have recently been released from incarceration.
- The committee agreed to add columns on the service sector question so applicants can indicate if they are consumers of a service, providers of the service, or both.
- Calvin Hillary Hylton asked if members object to allowing Bryan to go ahead with changes and bring the final document back to the committee. The committee members agreed they are okay with that.

**VII. Learning collaborative presentation and discussion:** Calvin Hillary Hylton gave a presentation on the ***Recruitment and Retention Learning Collaborative*** that he, Stephen Jensen, and Carissa Weisdorf participated in.

- Calvin said that the collaborative helped them review how the council advertises and uses social media. He pointed out that social media is more complicated than people realize and requires knowledge of your target audience and content curation.
- The committee discussed the ad hoc committee that is working to recommend changes to the council’s bylaws on attendance. Tyrie mentioned that the Executive Committee has not received the wording of the recommended changes. Calvin added that draft language will come to the Executive Committee soon.
- Stephen Jensen mentioned that he learned through the collaborative that a lot of Part A jurisdictions do not have the things our council has in place, and they often struggle to meet quorum in their council and committee meetings.
- The committee discussed the council’s Facebook page. Bryan suggested the committee could remind council members to like the page and share it with their friends. Bryan also said it would be helpful to have more content to post than council meeting announcements. Committee members suggested this would be a good project for an intern or Hennepin County’s communications department.

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

- Damon Romar was absent for two consecutive council meetings in June and July. He informed Bryan that he cannot participate in the council at this time and therefore resigns.
- Nyonbeor Boley was absent for three consecutive council meetings in May, June, and July.
  - Bryan shared that Nyonbeor emailed Carissa Weisdorf the evening after the council meeting on July 12 reporting that there had been a death in his family.

- It was mentioned that he has been present at Planning and Allocations Committee meetings during those months.
- The committee discussed that the council bylaws are clear about members being removed from the council upon missing three consecutive meetings. They decided to remove Nyonbeor from the council.
- Council staff will notify him in writing of the decision.

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

- Calvin opened the floor for nominations for the unfilled Membership and Training Committee co-chair.
- **MOTION:** James McMurray nominated himself for the co-chair position.
  - The motion was seconded.
  - **DEBATE:** There was no debate and there were no other nominations.
  - **VOTE:** The committee voted unanimously in favor of the motion. The nomination will be forwarded to the Executive Committee.

#### **X. Unfinished business / New business**

- A committee member mentioned that there was recently a vote on the Disparities Elimination Committee (DEC) that came out 1-0 because most of DEC has a conflict of interest with Medical Case Management. They pointed out that will be an ongoing issue for that committee until more unaligned consumers are assigned to it.
- A committee member said he was not aware of that before he voted on the committee assignment for Antwon. Calvin encouraged the committee to always have a complete discussion and debate on a motion before it is voted on for this reason.
- Calvin Hillary Hylton said he will consult with council staff and the council parliamentarian to see if there is a way to revisit the vote or make a new motion.
- A committee member proposed that Calvin as the co-chair could ask the Executive Committee to vote against the committee assignment and return the matter to the Membership and Training Committee.

#### **XI. Set agenda for next meeting:** Bryan displayed the ***FY 2022 Membership and Training Committee Workplan***

- Bryan added a final review of the revised council application to the workplan for August.
- The committee agreed to discuss reconsideration of the committee assignment for Antwon to the agenda for August.

#### **XII. Announcements and Adjourn**

- There were no announcements.
- Calvin Hillary Hylton adjourned the meeting at 11:37 a.m.

#### **Meeting Summary**

- The Membership and Training Committee voted to forward Antwon's application to the full council for a vote and will discuss his committee assignment at the next meeting.
- The committee reviewed the council application and agreed on minor changes.

- Calvin Hillary Hylton presented a report of findings from the Recruitment and Retention Learning Collaborative.
- The committee reviewed council attendance concerns.
- The committee voted in favor of James McMurray's nomination to serve as co-chair of the Membership and Training Committee.

**Documents distributed before the meeting:**

- Proposed agenda
- Minutes from the June 17 meeting
- 2022 MCHACP application with edits
- FY 2022 M&T Workplan

**Additional documents displayed during the meeting:**

- MCHACP application from Antwon
- MCHACP membership reflectiveness grid
- FY 2022 Committee Assignments
- Recruitment and Retention Learning Collaborative presentation
- FY22 MCHACP Attendance Tracking and Council Standing

**BB/cw**