

**Minnesota Council for HIV/AIDS Care and Prevention
Membership and Training Committee
Friday, August 19, 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 (co-chair)	
Committee Members Absent:	
Loyal Brooks	
Guests:	
Shea Amaro, DHS	Josh Stillwell, Hennepin County
Hennepin County (Part A) Representative:	
None	DHS (Part B) Representative:
	Amy Miller
MDH (Prevention) Representative:	
McKinzie Woelfel	MCHACP Staff:
	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 July 15 meeting minutes and proposed agenda

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

III. Review new application: Bryan Bick reviewed the ***MCHACP application from James.***

- A committee member asked if there is a vacancy on the council that James would fill.
- Bryan displayed the ***MCHACP membership reflectiveness grid.*** The committee determined that James would help fill vacancies in reflectiveness and representation.
- A committee member asked who is on the interview schedule for September. Bryan answered that it is Stephen Jensen and James McMurray.
- The committee agreed to invite James to an interview on September 16 at 9:00 a.m.

IV. Final review of council application: Bryan displayed the ***2022 MCHACP application with edits*** and continued reviewing the proposed changes.

- Carissa Weisdorf suggested that “I do not wish to reveal my HIV status” be changed to “I decline to share this information” to make it consistent with other questions on the application. The Membership and Training Committee agreed to this change.
- The committee agreed that the edited application includes all the changes it wants to make.
- Carissa mentioned that council staff will take over management of the application from the Minnesota Department of Health platform that currently hosts it. A new link for the application will be created and added to all council materials.

V. Discuss committee assignment for new applicant

- Bryan Bick reminded the committee that it voted last month to assign new council member Antwon Davis to the Needs Assessment and Evaluation Committee. Afterward, the committee discussed changing the assignment because of membership needs in the Disparities Elimination Committee (DEC).
- The committee asked if the committee assignment would be forwarded to the Executive Committee next. Carissa explained that it does not go through the Executive Committee because committee assignments don’t go to a vote before the full council.
- Carissa reviewed guidance the council has received from parliamentarian Pat Reymann on how to amend a motion. She advised the committee to discuss if it wants to do this before someone makes a motion to substitute the committee assignment.
- Calvin Hillary Hylton encouraged the committee to engage in thorough discussions before taking a vote to avoid the difficulty of having to amend motions.
- **MOTION:** Stephen Jensen moved to amend the motion to assign Antwon to the Needs Assessment and Evaluation Committee by substituting that his committee assignment be reconsidered.
 - The motion was seconded.
 - **DEBATE:** Calvin called for debate. There was none.
 - **VOTE:** Calvin called for a voice vote on the motion. The motion was approved unanimously.
- Calvin invited the committee to discuss the committee assignment for Antwon.
 - Bryan displayed the **FY 2022 Committee Assignments** table and highlighted the composition of DEC.
 - Carissa mentioned that Antwon indicated the Membership and Training (M&T) Committee as his second choice. She said M&T may want more members since it is currently a small committee.
 - A committee member emphasized that some recent motions in DEC meetings have only had one eligible voter because everyone else in attendance had a conflict of interest. He said that shows the importance of having more members without a conflict of interest on DEC.
- A committee member mentioned they were not listed on the FY 2022 Committee Assignments table in Needs Assessment and Evaluation even though they intended to join as a community member. Carissa explained that in addition to meeting the attendance requirements to become a community member of a committee, an individual should state their interest in joining.

- **MOTION:** Stephen Jensen moved to assign Antwon Davis to the Disparities Elimination Committee.
 - The motion was seconded.
 - **VOTE:** Calvin Hillary Hylton called for a voice vote on the motion. The motion was approved unanimously.

Calvin Hillary Hylton passed facilitation of the meeting to co-chair James McMurray.

VI. Review practices and procedures document: the ***Minnesota Council for HIV/AIDS Care and Prevention Practices and Procedures*** document was displayed. James McMurray facilitated a review.

- James asked if the council is tallying ballots differently while meetings are still being held in a virtual or hybrid format.
 - Carissa Weisdorf acknowledged that the council has been using a survey program called Qualtrics to count ballots in virtual meetings instead of using tellers.
 - She said she would prefer to wait to see what happens in the long term with meeting formats before changing the practices and procedures document.
- Carissa explained that adding the attendance notification procedure to the document might be helpful so that the entire council understands it and has a chance to vote on it.
 - Carissa shared feedback that there was a concern that the attendance letters from staff to council members are copied to the council co-chairs and the co-chairs of the committee that the member serves on and this could be viewed as too punitive.
 - The committee discussed sending attendance letters to the co-chairs in a separate email instead of as a carbon copy. Committee members felt this would be less confrontational, but also less transparent.
- Carissa summarized that there seems to be support for not changing the attendance notification procedure and adding it to the practices and procedures document.
- **MOTION:** Stephen Jensen moved to accept the revised Practices and Procedures document as displayed.
 - The motion was seconded.
 - **DEBATE:** James McMurray called for debate. There was none.
 - **VOTE:** James McMurray called for a voice vote on the motion. The motion was approved unanimously.

VII. Review attendance

- Bryan Bick reviewed the FY22 MCHACP Attendance Tracking and Council Standing spreadsheet.
- Bryan stated there were no new attendance concerns at this time.

VIII. Review recruitment materials

- Carissa displayed the ***2021 MCHACP card***.
 - Carissa shared that she, Stephen, and Calvin gathered ideas from the recruitment and retention learning collaborative they just completed.

- A QR code will be added to the recruitment materials that goes directly to the council application.
- The learning collaborative also suggested having a tagline for the council materials, which would need to be created if the committee liked the idea.
- Carissa said she will ask the communication team to change the “button” that says meetings are held virtually to “hybrid meeting options available.”
- The number of Minnesotans living with HIV or AIDS will be updated.
- Carissa Weisdorf displayed the ***HIV Council brochure***.
 - The QR code will also be added to the brochure.
 - A committee member suggested having the images of local individuals on the brochure instead of stock photos. Carissa agreed to ask communications staff at Hennepin County.

IX. Unfinished business / New business

- Tyrie Stanley stated that he would like to withdraw the resignation letter he submitted last month. He said he would like to try to improve relationships on the committee and work things out.
 - A committee member said that Tyrie comes with a wealth of knowledge that the committee can benefit from.
 - The committee agreed to accept the withdrawal of Tyrie’s resignation.
- No new business was discussed.

X. Set agenda for next meeting: Carissa displayed the ***FY 2022 Membership and Training Committee Workplan***

- James McMurray reviewed the workplan for the September meeting.
- Discussion of the new applicant interview was added to the September agenda, provided the interview takes place before the meeting as planned.

XI. Announcements and Adjourn

- Tyrie Stanley announced that the Minneapolis city council signed a proclamation for Minnesota People of Color LGBTQ+ Pride Festival. He shared that there will be a boat ride today a celebration at Lush on Saturday, and an event at Powderhorn Park on Sunday.
- James McMurray adjourned the meeting at 11:42 a.m.

Meeting Summary

- The Membership and Training committee reviewed a new membership application and agreed to invite the applicant to an interview.
- The committee revisited the committee assignment for a new council member and reviewed council attendance concerns.
- The committee reviewed the Practices and Procedures document and council recruitment materials.

Documents distributed before the meeting:

- Proposed agenda
- Minutes from the July 15 meeting
- 2022 MCHACP application with edits
- 2022 MCHACP Practices and Procedures
- 2021 MCHACP card
- HIV council brochure
- FY 2022 M&T Workplan

Additional documents displayed during the meeting:

- MCHACP Application from James
- MCHACP membership reflectiveness grid
- FY 2022 Committee Assignments
- FY22 MCHACP Attendance Tracking and Council Standing

BB/cw