

**Minnesota Council for HIV/AIDS Care and Prevention  
Membership and Training Committee  
Friday, September 16, 2022  
10:00 a.m. – 12:00 p.m.  
Meeting Minutes**

<b>Committee Members Present:</b>	
Loyal Brooks	Amy Miller
Stephen Jensen	Tyrie Stanley
James McMurray (co-chair)	
<b>Committee Members Absent:</b>	
Calvin Hillary Hylton (co-chair)	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Josh Stillwell	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**

- Amy Miller called the meeting to order at 10:13 a.m.
- Introductions were made.

**II. Review and approval of the August 19 meeting minutes and proposed agenda**

- The proposed agenda was reviewed.
  - Stephen Jensen added discussion of the amendment to the MCHACP Practices and Procedures document to new business on the agenda.
  - Carissa Weisdorf mentioned that the committee co-chairs had suggested reviewing council attendance concerns before moving on to review of the council operations evaluation results and council training needs.
  - Bryan Bick mentioned that the planned council applicant interview did not occur today. Instead of discussing the interview, the committee can talk about the plan for rescheduling.
  - The agenda was approved with these revisions.
- The August 19 minutes were reviewed and approved as printed.

**III. Discuss interview planning**

- The committee agreed to reschedule the interview with candidate James for the morning prior to the next committee meeting, October 21.
- Stephen Jensen and Loyal Brooks agreed to conduct the interview.

**IV. Review exit interviews and discuss council member retention**

- Carissa Weisdorf explained that the co-chairs of the Membership and Training Committee wanted to regularly review the exit interview surveys that council members are asked to complete when they leave.
- Prior to 2021 the exit interviews were done in person. Beginning in 2021 they were done as electronic surveys.
- Carissa displayed the ***MCHACP exit interviews 2021 to present*** and invited the committee to discuss the results.
  - A committee member observed that there were several complaints about virtual meetings.
    - Carissa pointed out there were more complaints about virtual meetings in the beginning of the pandemic.
    - It took a while to get technology set up, but the council now provides iPads to members who don't have a reliable means of internet access.
    - People seem to like the hybrid meetings and often choose to attend virtually even when there's an in-person option.
  - A committee member pointed out that some respondents wanted more training and others wanted less.
  - The committee highlighted feedback from one respondent that the council didn't have the impact they wanted it to have. They stated it felt like they were "rubber stamping" what the government agencies were going to do anyway.
  - A committee member saw a theme in the comments that people's availability can change over the course of a council term as people get new jobs or take on additional commitments.
- Carissa asked if the committee thinks it is useful to review the exit interview results regularly. The committee members agreed they would like to continue reviewing them every six months.

## V. Vacancies, recruitment, and outreach plan

- Carissa reviewed recent changes to the council composition.
  - One recently elected council member decided against joining.
  - Another council member resigned due to time constraints.
  - One council member was removed from the council in accordance with the attendance policy.
  - Another council member must resign because she has joined the Board of Directors at the Aliveness Project, and there are already two employees of that agency on the council. The Community Voices Committee now needs a new co-chair who is a member of the council.
- Carissa displayed ***Council vacancies as of September 16, 2022.***
  - The council needs a representative from a health care provider, including a Federally Qualified Health Center (FQHC). Carissa displayed a ***list of federally qualified health centers (FQHCs)***.
  - Carissa explained that the Health Resources and Services Administration (HRSA) has clarified that council members cannot fill multiple categories. As a result, the council now needs a mental health provider.

- McKinzie Woelfel said she will ask the Minnesota Department of Health (MDH) grant managers to share information about council vacancies on the next grantee call. Some staff from Federally Qualified Health Centers are MDH grantees.
- A committee member suggested that the individual who used to fill the mental health provider position be asked to recommend someone else. They also suggested reaching out to past council members to see if they can recommend individuals who can help the council achieve its demographic reflectiveness goals.
- Carissa Weisdorf explained that the council needs a representative from the state Medicaid agency. This was a finding from HRSA at the site visit and the council will have to address this in its corrective action plan. This need will be escalated within the Department of Human Services (DHS).
- Carissa displayed and reviewed the **Council Membership Election Checklist**.
  - The election will happen in this committee in January, and then go to the full council in February.
  - The council is planning to hold a World AIDS Day breakfast and can advertise council vacancies there.
  - The Membership and Training Committee will look for other events that could serve as recruitment opportunities.
- The council postcard and brochure will be updated to include the date span of the new council term. The materials will also have a QR code to take people directly to the online application.
- Carissa checked with the Hennepin County Public Health communications team about putting photographs of council members on the promotional materials.
  - The photos that the council has on file are a few years old, so the communications team will instead look for newer stock photos.
  - In the future council members can be asked more regularly if they are okay having pictures taken to use on promotional materials.
- A committee member asked why the council is not trying to recruit more females after two females recently left. Carissa explained that the council still has more female members than needed to be reflective but noted that we are also reflective in unaligned consumer membership so we do need additional unaligned consumers who are female.
- A committee member asked if the bylaw that says no more than two staff from one agency can serve on the council is hurting recruitment efforts.
  - Carissa said this bylaw ensures that no single agency accrues too much power on the council, and that room is saved for unaligned consumers.
  - It was pointed out that this restriction in the bylaws is only affecting one of the departing council members now.
  - The committee decided not to suggest a bylaw change at this time.

## VI. Review attendance

- Bryan Bick reviewed the **FY22 MCHACP Attendance Tracking and Council Standing spreadsheet**. Bryan shared that there are no new attendance concerns to discuss.

- A committee member asked about the status of new council member Antwon Davis. Bryan stated he was present at the September council meeting and completed his new member orientation.

## VII. Council operations evaluation results and council training needs

- Carissa displayed **June 2022 Evaluation Results** and explained it has been reviewed by two other committees.
  - The Executive Committee had recommended additional diversity training.
  - The Needs Assessment and Evaluation Committee had talked about what the council and the government agencies can do to increase participation among populations that are disproportionately impacted by HIV.
  - The council has received training on intercultural communication in the past with outside facilitator Beth Zemsky. Committee members shared that they found that training effective.
- A committee member observed that several comments were about not having enough time in the council meetings.
  - Carissa acknowledged that this is always an issue. The agendas are usually full, and more items get added to the council's workplan. Additionally, the council decided to change the meetings from three to two hours.
  - Carissa mentioned that other committees have discussed how to manage time when there are presenters and council members have questions. There was debate on whether questions should be held until the end or asked throughout a presentation. Some possible solutions were to put questions in the meeting chat or ask the presenter to take a question break halfway through a presentation.

## VIII. Unfinished business / New business

- Stephen Jensen shared that, at the council meeting on September 13, parliamentarian Pat Reymann expressed concerns that the proposed amendments to the MCHACP Practices and Procedures document does not agree with the council's bylaws.
  - Pat pointed out two bylaws related to the attendance policy don't align with each other in the way they describe when a council member is removed due to missing too many meetings.
  - Carissa displayed **Pat's notes for council attendance**. It will likely require an amendment to the bylaws. This committee can come up with the language for the bylaws amendment, and then make sure the MCHACP Practices and Procedures document is in alignment.
  - The committee discussed how the proposed new leave of absence policy would have to be addressed in the procedures regarding council attendance and removal for absence.
  - The Membership and Training Committee agreed to wait until the bylaws changes are in place before it works further on revising the MCHACP Practices and Procedures document.
- No new business was discussed.

*Amy Miller passed facilitation of the meeting to James McMurray.*

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

- Carissa added reviewing the MCHACP Practices and Procedures document to the workplan for January.
- Discussion of council applicant James's interview was added to the workplan for October.

**X. Announcements:** There were no announcements.

**XI. Adjourn:** James McMurray adjourned the meeting at 11:46.

**Meeting Summary**

- The committee reviewed results of the council exit interviews from the past two years and agreed to continue using these surveys to inform their practices for retention.
- The committee reviewed current council vacancies and discussed its plans for recruitment.
- The committee reviewed the June 2022 Council and Committee Operations Evaluation and discussed ideas for further council training.
- The committee agreed to wait until the annual revision of the MCHACP bylaws is complete before working further on the MCHACP Practices and Procedures document.

**Documents distributed before the meeting:**

- Proposed agenda
- Minutes from the August 19 meeting
- MCHACP exit interviews 2021 to present
- Council vacancies
- Council membership election checklist
- June 2022 Evaluation Results

**Additional documents displayed during the meeting:**

- FY22 MCHACP Attendance Tracking and Council Standing spreadsheet
- Pat's notes for council attendance

**BB/cw**