**Minnesota Council for HIV/AIDS Care and Prevention**

**Membership and Training Committee**

**Friday, October 21, 2022**

**10:00 a.m. – 12:00 p.m.**

**Meeting Minutes**

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| **Committee Members Present:** |  |
| Loyal Brooks | Amy Miller |
| Stephen Jensen | Tyrie Stanley |
| James McMurray (co-chair) | Calvin Hillary Hylton (co-chair) |
| **Committee Members Absent:** | **Guests:** |
| None | Aubrey Hagen, Public Health Associate |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| Josh Stillwell | Amy Miller |
| **MDH (Prevention) Representative:** | **MCHACP Staff:** |
| None | Carissa Weisdorf, coordinator |
|  | Christine Ashley-Norberg, planning analyst (minutes) |

Quorum Present? **Yes**

1. **Welcome and introductions**

* Calvin Hillary Hylton called the meeting to order at 10:04 a.m.
* Introductions were made.

1. **Review and approval of the** **September 16 meeting minutes and proposed agenda**

* The proposed agenda was reviewed.
* Carissa Weisdorf suggestedthe order of the review of upcoming vacancies and the new and pending applications, items V and VI, be switched.
* The agenda was approved with the revision.
* The September 16minutes were reviewed and approved as printed.

1. **Discuss interviews**
   * Committee members provided information regarding the interview of candidate Danielle Brantley and recommended that she be nominated for the Council.
     + The candidate will fill a requirement of having one Community Voices Committee (CVC) co-chair who is also a council member. The candidate has volunteered at the Aliveness Project and Rainbow Health.
     + Her top choice is to join the Community Voices, and the second choice is Planning and Allocations.
   * **MOTION:** Calvin Hillary Hylton moved to proceed with a vote to recommend the candidate to the full Council for consideration. It was seconded. No discussion.
     + **VOTE**: Calvin called for a voice vote. The motion was approved unanimously.
2. **Membership nominations and committee assignments**

* Carissa Weisdorf displayed a list of the 4 members who will complete 2 terms on the council and showed there are 7 vacancies in representation to fill. She described efforts to fill these vacancies for the next term.
* A committee member asked if there any other findings received or recommendations from our site visit in August related to membership or training needs. The chair added this to new business.
* Carissa displayed the ***2021-2022 Standards of Membership for members seeking a second term*** sheet.
* The role of the Membership and Training Committee is to determine if the members who have completed their first term have fulfilled their standards of membership in order to determine if they would recommend a member who's seeking a second term for a second term.
* The official motion to move them for a second term will take place in January.
* If a standard of membership is not completed, the member may be contacted by a Membership and Training Committee member or the Council staff to ask questions or anything that they want shared with the member.
* Amy Miller stated that her position will be rotating to another program officer within the unit.
* The committee decided to discuss the recommendations of the of candidates in January.
* The standards of membership is not specifically brought up in the interview, but it is explained in the policy pages that are signed prior to an interview.

**V. Review upcoming vacancies and discuss recruitment**

* Carissa displayed and reviewed the ***Anticipated FY23 MCHACP membership******reflectiveness grid***, projected without the 4 people who are completing their term.
  + Representation vacancies needed to fill include a member from a Federally Qualified Health Center (FQHC), a mental health provider, a hospital or healthcare planning agency (TBD), unaligned consumer, non-elected community leader, State Medicaid Agency, Part B (will nominate someone), Part C grantee, and a Grantee of other Federal HIV programs (MDH will nominate someone).
  + Reflectiveness categories vacancies are consumer membership, 5 openings for people who are White, non-Hispanic, 7 openings for people who are Black, non-Hispanic and 2 vacancies in Hispanic representation as well as unaligned consumer representation. The Asian Pacific Islander would have a spot for at least one person.
  + Overall, there is a need for more males and there are now more openings for females.
  + Another category to fill is an unaligned consumer who is trans or nonbinary.
  + In total there are 16 spots available after this term.
* Carissa said that the sheet shared in the last meeting, the ***Council vacancies as of September 16, 2022****,* has not changed much and the Council website also lists the vacancies.
* HRSA recently clarified that a member can only fill one category. This change opens up some vacancies in representation.

1. **Review new and pending applications and schedule interviews**

* Carissa displayed and reviewed the***Pending Application Grid.*** 
  + A number of applications have been submitted after communication was sent through MDH, DHS, and Hennepin County to different listservs.
* Some applications are still on file that were delayed because of the overrepresentation of females.
  + The committee agreed to reach out to these candidates to see if they would still be interested in an interview next month
* Carissa suggested that the meeting time could be used next month to conduct interviews and she will reach out to ask candidates who applied in the past to see if they would like to be interviewed.
* A committee member asked who will conduct interviews in November. Calvin and Amy are on the list for interviews in November.
* Carissa confirmed that the Council Practices and Procedures state that those who fill vacancies for Part A, B, C, D, Prevention or the state Medicaid agency do not need to be interviewed.
* The committee concurs that applications can be reviewed later with the interview panel.
* The postcard and brochure can be used for recruitment and were included with the e-mail for this meeting.
* Carissa stated the committee will forward names of candidates in January and stated that any help to fill vacancies is greatly appreciated.

1. **Review attendance**

* The Council now has a leave of absence policy that they approved at their last meeting.
  + The amended bylaws will state that a Council member can take a leave of absence of up to two months and once per year by notifying the Council staff or a member of the Membership and Training Committee.
* Carissa mentioned that the attendance tracking procedure has been incorrect and does not align with the attendance policy in the bylaws that count a combination of 6 total absences from Council meetings or assigned committee meetings during the most recent 12 months.
  + As the bylaws are currently written, the procedure is not in line with the policy. Carissa pointed out that currently the bylaws are inconsistent and should be changed that removal should occur at the 7th absence rather than the 6th.
  + Additionally, Carissa will propose to the Executive Committee that they amend the bylaws to state that a Council member can become a community member of whatever committee they choose to, but they would only be assigned one committee, and attendance for that committee would be tracked.
  + Carissa asks if the current policy is fair and if the committee wants to keep the absence tally as a combination of meetings. The policy that a member cannot miss more than 2 consecutive meetings will remain.
  + Carissa displayed ***FY22 MCHACP Attendance Tracking and Council Standing***
    - The tracking sheet shows that there is one member who has missed a combination of six meetings. The member has missed 4 council meetings and 2 of their assigned committee meetings. With this policy the member would need to be removed from the Council if they miss one more meeting this term. The member should be informed that to maintain a position on the Council every meeting through the remaining fiscal year must be attended.
    - Tyrie Stanley will call the member to discuss the attendance requirements.
    - Calvin asked if others have an opinion on when the changes to bylaws should happen.
      * Amy Miller asked if the attendance policy should change starting in the new session instead as currently there is a less restrictive model moving into a more restrictive model. An abrupt change could result in losing people. She stated that some members can be penalized if they are on multiple committees and have a bad week which results in missing meetings.
      * A committee member suggests the current procedure be maintained until next term to at least inform people prior to getting it approved or presented to the full Council.
  + The committee decided that the issue will be tabled until the Executive Committee and the full Council are aware of the misalignment in terms of the bylaws and the actual practice and procedure and then work through recommended changes moving forward.
    - When bylaws are changed there will be a training for council members.

1. **Unfinished business / New business**

* Carissa reported that the consultants that conducted the Part A site visit will provide a final report and then give 30 days to come up with a corrective action plan.
* There were two administrative findings that pertain to the Council, but the actual report had not been received.
  + The first finding was a lack of compliance for Planning Council membership to comply with representation and reflectiveness, specifically citing four vacancies at the time. One is the healthcare provider, including FQHC. The second is the state Medicaid. The third is mental health representative and then the 4th is recently incarcerated. The 4th requirement has been fulfilled, so the vacancies for the first three remain. This is partially due to the new clarification received from Health Resources and Services Administration (HRSA) that a member can only fill one spot.
  + The second finding was related to the requirement for consumer stakeholder engagement. There was not documentation that all Planning Council members are duly appointed by the CEO, as some had a term expired with no documentation of reappointment by the CEO. The committee will have to ensure all Council members abide by the term limits and are appointed. The local bylaws did not abide by the federal legislation that all Council members had to abide by term limits.
  + The MDH appointed Co-chair position will be removed, and a Prevention representative will serve two 2-year terms, just like every other Council Member.
* The second part related to that finding is that only members appointed by the CEO can serve on a governance committee, which is the Executive Committee. Non-council members will not be allowed to serve on the Executive Committee.
* Currently there are two community members who are Co-chairs of a committee and part of the Executive Committee. The bylaws will need to be amended to say that the Executive Committee is made up of only Co-chairs who are also voting Council members.
* A Community member would be able to still attend those meetings but not be able to vote on anything before the Executive Committee and then it would also be facilitated like in a Council meeting where Council members would have the opportunity to speak first before any guests of that meeting.
* They also recommend that we conduct a training of the revised bylaws and include documentation from every member that they received that training.
* Carissa clarified that at Council meetings, only Council members can vote and bring business forward.
* The Co-chair, who is a Council member, will have to be present at Executive and Council meetings to forward any business from the committee.
* There were no other questions about the findings.

1. **Set agenda for next meeting:** 
   * Calvin asked if there are any items to be added to the next meeting discussion.
   * Carissa displayed the ***FY 2022 Membership and Training Committee Workplan*.**
   * Carissa said on the work plan is to review new applications and continue discussion about vacancies and recruitment.
     + Calvin agrees to use the time to interview candidates.
     + Josh and McKinzie can serve as a staff person representative to help.
     + The committee agrees to use meeting time for interviews and take notes then wait until December to discuss the candidates.
     + Carissa will contact all candidates and work on the schedule.
     + The committee agreed to reschedule the interview with candidate James for the morning prior to the next committee meeting, October 21.
2. **Announcements:** There were no announcements.
3. **Adjourn:** Calvin Hillary Hylton adjourned the meeting at 11:33.

**Meeting Summary**

* The committee discussed an interview and forwarded the candidate for election by the council.
* The committee reviewed projected council vacancies and discussed its plans for recruitment and interview scheduling.
* The committee discussed the misalignment in terms of the bylaws and the actual practice and procedure of the attendance policy.
* The committee discussed preliminary findings from the HRSA site visit that pertain to the Council regarding compliance for planning council membership with representation and reflectiveness

**Documents distributed before the meeting:**

* Proposed agenda
* Minutes from the September 16 meeting
* FY 2022 Membership and Training Committee Workplan

**Documents displayed during the meeting:**

* 2021-2022 Standards of Membership for members seeking a second term sheet.
* Anticipated FY23 MCHACP membership reflectiveness grid
* Council vacancies as of September 16, 2022
* Pending Application Grid
* FY22 MCHACP Attendance Tracking and Council Standing spreadsheet

**CAN/cw**