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

**Membership and Training Committee**

**Friday, December 16, 2022**

**10:00 a.m. – 12:00 p.m.**

**Meeting Minutes**

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

Quorum Present? **Yes**

1. **Welcome and introductions**
* James McMurray called the meeting to order at 10:05 a.m.
* Introductions were made.
1. **Review and approval of the** **October 21 meeting minutes and proposed agenda**
* James McMurray read the Guiding Principles.
* The October 21 minutes were reviewed and approved as printed.
* The proposed agenda was reviewed and approved.
1. **Review new applications.** Carissa displayed and reviewed the ***Anticipated FY23 MCHACP Membership Reflectiveness Grid***.
* The committee reviewed the current council vacancies.
* There are 13 vacancies and 3 additional ones to be filled by agencies: Part B, Part C, and a grantee of other federal HIV programs. Shea Amaro will fill the Part B spot, MDH will identify someone to fill the Prevention spot, and Hennepin Healthcare submitted Moua Xiong to fill the Part C spot.
* There are 10 applications on file for the remaining 13 spots. We have not received applications from anyone who could fill vacancies for a Federally Qualified Health Center (FQHC), a hospital or healthcare planning agency , and a State Medicaid Agency.
* The committee reviewed new applications and decided to interview both applicants before the next meeting.
* Loyal Brooks and Calvin Hillary Hylton are scheduled for interviews in January.
1. **Discuss interviews.** Carissa displayed the ***Pending Application Grid.***
* Carissa stated that next month the council will make membership decisions where the committee will nominate people for election.
* The committee reviewed applications. There are 13 openings and 10 applicants.
* Committee members provided information regarding the interview of candidates.
* Applicant Kevin S was recommended by the interview panel. His first committee choice is PAC, the second is the NA&E.
* The interviewers highly recommend Kevin for the council. He has a lot of experience working in HIV/AIDS care and prevention in different roles. He has a unique perspective and has worked with community-based organizations as well as a state HIV program in California. He authored several sections of integrated plans, so he has a planning perspective.
* Applicant Tristian S was recommended by the interview panel. He is interested in joining Community Voices, or DEC and PAC as additional options. He spoke of his experience as a transplant to rural and northern Minnesota and his focus on mental health and disability.
* The committee discussed the 6 interviews that took place in November.
* Applicant Charlene L was highly recommended by the interviewers. She is the executive director of African American HIV/AIDS Task Force. She has 20 years of experience in NYC and is very knowledgeable. She has the personal and professional experience and interest in the work. She is interested in PAC or DEC.
* Applicant James V was recommended by the interviewer.
* Applicant Mohamedkader M was recommended by the interviewer. He is open to other opinions and has been responsive throughout the process. He is the program manager for a new DHS grant for Somali Community Resettlement Services.
* Applicant Terri W was recommended by the interview panel. She has experience dating back to the 1990s. Her work is around aging at Sage, which would be good expertise to have on the council. She’s been attending council meetings and could be a good asset in sharing information and learning opportunities.
* Applicant Tesha J was recommended for nomination. She has worked for HIV organizations as a tester and counselor. CVC is her first choice and NA&E her second.
* Applicant Nikki L was recommended by the interview panel. She is a case manager for Harm Reduction Sisters and previously had worked at Rainbow Health Minnesota to help with the outbreak in Duluth.
* At the request of the committee, Carissa removed Yosef and Fikru from the applicants list as Yosef indicated his is unable to join the council at this time and Fikru has not responded to requests for an interview.
* Applications will be accepted through January 6th to allow time for interviews before the Membership and Training Committee meeting.
1. **Review attendance.** Audra displayed ***FY22 MCHACP Attendance Tracking and Council Standing***
* Antwon D missed 2 consecutive council meetings. James will follow up with him about his attendance.
* Jim M missed 5 DEC meetings. Under the current policy, he would have to attend both the January and February meetings. Calvin will follow up with him about his attendance.
* Audra will send Antwon and Jim attendance notification letters.
1. **Unfinished business / New business.** There was no unfinished or new business.
2. **Set agenda for next meeting:** Audra displayed the ***FY 2022 Membership and Training Committee Workplan.***
* Membership nominations.
* Review council co-chair election nominees.
* Co-chair succession planning.
* MCHACP practice and procedure action item.
1. **Announcements:** There were no announcements.
2. **Adjourn:** Calvin Hillary Hylton adjourned the meeting at 11:21

**Meeting Summary**

* The committee discussed interviews to forward for election by the council.

**Documents distributed before the meeting:**

* Proposed agenda
* Minutes from the October 21 meeting
* FY 2022 Membership and Training Committee Workplan.

**Documents displayed during the meeting:**

* Pending Application Grid
* Anticipated FY23 MCHACP Membership Reflectiveness Grid
* FY22 MCHACP Attendance Tracking and Council Standing spreadsheet

**CA/ag/cw**