

Membership and Training Committee Meeting
Friday, April 21, 2023
10 – 12 p.m.
Virtual Meeting

Committee Members Present:	
Terri Wilder	Quay Catalpa
Stephen Jensen (co-chair)	Loyal Brooks
James McMurray	Zoe Neba Caboret
Tyrie Stanley	
Committee Members Absent:	
Shea Grutemaro (DHS)	
Guests:	
Eriika Etshokin, Hennepin County	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
None	None
MDH (Prevention) Representative:	MCHACP Staff:
Quay Catalpa (MDH)	Audra Gaikowski (council coordinator)
	Jeremy Stadelman (minutes)

Quorum present? **Yes**

I. Welcome and introductions

- Stephen Jensen called the meeting to order at 10:02 am.
- Introduction were made.

II. Review and approval of March 17 meeting minutes

- The March 17 minutes were approved.
- The proposed agenda was reviewed and there were no changes.

III. Review attendance

- Audra displayed the ***FY22 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
 - Gage U. has missed 5 meetings (1 council and 4 committee), but members can only miss 6 combined council and committee meetings.
 - Tyrie agreed to reach out to Gage to inform him of his attendance issues.
 - Stephen indicated that he has also reached out to Gage and noted that he attended his committee meeting yesterday.
 - Audra will send a letter to Gage regarding his attendance.
 - James V. has missed two Disparities Elimination Committee (DEC) meetings in a row.

- Tyrie has agreed to reach out to James to inform him that he must attend the next DEC meeting.
- Audra will send a letter to James regarding his attendance.

IV. Review exit interviews and discuss retention

- Audra displayed the **Results of the Most Recent Exit Interview Survey** given to members who recently termed off.
 - There are currently two responses to the survey.
 - Former members were extremely satisfied with their experience on the council.
 - One former member noted that they would have liked to have had more time for orientation when they joined the council.
 - One former member indicated that they would like more trips for the consumers, like in the past.
 - Other members could not recall these activities.
 - Stephen wondered if the council's attendance policy is too strict.
 - Terri wondered if the council's attendance policy is in line with other councils.
 - Tyrie noted that there is a leave of absence policy, and that the council's attendance policy is generally generous compared to other planning bodies.

V. Review new applications

- Audra indicated that there was one new application submitted this month.
 - Deon from Indigenous People's Task Force has applied.
 - Deon would fulfill male and community-based organization representative categories.
 - Audra noted that there are 4 open spots on the council, including one spot that is not being held for a particular category.
 - Audra noted that there is someone else from the Indigenous People's Taskforce already on the council, but each agency can have up to two members on the council.
 - Audra noted that the individual currently from the Indigenous People's Taskforce is going to term off the council next year.
 - Audra shared the **FY23 MCHACP membership reflectiveness grid**.
 - It was noted that men are underrepresented on the council.
 - Stephen suggested that the committee interview Deon because the council tends to lose members, and he is interested.

- Tyrie suggested interviewing all applicants and then making decisions. He suggested reconsidering other applicants that the committee has not interviewed.
- Tyrie noted that the new members tend to start to drop off in early summer, so this may be something that the council has to contend with in the coming months.
- Stephen and Terri are scheduled to conduct interviews next month.
 - Terri suggested interviewing Deon next month, and last month's applicant in June.
 - Audra noted they there is nothing on the agenda for next month and suggested that the meeting be cancelled to conduct both interviews.
 - Stephen suggested interviews at 9am and 10am, and then have the meeting at 11am to discuss the interviews.
 - Tyrie noted that he would like to discuss having a more flexible interview schedule
- **MOTION:** Terri moved that the interviews in May be held at 9:15am and 10am, with the committee meeting beginning at 11am. Tyrie seconded.
- DEBATE:** There was no debate.
- VOTE:** With unanimous consent, the motion passes.

VI. Co-chair election

- Stephen opened the floor for nominations.
- Audra noted that the committee is in violation of bylaws because it only has one co-chair.
- There were no nominations for co-chair put forward.

VII. Review religious holidays calendar against M&T meetings

- Audra displayed the ***FY23 calendar that shows which religious holidays conflict with committee meetings.***
 - There was no discussion.

VIII. Review roles and responsibilities of Membership and Training

- Audra displayed and reviewed ***the roles and responsibilities of the Membership and Training committee.***

IX. Unfinished business/New business

- Audra: DEC has suggested providing a training for the council on research regarding racial disparities that exist, particularly in young MSM of color. The

goal of the training would be to help council members better understand the root causes of racial disparities.

- Stephen wondered if there were any suggested trainers.
 1. Audra noted that Jay may have some contacts.
 2. Terri suggested Dr. Oni Blackstock
- Stephen agreed to bring this to the Executive Committee for further discussion.

X. Set agenda for next meeting

- Conduct two interviews
- Discuss interviews

XI. Announcements

- None.

XII. Adjourn

- Stephen Jensen adjourned the meeting at 11:21am.

Meeting summary:

- The committee reviewed attendance and assigned members to reach out to those who are at risk of being in violation of attendance policies.
- The committee reviewed the results of the most recent exit interview survey.
- The committee reviewed new applications and agreed to interview Deon and Annjoanette in May.
- The committee approved a motion to hold interviews at 9:15 and 10:00am in May. The committee will then meet to discuss the interviews from 11:00am to 12:00pm.
- The committee reviewed the FY23 calendar that shows which religious holidays conflict with committee meetings.
- The committee reviewed the roles and responsibilities of the Membership and Training committee.

Documents distributed before meeting:

- 2023.03.17 M&T minutes
- 2023.04.21 M&T agenda
- FY2023 M&T workplan

Documents distributed during the meeting:

- FY22 MCHACP Attendance Tracking and Council Standing
- FY2023 Interview Schedule
- FY2023 Religious Holidays List
- Membership and Training Committee Co-Chair Position Description

- 2023.03 FY23 MCHACP membership reflectiveness grid
- Results of the Most Recent Exit Interview Survey

JS