

**Membership and Training Committee Meeting**  
**Friday, June 16, 2023**  
**10 a.m. – 12 p.m.**  
**Virtual Meeting**

<b>Committee Members Present:</b>	
Terri Wilder	Quay Catalpa
Stephen Jensen (co-chair)	Shea Grutemaro
Tyrie Stanley	Loyal Brooks
<b>Committee Members Absent:</b>	
Zoe Neba Caboret	
<b>Guests:</b>	
Scott Bilodeau, Hennepin County	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Eriika Etshokin	Shea Grutemaro (DHS)
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Staff:</b>
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 10:01 am.
- Introductions were made.

**II. Review and approval of May 19 meeting minutes and June agenda**

- The May 19 minutes were approved.
- The proposed agenda was reviewed and approved as written.

**III. Review attendance**

- Audra displayed the ***FY22 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
  - Danielle has missed two consecutive council meetings.
    - Stephen agreed to call Danielle.
    - Audra will send a letter.
  - Calvin has missed two council meetings in a row and has missed a combined 6 committee/council meetings.
    - Stephen agreed to call Calvin
    - Audra will send a letter
  - Zoe has missed two council meetings in a row and has missed 5 combined committee/council meetings.
    - Shea agreed to call Zoe.

- Audra will send a letter.
  - James has missed two consecutive council meetings and has missed 5 combined committee/council meetings.
    - Shea agreed to call James.
    - Audra will send a letter.
  - Julian has missed 6 combined council/committee meetings. Will need to attend all meetings through July 2023.
    - Tyrie will call Julian.
    - Audra will send a letter.
  - Gage missed the June council meeting and has missed 5 combined council/committee meetings.
    - Tyrie agreed to call Gage.
  - Tesha is on a leave of absence for June and July.
- Stephen suggested that those requesting a LOA should only contact Audra, Jeremy, or MT co-chairs.
  - Audra will add it to the bylaws review document, and it will be considered the next time there is a bylaws review.

#### IV. **MCHACP practices and procedures action item**

- Audra displayed the ***practices and procedures action item***.
  - The attendance notification procedure needs to be added to the current document.
    - This action item was sent back to the committee by the Executive Committee because it would not be in alignment with the action item that suspended the new attendance policy until July.
  - **MOTION:** Loyal Brooks moved that the attendance notification procedures be added to the policy and procedures document in July. Tyrie Stanley seconded.
  - **DEBATE:**
    - Tyrie noted that the Executive Committee is not meeting in July, so he suggested that it to go to Executive in August.
  - **AMENDMENT:** Loyal Brooks moved that the attendance notification procedures be added to the policy and procedures document and be considered by the Executive Committee in August. Tyrie Stanley seconded.
  - **DEBATE:** None
  - **VOTE:** With 5 aye and 0 noes, the motion passes.

#### V. **Vacancies and recruitment**

- Mohamedkader has resigned from the council.
- Audra displayed ***Council Vacancies as of 6/14/2023***.

- Audra noted that she discussed with the Part A project officer about including SAGE as a hospital planning agency/healthcare planning.
  - If the committee agrees, SAGE can fill this open spot.
  - There is no definition about hospital planning from HRSA.
  - Oxford definition: Health planning represents the first step in an orderly process to accomplish the things necessary to improve the health status of individuals and populations. The planning and evaluation cycle, however it is structured, allows us to be successful in identifying and solving health problems. Efforts to understand health problems and approach their solutions in an orderly fashion are fundamental to successful disease control and prevention. This is the basis and key to health planning. The ability to undertake a thoughtful consideration of problems, work to identify solutions, and measure success or failure, whether for midcourse correction of programs or for evaluating their success, is important to our efforts to create healthy communities.
    - Terri noted that from a policy perspective, SAGE has a process to accomplish the things necessary to improve the health status of individuals and populations.
    - Stephen noted that we've had a hard time filling this position, so he would agree that Terri fills this spot.
      - It would also open a non-elected community leader spot, which could allow Deon to join the council, if elected.
    - The committee agreed that Terri fulfills the hospital planning agency/healthcare planning membership spot.
- State-Medicaid agency spot: Audra is meeting with the state office next week, and will provide an update at the next meeting.
- Greater MN spot:
  - Terri emailed Mary at RAAN and she will help spread the word.
    - Mary left flyers at Camp Benedict
  - Are there other organizations we have contacts with in Greater MN?
    - Harm Reduction Sisters
    - Lutheran Social Services
    - Duluth area HOPE Group
- The committee will consider Deon's membership at its July meeting.

## **VI. Discuss interviews**

- Talaya did not show up to the interview.
  - Jeremy will reach out to Talaya to try to reschedule.
  - Zoe and Shea are scheduled to interview next month.
    - Jeremy will reach out to Zoe to see if she is available to interview.

**VII. Discuss meeting format survey**

- Audra displayed the ***results of the meeting format survey.***
- Loyal prefers hybrid meetings.
- Shea noted that because it's a small group it might make sense to keep it virtual.
- Stephen would like to keep it virtual.
- Quay suggested creating a poll for the committee to determine who would want to come in-person.
- Tyrie would like to meet in person.
- Terri would participate virtually.
- Quay would participate virtually.
- **MOTION:** Loyal Brooks moved that meetings remain virtual only. Quay Catalpa seconded.
- **DEBATE:** None.
- **VOTE:** With 4 ayes and 1 no, the motion passes.

**VIII. Committee co-chair election**

- Shea nominated herself for co-chair.
  - Tyrie suggested that government representatives cannot serve as co-chairs.
    - Audra will look into this further by contacting Pat Reymann, the Council Parliamentarian.

**IX. Unfinished business/New business**

- None.

**X. Set agenda for next meeting**

- Membership nominations and committee assignments
- Co-chair election
- Discuss interviews

**XI. Announcements**

- ACL (the federal organization that manages the Older Americans Act) is seeking input on the Older Americans Act. Terri will share information about providing input to ACL with the council.

## **XII. Adjourn**

- Stephen Jensen adjourned the meeting at 11:13am.

### **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 discussed recent interviews, vacancies, and recruitment.
- The committee approved a motion to add the attendance notification procedures the policy and procedures document and have it be considered by the Executive Committee in August.
- The committee reviewed the results of meeting format survey and approved a motion to continue holding meetings virtually.

### **Documents distributed before meeting:**

- 2023.05.19 M&T minutes
- 2023.06.16 M&T agenda
- FY2023 M&T workplan

### **Documents distributed during the meeting:**

- FY22 MCHACP Attendance Tracking and Council Standing
- Results of the meeting format survey

**JS/ag**