

**Membership and Training Committee Meeting**  
**Friday, October 20, 2023**  
**10 a.m. – 12 p.m.**  
**Virtual Meeting**

<b>Committee Members Present:</b>	
Terri Wilder	Quay Catalpa
Stephen Jensen (co-chair)	Shea Grutemaro (co-chair)
Loyal Brooks	Tyrie Stanley
<b>Committee Members Absent:</b>	
Deon Kirby	
<b>Hennepin County (Part A) Representative:</b>	
Eriika Etshokin	<b>DHS (Part B) Representative:</b>
Scott Bilodeau	Shea Grutemaro (DHS)
<b>MDH (Prevention) Representative:</b>	
Quay Catalpa (MDH)	<b>MCHACP Staff:</b>
	Audra Gaikowski (council coordinator)
	Jeremy Stadelman (minutes)

Quorum present? **Yes**

**I. Welcome and introductions**

- Shea Grutemaro called the meeting to order at 10:01 am.
- Introductions were made.

**II. Review and approval of September 15<sup>th</sup> Minutes and October 20<sup>th</sup> Agenda**

- The September 15<sup>th</sup> Minutes were approved with requested change to note Shea as co-chair in the Attendance section.
- The proposed agenda was reviewed and approved.

**III. Review attendance**

- Eriika displayed the ***FY23 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
  - Charlene is taking a Leave of Absence until December 4<sup>th</sup> and needs to attend December MCHACP and either the December or January Planning & Allocations Meetings (whichever one takes place first). She received an attendance letter last month.
  - Doug, James, and Nikki have received a letter and a phone call relating to their absences.
  - Angela is now at 5 combined absences, will need a phone call from a member of M&T Committee. She needs to attend council and committee meetings through November 2023.

- Stephen will call Angela today after Audra sends out contact and attendance details.

#### IV. New applications

- Tyrie requested that when communicating decisions about new applicants to Executive Committee, more detail is provided as to the reason to offer or not offer an applicant an interview.
- Tyrie alerted committee to a scheduling conflict for the November 17<sup>th</sup> meeting start time.
  - **MOTION:** Tyrie Stanley moved that the November 17<sup>th</sup> meeting be changed to 10:30 so that Tyrie and Loyal can interview new applicant at 10:00. Stephen Jensen seconded.
  - **DEBATE:** None.
  - **VOTE:** With 4 ayes and 0 noes, the motion passes.
- Eriika shared the application from Teresa, who was previously on the council but resigned for medical reasons.
- Eriika shared the another application from a new applicant, Mark.
  - **MOTION:** Stephen Jensen moved that Teresa be offered an interview at 10:00am before the November 17<sup>th</sup> meeting and Mark be offered an interview before the December 15<sup>th</sup> meeting. Tyrie Stanley seconded.
  - **DEBATE:** Shea notes that it may be restrictive to only offer Teresa one interview slot and so she may need to be offered a December time. Stephen notes that if Teresa is unable to interview at 10:00 on November 17<sup>th</sup>, we can change the meeting time back to 10:00.
  - **VOTE:** With 5 ayes and 0 noes, the motion passes.
  - **MOTION:** Stephen Jensen moved to note that if Teresa is unable to do the interview at 10:00am on November 17<sup>th</sup>, the meeting be moved back to 10:00am as scheduled. Loyal Brooks seconds.
  - **DEBATE:** None.
  - **VOTE:** With 4 ayes and 0 noes, the motion passes.
- Eriika shared the application from a previous applicant who rescinded his application due to a job change, Patrick is now re-applying noting his current updated role. He already completed an interview M&T. M&T will discuss Patrick's candidacy next month and would like to review the notes from his previous interview.
- Eriika shared the application from a new applicant, Jennifer, who fills the Part D representative and so does not need an interview and can be directly forwarded to Executive Committee.
  - **MOTION:** Stephen Jensen moved to forward Jennifer to the Executive Committee for membership on the Council.

- **DEBATE:** None.
- **VOTE:** With 5 ayes and 0 noes, the motion passes.
- Eriika shared the application from current community member, Sarah would fill the vacancy for the City of Minneapolis. Sarah's council membership as a community members will end in February, so the committee will review next steps at that time.

## V. **Vacancies, recruitment, and outreach**

- Eriika noted that current council membership is 28 members, with 2 members terming off at the end of February.
  - Of the 7 members who will be up for re-election, 3 individuals have responded that they would like to have a second term.
- Eriika shared **Current Vacancies M&T October mtg**
  - There will be 11 open spots on the council, with 2 being appointed.
  - Vacancies are for 3 unaligned consumers (1 man and 2 women), Greater Minnesota representation, a Representative of individuals who were formerly incarcerated, and a social service provider.
  - Also seeking Part D recipient and City of Minneapolis representative, as identified through currently pending applications.
  - Priority population for recruitment is Black (African-American and/or African-born)
- Council staff has sent recruitment materials to several service providers, met with Youth & AIDS Project for an overview and recruitment opportunity, and a mass email is going out on Monday, 10/23 to providers to remind them of recruitment support.
- Robust discussion around recruitment of young people prompted the following recruitment opportunities, Audra will follow up with these groups:
  - LGBTQ Centers at local universities, including <https://gsc.umn.edu/>
  - Balm in Gilead: <https://www.balmingilead.org/>
  - Minnesota Amicus: <http://www.amicus.org>
  - Grace Prison Ministry: Grace Prison Ministry AMICUS, Inc. 15 South 5th Street, Suite 1100 Minneapolis, MN 55402 P: 612.348.8570
  - Project Re-Entry: <http://www.gmcc.org>
  - Global Student AIDS Campaign
  - Macalester College
  - Pastor John, Paster Dwayne
  - Department of Education, Shea to reach out through DHS

## VI. **Council reflectiveness grid discussion**

- Eriika shared **NEW DRAFT council reflectiveness grid** to discuss a new way to demonstrate reflectiveness so that it's more aligned with how data is presented

more broadly and to more clearly show representation. Four options were presented for how identify will be counted:

- Option 1 Hispanic, then Multi-racial, then all others: If member is Hispanic (either alone or in combination with anything else) they are listed as Hispanic. If they are any other combination of races, then multiracial. Otherwise, counted in the single remaining category.
  - Option 2 Hispanic, then American Indian, then Multi-racial, then all others: If member is Hispanic (either alone or in combination with anything else) they are listed as Hispanic. If they are AM Indian (either alone or in combination with anything else, besides Hispanic) they are listed as AM Indian. If they are any other combination or races, then multiracial. Otherwise, counted in the single remaining category.
  - Option 3 Double Counting: If council member is listed as more than one racial group, they are counted for each category, as well as multi-racial.
  - Option 4 Multi-racial, then all others: If member is any combination of more than one race, then they are multiracial. Otherwise, counted in the single remaining category.
- Committee prefers Option 1 but before making that decision, will send reflectiveness grid options to Disparities Elimination Committee and to Community Voices Committee for to review and provide guidance around recommendations around language used in reflectiveness grid.
  - Tyrie recommends asking questions relating to Hispanic/Latinx language in the FY24 Needs Assessment.

## **VII. Unfinished business/New business**

- Stephen Jensen took over meeting facilitation.
- As Unfinished Business, Shea pointed members to the resources shared in the chat for recruitment opportunities. Eriika confirms that these links and resources will be maintained so that Audra can follow up with those entities.
- As New Business, Tyrie appreciates the suggestion from Terri to do some young person recruitment from local universities.
- As New Business, Stephen reminds committee members that their first year term is up, but that other folks may want an opportunity to serve as a committee co-chair.

## **VIII. Set agenda for November meeting**

- Discuss Patrick's pending MCHACP application.
- Discuss vacancies, recruitment, and outreach again.
- Council Reflectiveness Grid discussion following DEC and CVC input.

## **IX. Announcements**

- National HIV/AIDS Aging Awareness Day is on September 18, 2023.
- December 1, 2023 is World AIDS Day and the Community Voices Committee is working on event and looking for volunteers.
- Discuss interviews and review any new applications.
- Discuss Jennifer committee role.

**X. Adjourn**

- Stephen adjourned the meeting at 11:46am.

**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 not interview the most recent applicant.
- The committee reviewed the exit interviews of former members.

**Documents distributed before meeting:**

- 2023.09.15 MT minutes
- 223.10.20 MT agenda

**Documents distributed during the meeting:**

- FY23 MCHACP Attendance Tracking and Council Standing
- Current Vacancies M&T October mtg
- NEW DRAFT council reflectiveness grid

**EE/ag**