

Membership and Training Committee Meeting
Friday, November 17, 2023
10 a.m. – 12 p.m.
Virtual Meeting

Committee Members Present:	
Terri Wilder	Quay Catalpa
Stephen Jensen (co-chair)	Deon Kirby
Loyal Brooks	Tyrie Stanley
Committee Members Absent:	
Shea Grutemaro (co-chair)	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Eriika Etshokin (Minutes)	None
MDH (Prevention) Representative:	MCHACP Staff:
Quay Catalpa (MDH)	Jeremy Stadelman (Admin Specialist)

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 October 20 Minutes and November 17 Agenda

- The proposed November 17 Agenda was reviewed and approved.
- The October 20 Minutes were reviewed and approved.

III. Review attendance

- Jeremy displayed the ***FY23 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
 - Alissa F. is at five combined absences and two committee meetings. She cannot miss any more meetings before January to remain in compliance with the attendance policy. Deon volunteers to reach out to Alissa. Jeremy will follow up with a guidance email.
 - Julian H. is at six combined absences with two consecutive council meetings. They must attend all meetings between now and January to remain in compliance with the attendance policy. Loyal volunteers to reach out to Julian. Jeremy will follow up with a guidance email.
 - Carol L. is at two consecutive council meeting absences and must attend the December council meeting to remain in compliance with the attendance policy. Stephen volunteers to reach out to Carol. Jeremy will follow up with a guidance email.

- Angela R. is at five combined absences with two consecutive council meetings. She needs to attend the November NA&E Committee and December council meeting to remain in compliance with the attendance policy. Deon volunteers to reach out to Angela. Jeremy will follow up with a guidance email.

IV. **New applications**

- Jeremy shared the **New Applicants** spreadsheet.
- Jeremy shared the application from Jatavious S. Jeremy will schedule an interview for before the December meeting. Shea and Loyal are scheduled for December interviews.
- Jeremy shared the application from Dongwook K. Jeremy will schedule an interview for before January meeting. Terri and Loyal are scheduled for January interviews.
- Jeremy shared notes from the previous interview done with Patrick I. from January 13, 2023. Because they were interviewed and recommended within the past year, they can be directly forwarded to Executive Committee. There was consensus from the committee to include Patrick on the next slate of membership recommendations.
- Jennifer was discussed last month as Part D Representative and is being sent to the Executive Committee for council appointment.
- Sarah S., who works for the City of Minneapolis, was discussed last month and is being sent to the Executive Committee for council appointment.
- Mark is scheduled for an interview before December M&T meeting.

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

- Jeremy shared the **Current Council Openings** list from the mnhivcouncil.org website. Priorities are Unaligned Consumers who identify as Black Women, Greater Minnesota representatives, and Young People.
- The committee discussed opportunities for recruitment in Greater Minnesota. Quay has shared vacancies and flyers with RAAN and Lutheran Social Services. Recruitment attempts have also been made with Youth & AIDS Project. Deon is going to Bemidji this week and will do some Council recruitment. Deon also has access to young people working as Interns and may be able to approach to recruit for Council.

VI. **Council reflectiveness grid discussion**

- Jeremy shared **NEW DRAFT council reflectiveness grid DEC_CVC discussion** to discuss feedback from the Community Voices Committee (CVC) and the Disparities Elimination Committee (DEC).

- DEC proposed a fifth option, that the application be updated to include individuals' racial/ethnic identities in two ways: one reflecting their full background, and one reflecting the race/ethnicity with which they primarily identify.
- Mindful of DEC's feedback, M&T is interested in pursuing *Type 3: Double Counting* while being mindful of the potential of Caucasian over-representation.
- DEC and CVC were also consulted about Latinx/Hispanic terminology in Council reflectiveness. M&T was advised that Latinx is the most inclusive term. Stephen recommends updating materials to use Latinx wherever possible in place of Hispanic.

VII. Council Exit Interview Questions

- Jeremy shared the ***Exit Interview Questions*** for review.
 - Loyal recommends that for any "Dissatisfaction" responses, a text box populates to get direct feedback.
 - All other questions were reviewed and found to be adequate to get a better sense of why council members leave the council.
 - Quay recommends adding a question or prompt for individuals to speak to their successes on the council.
 - Audra and Jeremy will make a tracked change version of the exit interview to present at the December meeting for the committee to finalize.

VIII. Unfinished business/New business

- No new or Unfinished business.

IX. Set agenda for November meeting

- Finalize Exit Interview Questions again
- Finalize Council Reflectiveness Grid
- Review New Applications
- Debrief interviews

X. Announcements

- CVC World AIDS Day breakfast is on December 1, 8:30-10:30am at Aliveness Project.
- Positively Hennepin World AIDS Day data presentation is on December 4, 9:00-11:00am on Microsoft Teams.

XI. Adjourn

- Stephen Jensen adjourned the meeting at 11:26am.

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 agreed to schedule interviews for Dongwook and Jatavious.
- The committee discussed the council reflectiveness grid and heard feedback from DEC and CVC.
- The committee reviewed and updated the exit interview survey for former members.

Documents distributed before meeting:

- 2023.10.20 MT minutes
- 223.11.17 MT agenda
- Exit Interview Questions

Documents distributed during the meeting:

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

EE/JS/ag