

**Membership and Training Committee Meeting**  
**Friday, December 15, 2023**  
**10 a.m. – 12 p.m.**  
**Virtual Meeting**

<b>Committee Members Present:</b>	
Terri Wilder	Quay Catalpa
Stephen Jensen (co-chair)	Deon Kirby
Shea Grutemaro (co-chair)	Tyrie Stanley
<b>Committee Members Absent:</b>	
Loyal Brooks	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Eriika Etshokin	None
Cody Raasch	
Scott Bilodeau	
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Staff:</b>
Quay Catalpa (MDH)	Jeremy Stadelman (Admin Specialist, minutes)
	Audra Gaikowski (Council Coordinator)

Quorum present? **Yes**

**I. Welcome and introductions**

- Shea Grutemaro called the meeting to order at 10:00 am.
- Introductions were made.

**II. Review and approval of November 17 Minutes and December 15 Agenda**

- The proposed December 15 Agenda was reviewed and approved.
- The November 17 Minutes were reviewed and approved.

**III. Review attendance**

- Audra displayed the ***FY23 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
  - Two council members have resigned: Julian H. and Angela R.
  - Doug P. has hit 7 combined absences for his committee and the council.
    - **MOTION:** Stephen Jensen moved that Doug Peterson be removed from the council due to attendance; he has 7 combined absences. Terri Wilder seconded.
    - **DEBATE:**
      - Audra noted that Douglas’ term ends in February, and he did not want a second term.
    - **VOTE:** With 4 ayes and 0 noes, the motion carries.

- Danielle B. has missed two council meetings in a row and has 5 combined meeting absences. She has declined a second term.
  - Deon agreed to call Danielle.
- Charlene L. has 6 combined absences; LOA ended December 4.
  - Charlene has already been contacted.
  - Audra will continue to follow up with Charlene.

#### IV. Discuss interviews & review new applications

- There were two interviews conducted by Deon, Shea, and Jeremy. The interviews were with JT S. and Mark J.
  - Deon indicated that both interviews went well.
    - Deon noted that JT has been very active in the community. He has served on Wisconsin's HIV planning council.
    - Deon would recommend both.
  - Shea noted that Mark has experience volunteering with various AIDS Service Organizations (ASOs) in the community. He would be a good fit with the council.
    - Audra noted that Mark has been active with the council for the last few months.
  - Shea agreed that JT would be a good fit and has a lot of experience.
  - Shea would recommend both.
  - Audra noted that there are spots for both applicants.
  - Both applicants will be considered for membership at the January meeting.
- Audra shared the **New Applicants** spreadsheet.
  - The committee reviewed Donald W.'s application.
  - The committee reviewed Cynthia E's application.
  - The committee reviewed Tim O's application.
  - The committee agreed to interview all 3 applicants.
  - The committee reviewed the **FY 2023 Interview Schedule**.
    - Stephen agreed to step in for Terri as an interviewer on January 19.
      - Jeremy will check with Loyal to make sure he can interview on January 19.
    - The committee agreed to add a second date for interviews in January; January 12 after 11am.
      - Terri and Stephen are available to conduct these interviews.
    - Jeremy will work on scheduling these interviews.

#### V. Finalize council reflectiveness grid

- Audra shared the ***New Draft FY 24 projected council reflectiveness.***
  - Cody explained that there would be no way around double counting and overestimating race data if the committee chose the double counting type.
    - Multiracial would be overrepresented, but the committee would still have internal data that shows overall reflectiveness.
    - Audra suggested that the committee could use both double counting and a type that would include multi-racial.
  - **MOTION:** Stephen Jensen moved that the committee use double-counting method for reflectiveness purposes and multi-racial type 1 for HRSA reporting purposes. Quay Catalpa seconded.
  - **DEBATE:**
    - Tyrie would prefer just using a multi-racial category.
    - Tyrie would like the council to use Latinx rather than Hispanic.
      - a. Terri noted that there seems to be a generational divide in preference of terms.
      - b. Stephen noted that he asked for feedback from council members and members preferred Latinx.
    - Audra noted that the double counting method might make recruiting more of a challenge.
    - Double counting would delineate clear representation and not a vague bucket of multi-racial.
  - **VOTE:** With 3 ayes and 1 no, the motion carries.
  - **MOTION:** Stephen Jensen moved that Hispanic be changed to Latinx on the council's reflectiveness grid. Tyrie Stanley seconded.
  - **DEBATE:** None.
  - **VOTE:** With 5 ayes and 0 noes, the motion carries.

## VI. Review changes made to exit interview questions

- Audra shared ***Exit Interview Questions\_committee edits*** document with the committee and reviewed the changes.
  - Terri suggested changing "at-risk" to "vulnerable" in the opening paragraph.
    - Tyrie suggested using "exposed" instead.
    - Shea recommended reaching out to others to find out what the best term is for "at-risk" individuals.
    - Quay suggested: "service to people living with HIV/AIDS and people at increased potential for exposure and communities who are disproportionately affected by HIV."

- This may be a larger conversation to have because “at-risk” is commonly used.
- Audra suggested: “Thank you for your service to people living with HIV/AIDS and communities who are disproportionately affected by HIV.”
- **MOTION:** Quay Catalpa moved that in the introduction paragraph to the exit survey “at-risk” be changed to “thank you for your service to people living with HIV/AIDS and communities who are disproportionately affected by HIV.” Stephen Jensen seconded.
- **DEBATE:** None.
- **VOTE:** With 5 ayes and 0 noes, the motion carries.

**VII. Review New Member Orientation evaluation**

- Audra shared the ***New Member Orientation evaluation*** and asked members if they have any proposed changes.
  - Stephen suggested adding text boxes so that those who answer negatively can explain why.
    - Members agreed to add a separate question: “do you have any suggestions?”
  - Audra will make the edits and bring back to the committee next month for final approval.

**VIII. Unfinished business/New business**

- Stephen noted that co-chair elections are coming up in February. Stephen noted he will not be running again.
- Tyrie asked for an update on the council co-chair nominations.

**IX. Set agenda for November meeting**

- Membership nominations
- Review council co-chair election nominees
- Committee co-chair succession planning
- Finalize New Member Orientation evaluation

**X. Announcements**

- DHS’ report back on rapid engagement process is December 15 at 1pm.

**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 approved a motion to remove Doug P. from the council due to attendance.
- The committee discussed recent interviews, vacancies, and recruitment.
- The committee agreed to interview 3 new applicants.
- The committee finalized the council reflectiveness grid.
- The committee approved changes to the exit interview survey.
- The committee reviewed and made changes to the New Member Orientation evaluation.

**Documents distributed before meeting:**

- 2023.11.17 MT minutes
- 2023.12.15 MT agenda
- Exit Interview Questions\_committee edits
- New Member Orientation Evaluation

**Documents distributed during the meeting:**

- FY23 MCHACP Attendance Tracking and Council Standing
- NEW DRAFT PROJECTED council reflectiveness grid

**JS/ag**