**Membership and Training Committee Meeting**

**Friday, February 17, 2023**

**10 – 12 p.m.**

**Virtual Meeting**

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| **Committee Members Present:** | |
| Calvin Hylton (co-chair) | Amy Miller (DHS) |
| Stephen Jensen | Tyrie Stanley |
| James McMurray (co-chair) |  |
| **Committee Members Absent:** |  |
| Loyal Brooks |  |
| **Guests:** | |
| None |  |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| None | Amy Miller (DHS) |
| **MDH (Prevention) Representative:** | **MCHACP Staff:** |
| Quay Catalpa (MDH) | Audra Gaikowski (council coordinator) |
|  | Lindsay Concepcion (minutes) |

Quorum present? **Yes**

1. **Welcome and introductions**

* Stephen Jensen called the meeting to order at 10:06am.
* Introduction were made.

1. **Review and approval of January 20 meeting minutes**

* The January 20 minutes were approved with the change that Amy Miller’s name was removed as the DHS (Part B) Representative.
* The proposed agenda was reviewed. A suggestion was made to review the new attendance policy before reviewing the attendance from last meetings. The agenda was approved with this change.

1. **Review attendance**

* Audra displayed ***Attendance policy options.*** In the February Executive Committee meeting there was an item that was sent back to the Membership & Training Committee to review the new attendance policy due to one member being at risk of being removed automatically, without notice. Pat Reymann, council parliamentarian, wrote Audra three options for motions that the Membership & Training Committee could utilize if they would like to prevent this member from automatically being removed. The Membership & Training Committee could also do nothing and let this member be dropped from the council.
  + If the M&T committee decided to excuse absences from March 2022-June 2022, it would bring this individual down to 6 absences. However, this member would have to attend every council and committee meeting until July 2023.
  + Tyrie Stanley stated that he is in favor of option number three, which puts the new attendance policy in place in July 2023.
  + Calvin Hillary-Hylton responded that a better option would be to amend the bylaws that would tie attendance tracking to the council’s fiscal year, rather than a 12-month rolling period.
  + Tyrie responded this would be a problem because the attendance policy would go into effect on March 1 unless an action item is sent from the Membership & Training Committee today. With a bylaw change, it would go through to the Executive Committee and a 30-day notice would have to be provided to the council.
  + Audra responded that because these suggestions come directly from Pat, the Membership & Training Committee can assume that any of these suggestions would allow adherence to the bylaws while preventing the member at risk from being removed from the council, even though the new attendance policy technically does into effect on March 1. Any of the suggestions require a 2/3 vote at the council, so Membership & Training Committee can wait to make a decision on this individuals membership status until after the March council meeting to see if an action item is passed.
  + **MOTION:** Tyrie Stanley moved that the committee recommend that the new attendance policy not go into effect until July 2023. Stephen Jensen seconded.
  + **DISCUSSION:** There was no discussion.
  + **VOTE:** The motion passed 3-0.
* Audra displayed the ***FY22 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
* Julian H will need to be contacted that he will need to attend the March Needs Assessment & Evaluation Committee meeting due to having 2 consecutive absences for this committee. Tyrie will contact Julian and Audra will follow-up with an attendance letter.
* Megan H stepped down from the Disparities Elimination Committee due to there being 2 voting members from the same organization on this committee, so she was not present at the February DEC committee meeting.
* The member at risk of removal due to the new attendance policy will also need to be contacted as they will need to attend all council and committee meetings between now and June 2023. Tyrie will contact this member and Audra will touch base with Tyrie on clarifying the attendance policy before speaking to this member.

1. **Vacancies and recruitment** 
   * Audra displayed the ***FY23 MCHACP Membership Reflectiveness Grid.***
   * One candidate that was forwarded on the slate from Membership & Training Committee rescinded application, which filled the spot for representatives for formerly incarcerated. Audra moved a different member into this category and is wondering if committee got a sense from the interviews who may be a good fit for the mental health provider vacancy.
     + The committee suggested taking any of the applicants who fill the mental health spot and placing them in the vacancy.
   * The council vacancies currently include one spot from Greater MN, a Medicaid representative, a healthcare planning agency, and one spot that is generally open. The council is low in representation for males, so there is a recommendation to target male membership recruitment.
   * The Part A Project Officer provided more information on the definition of a healthcare planning agency, so there will be more information in the future on how to recruit for this vacancy.
     + Tyrie asked if we could recruit from Clare Housing for a housing planning agency.
     + Audra responded that the vacancy is for a hospital planning agency, not a housing planning agency.
     + Tyrie asked if it was in our results from the HRSA Site visit if we needed to have a spot for someone from a housing planning agency?
     + Audra responded that she has a meeting with Jonathan today so she can clarify this and if we do need to recruit a housing agency spot, Audra will reach out to Clare Housing.
   * Quay Catalpa asked where the recruitment targets come from?
     + Audra responded that it is a legislative mandate that the council be reflective of the HIV epidemic, including recruiting different providers who serve people who are living with HIV.
2. **Committee assignments** 
   * Audra displayed the ***2023.02.13 Committee Assignments\_internal*** spreadsheet.
   * Audra also reminded the committee that it is a value of the committee to have at least 33% of a committee be unaligned consumers, and that only one person from an organization can be a voting member of the committee.
   * The committee first assigned unaligned consumers to their top or second preference committee.
   * The committee then reassigned current members who need to be reassigned to a new committee and who requested to move to a new committee.
     + - Megan H was reassigned to Planning & Allocations to ensure that Disparities Elimination Committee did not have two providers from the same organization on one committee.
       - Calvin H.H. and Gage U requested to switch to the Disparities Elimination Committee and were reassigned to DEC.
   * The committee then assigned new members to their top and second preferences.
   * The committee ensured that all committees had 33% representation for unaligned consumers on each committee and that there were not two voting council members from one organization on the same committee.
   * Tyrie asked how Membership & Training Committee would track attendance for members who wish to serve on an additional committee, aside from their assigned committee?
     + Audra responded that we can track members as a voting member for their assigned committee and as a community member for additional committees.
3. **FY2023 council training plan** 
   * Audra displayed the ***FY2023 Council Training Schedule***.
   * Audra has been getting training scheduled for the upcoming fiscal year and confirmed dates are on the council training schedule. Trainings that need to be scheduled yet are highlighted in yellow.
   * The dates for the new member orientation are on March 3, June 3, September 1, and December 1.
   * The Effective Leadership trainings for the Executive Committee are on May 2 and June 6. The July Executive Committee meeting is scheduled for July 4, so this may be rescheduled or cancelled.
   * The council Conflict of Interest training is scheduled for April 11.
   * MDH will be releasing the HIV data earlier this year and presentation will take place on May 9. Audra is waiting to hear back on when the HIV Care Continuum training will take place.
   * Quality Management from Part A will take place on May 9, and DHS will give their Quality Management update on September 13.
   * MDH will give the epi terms training on April 11. Additional trainings may change as they are based on the knowledge assessment tool and what members request to have trainings.
   * The Early Identification of Individuals with HIV/AIDS will take place on August 8.
   * Part A Assessment of Administrative Mechanism is scheduled for July 11.
   * The HIV Clinical Update presentation, which is presented by Dr. Henry, is scheduled for June 13.
   * There were no comments on the training schedule. One the trainings are finalized Audra will share the training plan with Membership & Training and the council.
4. **MCHACP practice and procedure action item** 
   * The practice and procedure action item suggestion was shared with Audra from Carissa. The suggestion is to add the attendance notification policy to the practices and procedures document to ensure it is up to date with the new bylaws and to provider members with a written procedure on what Membership & Training Committee does when someone is at risk of removal due to the attendance policy.
     + Tyrie S asked for clarification on why the suggestion is to look on the past 12-month period.
     + Audra responded that the past 12-months looks back on 12-months at any given time. For example, if someone starts in March 2023, they wouldn’t have any months to look back on.
     + Stephen J asked why we notify someone at 5 and 6 missed meetings.
     + Audra responded that the current policy is to notify someone at 4 and 5 missed meetings. The action item says 5 and 6 missed meetings because a member would be removed at 7 combined missed meetings.
   * **MOTION:** Tyrie Stanley motioned to accept the Minnesota Council for HIV/AIDS Care and Prevention Practices and Procedures with the attendance notification, section 4, to be changed as presented to us as a committee. Stephen Jensen seconded.
   * **DISCUSSION:** There was no discussion.
   * **VOTE:** The vote passed 3-0.
5. **Unfinished business / New business** 
   * There was no unfinished or new business.
6. **Set agenda for next meeting** 
   * Audra displayed the ***FY2022 M&T Workplan.***
   * In the March M&T meeting, the committee will have the co-chair election, review the fiscal year’s workplan, review the FY2023 interview schedule, review the meeting schedule against holidays, discuss the possibility of cancelling one meeting in the year, and to review exit interviews, discuss retention.
   * Calvin added that he will be transitioning to a new committee so he will not be accepting a nomination for co-chair. Calvin suggested giving time in the next meeting for new members to get to know each other and to ask question on what it is like to be co-chair.
     + Tyrie responded that while James is eligible to run again, we will need two co-chairs in order to be in accordance with the bylaws.
7. **Announcements** 
   * There were no announcements.
8. **Adjourn** 
   * Calvin Hillary-Hylton adjourned the meeting at 11:41am.

**Meeting summary:**

* The committee reviewed the attendance policy and motion to not put the new attendance policy into place until July 2023.
* The committee assigned new members to their respective committees and reassigned current members who requested to switch.
* The committee review vacancies and recruitment and the FY2023 council training plan.

**Documents distributed before meeting:**

* 2023.02.17 M&T agenda
* 2023.1.20 M&T minutes
* FY2023 M&T workplan

**Documents distributed during the meeting:**

* Attendance policy options
* FY22 MCHACP Attendance Tracking and Council Standing
* FY23 MCHACP Membership Reflectiveness Grid
* 2023.02.13 Committee Assignments\_internal
* FY2023 Council Training Schedule