

Membership and Training Committee Meeting
Friday, February 16, 2024
10 a.m. – 12 p.m.
Virtual Meeting

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

Quorum present? **Yes**

I. Welcome and introductions

- Stephen Jensen called the meeting to order at 10:00 am.
- Introductions were made.

II. Review and approval of January 19 Minutes and draft Agenda

- The proposed agenda was reviewed and approved.
- The guiding principles were read.
- The January 19 minutes were reviewed and approved as written.

III. Review attendance

- Audra displayed the ***FY23 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
 - Alissa F. is at 5 combined absences for council and committee meetings. Audra noted that her term ends at the end of February.
 - Stephen agreed to call Alissa to notify her.
 - Audra will send an attendance notification letter.
 - Annalise J. is at 5 combined absences for council and committee meetings.
 - Deon agreed to call Annalise to notify her.
 - Audra will send an attendance notification letter.

IV. Discuss interviews

- Donald did not show up to his interview. This was his second no-show.
 - The committee agreed not to reschedule his interview. If he is interested, he can be interviewed in one year.

V. Committee assignments

- Audra shared and reviewed the ***Committee Assignments spreadsheet.***
 - Audra noted that individuals from the same agency cannot serve on the same committee.
 - The committee made the following committee assignments based on member preferences and the needs of the council:
 - Sarah S. assigned to DEC
 - Teresa J. assigned to M&T
 - Patrick I. assigned to DEC
 - Mark J. assigned to DEC
 - Jennifer S. assigned to M&T
 - Dongwook K. assigned to NAE
 - Derek M. assigned to NAE
 - JT S. assigned to PAC
 - Cynthia E. assigned to NAE
 - **MOTION:** Loyal Brooks moved that new members be assigned to committees as presented above. Quay Catalpa seconded.
 - **DEBATE:** None.
 - **VOTE:** With 4 ayes and 0 noes, the motion carries.

VI. Review FY2024 council training plan

- Audra displayed the ***FY2024 council training schedule.***
 - Terri wondered if the council ever offers trainings on special populations.
 - Audra explained that members or committees can bring suggested trainings to the Membership and Training Committee. For example, the racial equity training in January 2024 was suggested by DEC. Trainings can be added to the schedule as time permits.
 - Terri suggested having an attendee of the International AIDS Conference update the council on the latest scientific advancements and research in HIV/AIDS care.
 - Terri can help to identify an individual who might be able to present. This topic will be revisited at a future meeting.

VII. Vacancies and recruitment

- Audra displayed the ***FY24 council reflectiveness grid.***

- The council currently has 28 members.
- The council is currently underrepresented in Black/non-Hispanic members.
- The council needs to recruit the following for membership:
 - A substance use provider
 - Terri may have a contact and will reach out to them to see if they are interested or know of someone who might be interested.
 - Unaligned Black/African American woman consumer
- Recruitment strategies:
 - Community Voices Committee
 - AIDS Service Organizations that serve Black/African American/African-born communities

VIII. Unfinished business/New business

- None.

IX. Set agenda for February meeting

- Develop FY24 interview schedule
- Co-Chair election
- Review FY24 workplan
- Review meeting schedule against religious holidays
- Discuss canceling one meeting

X. Announcements

- None.

XI. Adjourn

- Stephen Jensen adjourned the meeting at 11:00am.

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 reviewed approved the council's FY 24 training schedule.
- The committee assigned new members to committees.

Documents distributed before meeting:

- 2024.01.19 MT minutes
- 2024.02.16 MT agenda
- FY24 MCHACP training schedule

Documents distributed during the meeting:

- FY23 MCHACP Attendance Tracking and Council Standing
- FY24 council reflectiveness grid

JS/ag