

**Membership and Training Committee Meeting**  
**Friday, March 15, 2024**  
**10 a.m. – 12 p.m.**  
**Virtual Meeting**

<b>Committee Members Present:</b>	
Stephen Jensen (co-chair)	Loyal Brooks
Shea Grutemaro (co-chair)	Deon Kirby
Tyrie Stanley	Quay Catalpa
Terri Wilder	
<b>Committee Members Absent:</b>	
Teresa Jones	Jennifer Schoenberg
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Eriika Etshokin	Shea Grutemaro (co-chair)
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Staff:</b>
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 10:01 am.
- Introductions were made.
- Shea Grutemaro took over facilitation.

**II. Review and approval of February 16 Minutes and draft Agenda**

- The February 16 minutes were reviewed and approved as written.
- The proposed agenda was reviewed and approved.

**III. Review attendance**

- Audra displayed the ***FY24 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
  - Megan H. is at 6 combined absences and has 2 consecutive council meeting absences. Megan needs to attend the April council meeting and all meetings through the end of April.
    - Quay agreed to call Megan.
    - Audra will send a notification letter.
  - Nikki L. is at 6 combined absences.
    - Shea agreed to call Nikki.
    - Audra will send a notification letter.

#### IV. Review new applications

- Karla C.
  - Karla has attended recent council meetings.
- Raquelle L.
  - Raquelle has previously been a council member and a co-chair of the Disparities Elimination Committee.
- Gari J.
  - Gari participated in the mental health provider forum in May 2023.
- Audra shared the **FY24 council reflectiveness grid**.
  - There are 5 open spots. One spot needs to be held for an unaligned consumer.
  - The council is currently underrepresented with people who identify as Black/African American.
- The committee agreed to interview all three new applicants.
  - Shea and Stephen are scheduled to interview 2 candidates on April 19.
  - An additional interview will be set up before the April meeting.
    - Deon, Loyal, and Shea are available for an additional interview before the April meeting.
    - Jeremy will work to schedule the 3 interviews.

#### V. Review FY24 interview schedule

- Audra shared the **draft FY24 Interview Schedule**.
- Members asked to review the schedule again at a future meeting so that members who were not in attendance at today's meeting can make changes as needed.

#### VI. Review FY2024 meeting schedule against religious holidays

- Audra displayed the **FY24 meeting schedule against religious holidays**.
- Members suggested that the bylaws could be updated to allow for absences for religious holidays. Audra agreed to add this to the bylaw review that the Executive Committee will undertake in the fall.
- The schedule will be sent to other committees for review so that they can make their own decisions about which meetings to cancel.

#### VII. Discuss cancelling one meeting

- Audra displayed the **FY2024 workplan**.
- Audra noted that there is nothing on the workplan for August.
- Tyrie suggested that the committee revisit this in May when there will be a better understanding of what the workload this summer might be.
- Possible meetings to cancel include June, July, and/or August.
- This will be reviewed again at the May meeting.

**VIII. Co-Chair election**

- Audra reviewed the **Committee Co-Chair Position Description**.
- Stephen indicated that he will not run again for Co-Chair.
- Stephen nominated Deon. Deon accepted the nomination.
- **MOTION:** Tyrie Stanley moved that Deon Kirby be elected as Co-Chair of the Membership and Training Committee. Stephen Jensen seconded.
- **DEBATE:** None.
- **VOTE:** By acclamation, the motion carries.

**IX. Review FY24 Workplan**

- Audra displayed and reviewed the **FY24 Workplan**.

**X. Unfinished business/New business**

- None.

**XI. Set agenda for April meeting**

- Discuss interviews
- Membership nominations and committee assignments
- Review exit interviews and discuss retention
- Review interview schedule again

**XII. Announcements**

- National Native HIV/AIDS Awareness Day is on March 20, 11:00am—6:00pm. It will be held at the MIWRC Gym (2300 15th AVE S, Minneapolis, MN 55404).

**XIII. Adjourn**

- Shea Grutemaro 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 applications, vacancies, and recruitment.
- The committee reviewed the FY24 interview schedule and made changes as needed.
- The committee reviewed the FY24 meeting schedule against religious holidays and made no changes to its schedule.
- The committee discussed cancelling one meeting and agreed to revisit this topic in May.
- The committee approved a motion to elect Deon Kirby as Chair.

**Documents distributed before meeting:**

- 2024.02.16 MT minutes
- 2024.03.15 MT agenda

- FY24 Interview Schedule
- FY24 Religious Holidays List

**Documents distributed during the meeting:**

- FY24 MCHACP Attendance Tracking and Council Standing
- FY24 council reflectiveness grid
- FY24 Workplan
- Committee Co-Chair Position Description

**JS/ag**