

Membership and Training Committee Meeting
Friday, May 17, 2024
10 a.m. – 12 p.m.
Virtual Meeting

Committee Members Present:	
Stephen Jensen	Loyal Brooks
Shea Grutemaro	Teresa Jones
Deon Kirby (Chair)	Quay Catalpa
Terri Wilder	Jennifer Schoenberg
Committee Members Absent:	
Tyrie Stanley	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Eriika Etshokin	Shea Grutemaro
	Braddy DeCarlo
MDH (Prevention) Representative:	MCHACP Staff:
Quay Catalpa	Jeremy Stadelman (Admin Specialist, minutes)
	Audra Gaikowski (Council Coordinator)

Quorum present? **Yes**

I. Welcome and introductions

- Deon Kirby called the meeting to order at 10:00 am.
- Introductions were made.
- The guiding principles were read.

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

- The April 19 minutes were reviewed and approved as written.
- The proposed agenda was reviewed and approved as written.

III. Review attendance

- Audra displayed the ***FY24 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
 - James V. has missed two consecutive council meetings and has 5 combined committee and council meetings. He needs to attend June and July council meetings.
 - Shea agreed to call James.
 - Audra will send a notification letter.
 - Derek M. has missed two consecutive council meetings.
 - Stephen agreed to call Derek.
 - Audra will send a notification letter.

- Teresa J. has missed two consecutive council meetings; she needs to attend the June council meeting.
 - Teresa was informed during the meeting.
 - Audra will send a notification letter.
- Calvin H. has missed two committee meetings; he needs to attend the May Needs Assessment and Evaluation Committee meeting to maintain community membership.
 - Stephen agreed to reach out to Calvin.
- Oceane L. has 5 absences for DEC; they need to attend at least one of June and July's meetings to maintain community membership.
 - Quay agreed to call Oceane.
- Florence N., who has requested a leave of absence, will need to attend the June Planning and Allocations Committee meeting to maintain community membership.
 - Deon agreed to call Florence.

IV. Discuss interviews

- Gari J.
 - Stephen recommends Gari for membership.
 - Quay recommends Gari for membership.
 - Gari is African-born and he is a physician. He has extensive experience working with those living with HIV.
- Raquelle L.
 - Stephen highly recommends Raquelle for membership.
 - Raquelle is very active in the community and brings a wealth of experience.
 - Quay strongly recommends Raquelle for membership.
- Audra displayed the ***council's reflectiveness grid***.
 - There are 5 open spots for membership.
- Sara and Karla are scheduled to be interviewed in June.
 - Loyal and Jennifer are scheduled to be interviewees.

V. Review meeting format survey results

- Audra reviewed and displayed the ***meeting format survey results***.
- There was consensus from the committee to continue to hold their meetings virtually.

VI. Review religious holidays calendar

- Audra displayed the ***religious holidays calendar***.
- No committee meetings were identified as conflicting with upcoming religious holidays.

VII. Co-chair election

- Audra displayed the ***Committee Co-Chair Position Description***.
- No co-chair nominations were made.

VIII. Discuss cancelling June-August meetings

- Audra displayed the ***FY2024 M&T workplan***.
- **MOTION:** Stephen Jensen moved that the June and August 2024 meetings be cancelled. Jennifer Schoenberg seconded.
- **DEBATE:** None.
- **VOTE:** With 7 ayes and 0 noes, the motion carries.

IX. Unfinished business/New business

- Question about community members being co-chairs
 - The council's Parliamentarian has confirmed that is appropriate for a council member to hold a co-chair position as a community member of a committee they are not assigned to.
- Counting attendance for the August allocations retreat
 - Historically, the council has only counted attendance for the second meeting (on August 13), where votes are held. There were no objections to continuing this process.

X. Set agenda for July meeting

- Discuss interviews
- Membership nominations
- Committee Assignments
- Membership recruitment strategies

XI. Announcements

- None.

XII. Adjourn

- Deon Kirby adjourned the meeting at 11:02am.

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.
- The committee reviewed the meeting format survey results and agreed to continue to meet virtually.

- The committee reviewed the religious holidays calendar and no meetings were identified as conflicting with upcoming religious holidays.
- The committee approved a motion to cancel the June and August 2024 meetings.

Documents distributed before meeting:

- 2024.04.19 MT minutes
- 2024.05.17 MT agenda
- Meeting format results
- FY24 Religious holidays list
- Committee Co-Chair Position Description

Documents distributed during the meeting:

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

JS/ag