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| **Membership & Training Committee Members Present:** |  |
| Johan Baumeister | Amy Miller |
| Loyal Brooks | James McMurray |
| Calvin Hillary Hylton (co-chair) | Jessie Saavedra |
| Stephen Jensen (co-chair) | Tyrie Stanley |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| Anika Kaleewoun | Amy Miller |
| **MDH (Prevention) Representative:** | **MCHACP Staff:** |
| McKinzie Woelfel | Carissa Weisdorf, Council Coordinator |
| Richard Puella, Administrative Specialist (minutes) |

**Quorum? YES**

**I. Welcome and introductions**: Stephen Jensen called the meeting to order at 10:00 a.m., and introductions were made.

**II. Review, approval of the July 16 meeting minutes and proposed agenda:**

* There were no objections to the proposed agenda.
* The July 16th meeting minutes were approved.

**III. Discuss interview:**

* Loyal Brooks and Richard Puella discussed the interview with candidate M.F. and highlighted the following:
* M.F. is well spoken and articulate, his life experience and journey with HIV has taught him acceptance and enabled him to grow as a person. He would be a valuable mentor for those struggling with HIV.
* He is passionate about advocating for people living with HIV.
* He represents the LGBTQ, HIV+, formerly incarcerated persons, and the Latinx communities.
* He is dedicated to the cause and serves on several advisory boards including, the Minnesota Second Chance Coalition, The Aliveness Project, and the committee for Former Persons in Jail/Prison.
* Views the world through a diversity, equity, and inclusion lens, and feels it’s important to make everyone feel included.
* Richard and Loyal felt that over all the candidate is well-qualified to sit on the council.
* Jessie Saavedra asked why the candidate wants to be on the council.
  + M.F. wants to share his experience and advocate for those living with HIV. He is passionate about helping others.
* Tyrie Stanley asked how his employment with Hennepin Health and seat on the Aliveness board of directors would affect his reflectiveness status.
  + Richard noted that since he holds a seat with the board of directors at Aliveness that would place him as an aligned consumer.
* Carissa Weisdorf confirmed we are not overrepresented by representatives of Hennepin Health.
* Carissa shared the reflectiveness spreadsheet and pointed out that there is a slot for a formerly incarcerated person which this candidate would fill, and he would help with Hispanic representation.
* Jessie asked if there is any concern about his time commitment.
  + Loyal noted that he asked the candidate about the time commitment twice. Each time emphasizing the second Tuesday of every month, and M.F. is available.
  + Richard also noted that he reviewed the attendance policy with him and explained the different ways of meeting participation.
* The committee agreed that M.F. should be recommended for membership.
  + Carissa noted that membership nominations are held quarterly and the next one would be in October.
  + Carissa asked if the candidate expressed any committee preferences.
    - Top two preferences are: Needs Assessment & Evaluation, and Disparities Elimination
* The committee agreed to add M.F. to the slate of membership nominations in October.

**IV. Membership selection criteria document:**

* Stephen asked the committee if any additions or changes should be made to the membership selection criteria document.
  + Jessie noted that it was discussed at last month’s meeting that Carissa was going to research the age requirement.
    - Carissa noted that she has contacted Hennepin County HR but has not heard back from them yet to confirm if there are any age requirements for volunteers.
    - Stephen mentioned that there was a youth committee on the council back in the 90s that would bring the voice of the 18 and below population on the council. Stephen learned this from Sue Purchase at the council’s, “getting to know each other session.”
    - Tyrie asked what HRSA states regarding age requirements.
    - Carissa noted that she will investigate HRSA policy around age requirements.
    - Stephen asked if staff or government representatives would reach out to Sue Purchase to find out what happened to the youth committee and why they stopped convening.
      * McKinzie Woelfel agreed to reach out to Sue Purchase.
    - Loyal suggested to postpone approving the membership selection document until next month.
* The committee agreed to postpone the membership selection discussion until next month. (September).

**V. Review interview questions:**

* The committee reviewed the interview questions and made the following changes:
  + Q1: Why are you interested in joining the Minnesota Council for HIV/AIDS Care and Prevention?
    - Change: what is your experience of HIV/AIDS care and prevention?
    - Q2: Can you explain your interest and/or experience with HIV/AIDS Care and Prevention.
      * Change: How did you hear about the Minnesota Council for HIV/AIDS Care and Prevention and why do you want to join?
    - Q3: Tells us about previous experience you have had serving on or working with a community planning group, committee, or volunteer board (not a requirement)?
      * Change: None
      * Q4: Many Council members identify with a particular community or sub-populations. Which group(s), if any, do you feel you are able to represent and how would you best communicate their needs and interests?
        + Tyrie asked if the committee could create a list of categories of different populations a candidate could potentially represent as a reference for those who may not understand or know what populations they would fit.
        + Carissa noted that in her experience interviewing this question wasn’t difficult for people to answer.
        + She noted that as an interviewer, if a candidate became stuck on this question then the interviewer can list different options as examples.
        + Johan Baumeister suggested replacing the word “sub-population” with “demographic group.”
        + Jessie Saavedra pointed out the challenge associated with assuming a candidate can represent a population.
        + Carissa noted that the council is set up in a way that members are chosen to represent certain communities and populations.
        + Change: Many council members identify with a particular community or demographic group. Which group(s), if any, do you feel you are able to represent? How would you speak to the issues, needs, and interests that may be present within that community?
        + Q5: What has been your experience in working with people who might be different from you or have a different perspective than you own?

Change: None

Q6: how do you manage interpersonal conflict?

Johan suggested removing the word “interpersonal.”

Johan suggested adding how do you work towards a resolution.

Change: How do you manage conflict and work towards resolution?

Q7: Being a member of the council requires a commitment of up to 8-10 hours a month. Do you have the availability to put in that kind of time commitment? What might get in the way of this commitment?

Change: None

* Amy suggested adding how applicants hear about the council to the online application.

**VI. Review attendance:**

* Richard Puella shared the attendance tracking grid and discussed the following attendance issues:
  + Charlotte Detournay has missed two DEC meetings in a row (July & August).
    - Stephen Jensen will contact Charlotte.
  + Tyrie Stanley has missed two DEC meetings in a row (July & August).
    - No need to contact.
  + Javier Andrews-Mendoza has missed two NA&E meetings in a row (May & July).
    - Loyal Brooks will reach out to Javier.

* + Antony Stately has missed two NA&E meetings in a row (May & July).
    - Johan Baumeister will reach out to Antony.

* + Nyonbeor Boley has missed two PAC meetings in a row (May & July).
    - Tyrie Stanley will reach out to Nyonbeor.
  + Raymel Givens has missed three DEC meetings in a row (April, July & August).
    - Tyrie asked who contacted Raymel previously and asked if someone would reach out to him again and allow him one more chance.
    - **Motion:** Tyrie moved to give Raymel Givens another chance and have a committee member contact him and explain that he cannot miss any more committee meetings for the remainder of the year. The motion was seconded by Loyal Brooks.
    - **Debate:**
      * Carissa asked if Stephen was able to contact Raymel in July and expressed her discomfort with the committee continuing to make exceptions for members.
      * Stephen stated that he left Raymel a voice mail indicating to him his attendance status.
      * Richard noted that once Stephen contacted Raymel he followed that with an attendance warning letter.
      * Amy agreed with Carissa and felt that making exceptions leaves room for bad feelings if some are offered exceptions and others aren’t.
      * Johan felt that if an exception is considered he felt that the request should come from the member in question.
      * Tyrie asked Stephen if he contacted Richard to let him know that a voice mail was left for Raymel.
        + Richard confirmed that Stephen did notify him before a warning letter was sent.
        + Tyrie noted that the council is having difficulty recruiting new members and is concerned with not meeting HRSA’s reflectiveness requirements.
        + Loyal pointed out, why have attendance rules if the committee isn’t going to follow through with them, and suggested reviewing and making changes to the attendance policy.
        + Johan noted that no communication has been received from Raymel and he feels uncomfortable voting on an exception to the attendance policy.
        + Amy asked if Raymel made any contact to let staff or co-chairs know he was not going to be able to attend.
        + Carissa and Richard confirmed that Raymel has not made any contact with staff.
        + Amy asked if the removal letter indicates if that person can reapply or would they have to wait a year.
        + Richard displayed an attendance removal letter and pointed out where it states that a member must wait a year before they can reapply.
        + Tyrie stressed the fact that the committee has offered exceptions in the past and doesn’t understand why this couldn’t be done for Raymel as well.
        + Tyrie asked what should be done if committee meetings end early and members attempted to join during a scheduled meeting time.
        + **Vote:** A roll call vote was requested.Aye (1), No (5), the motion does not carry.

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| **Roll call** | **Aye/No** |
| Johan Baumeister | No |
| Amy Miller | No |
| Jessie Saavedra | No |
| Tyrie Stanley | Aye |
| Loyal Brooks | No |
| James McMurray | No |

* **Motion:** Johan Baumeister moved to remove Raymel Givens from council membership due to the attendance policy. The motion was seconded by James McMurray. **Debate:** Tyrie argued against this motion and mentioned that this committee has given exceptions before and an exception should be made again. Johan mentioned that he does not take any joy in removing a member and felt an exception would be considered if there had been communication from Raymel.
* **Vote:** Aye (4), No (1). The motion carries and Raymel will be removed from the council due to attendance.

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| **Roll call** | **Aye/No** |
| Johan Baumeister | Aye |
| Amy Miller | Aye |
| Jessie Saavedra | Aye |
| Tyrie Stanley | No |
| Loyal Brooks | Aye |
| James McMurray |  |

Remaining agenda items:

* **MOTION:** Tyrie Stanley moved to table all the remaining agenda items until next month’s meeting. The motion was seconded by Johan Baumeister. No debate. **VOTE:** The motion carried unanimously.

**VII. Discussion on attendance policy:**

* Postponed to next month.

**VIII. Review results of council and committee operations evaluation and recommended trainings**:

* Postpone to next month.

**IX. Unfinished business / New Business:**

* No announcements

**X. Agenda for next meeting:**

* Review revised interview questions
* Outreach plan
* Discussion on attendance
* Tabled items

**XI. Announcements:**

* No announcements were made.

**XII. Adjourn:**

* Stephen Jensen adjourned the meeting at 12:10 p.m.

**Post meeting activity:**

* An electronic vote was requested between meetings due to the time sensitivity of the matter. In order to maintain his attendance and standing on the council, Tyrie Stanley asked the co-chairs to remove him from one of his assigned committees.
* **MOTION:** On August 24, 2021, Stephen Jensen moved that the Membership & Training Committee remove Tyrie Stanley from the Disparities Elimination Committee. **VOTE:** The vote was held electronically. The motion carried, 6 - 1 in favor. One member abstained which is recorded as a no vote.

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| **Email vote** | **Aye/No** |
| Johan Baumeister | Aye |
| Loyal Brooks | Aye |
| Calvin H. Hylton | No |
| Stephen Jensen | Aye |
| James McMurray | Aye |
| Jessie Saavedra | Aye |
| Tyrie Stanley | Aye |

**Meeting Summary**

* The committee discussed the interview and recommended M.F. to be added to the October membership nomination slate.
* The committee reviewed and revised the interview questions.
* The committee reviewed attendance and agreed to contact members who have issues with attendance.
* The committee removed a member from the council in compliance with the attendance policy.
* The committee tabled the remaining agenda items until next month’s meeting.

**Documents Distributed before the Meeting:**

* 2021.08.20 M&T Agenda
* 2021.07.16 M&T Minutes
* 2021.05.21 M&T Minutes
* MCHACP membership selection criteria
* MCHACP interview guide
* Summary of Evaluation Results
* Council and committee meeting evaluation scored results

**Documents Displayed during the Meeting:**

* FY21 MCHACP Attendance Tracking Spreadsheet
* Missed meeting letter and member removed letter

**RP/cw**