

Membership and Training Committee Meeting
Friday, January 19, 2024
10 a.m. – 12 p.m.
Virtual Meeting

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

Quorum present? **Yes**

I. Welcome and introductions

- Shea Grutemaro called the meeting to order at 10:00 am.
- Introductions were made.

II. Review and approval of December 15 Minutes and January 19 Agenda

- The proposed January 19 agenda was reviewed and approved.
- The December 15 minutes were reviewed and approved with the below corrections.
 - Shea closed the meeting and Stephen was spelled incorrectly.

III. Review attendance

- Audra displayed the ***FY23 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
 - James V. was informed that he is at 6 absences and needs to attend all meetings through March 2024.
 - Danielle B. is at 7 absences but was informed that she only had 5 absences. The committee agreed to send her a letter indicating that she now has 6 absences and needs to attend the February council meeting.
 - Stephen agreed to call Danielle.

- Charlene L. did not return from Leave of Absence; she is presumed to have resigned.
- Tristian S. moved out of state and has resigned from the council.

IV. Discuss interviews & review new applications

- Because confidential information is shared during this portion of the meeting, Karla was asked to leave the meeting until a confidentiality agreement could be signed.
- Audra noted that a duplicate application was submitted by an individual who applied for membership in September 2023. The committee decided not to interview that individual at that time. Their application will be kept on file for one-year.
- Teresa J. is a new applicant that was interviewed today.
- Derek M. is a new applicant that was interviewed today.
- There were two interviews on January 12.
 - Tim O.
 - Stephen and Jeremy strongly recommended Tim for membership.
 - Cynthia E.
 - Stephen and Jeremy recommended Cynthia for membership.
- There were four interviews scheduled on January 19.
 - Teresa J.
 - Loyal and Jeremy recommended Teresa for membership.
 - Lives in Greater MN.
 - Dongwook K.
 - Loyal and Jeremy strongly recommended Dongwook for membership.
 - Donald W.
 - Did not show up.
 - Jeremy will follow up with him to see if he wants to reschedule.
 - Derek M.
 - Lives in Greater MN.
 - Audra and Stephen recommended Derek for membership.

V. Membership nominations

- Audra shared and reviewed ***Council vacancies as of 1/10/24.***
 - There are 14 open spots; 2 need to be held (for a substance use provider and a woman unaligned consumer). The committee is able to fill 12 spots at this time.
- Audra shared the ***FY2024 council reflectiveness grid.***
 - If everyone is nominated, the council would be overrepresented with white/non-Latine and underrepresented with Black/non-Latine individuals.

- There are a total of 10 unaligned consumers.
 - It was noted that Tim O. does not fill a needed reflectiveness category at this time.
- **MOTION:** Stephen Jensen moved that Cynthia Elmore, Patrick Ingram, Mark Jenkins, Teresa Jones, Dongwook Kim, Derek Martin, Sarah Schiele, Jennifer Schoenberg, and Jatavious Stewart be nominated for membership to the council. Loyal Brooks seconded.
- **DEBATE:** none.
- **VOTE:** with 4 ayes and 0 noes, the motion carries.
- John V, Jay O., and Stephen J. have requested to serve a second term on the council.
 - Audra shared **2nd term member election information.**
 - **MOTION:** Stephen Jensen moved that John Vener, Jay Orne, and Stephen Jensen be nominated to a second term on the council. Loyal Brooks seconded.
 - **DEBATE:** none
 - **VOTE:** with 3 ayes and 0 noes, the motion carries.

VI. Review council co-chair election nominees

- Audra shared that Joe A. and Kevin S. are currently nominated to serve as council co-chairs.
 - Tyrie wondered if Kevin was eligible to serve as an unaligned consumer based upon his work with the State of California.
 - Audra indicated that since his work was out of state, he is not aligned with an agency in Minnesota and is eligible to serve as an unaligned consumer Co-chair.
 - Tyrie inquired about Joe's eligibility and wondered if he was on the board of an agency.
 - Audra confirmed that Joe does not serve on the board of any agency receiving Ryan White funding.
 - Joe and Kevin are eligible to serve as co-chairs.
 - **MOTION:** Stephen Jensen moved that Joe Amrhein and Kevin Sitter be forwarded to the Executive Committee for consideration as council co-chairs. Loyal Brooks seconded.
 - **DEBATE:** none
 - **VOTE:** with 4 ayes and 0 noes, the motion carries.

VII. Review changes made to New Member Orientation evaluation

- Stephen Jensen took over facilitation.
- Audra shared the **New Member Orientation evaluation** and reviewed the changes made by the committee.

- **MOTION:** Loyal Brooks moved that the New Member Orientation Evaluation be accepted with the noted changes. Deon Kirby seconded.
- **DEBATE:** none
- **VOTE:** with 4 ayes and 0 noes, the motion carries.

VIII. Co-chair succession planning

- Audra displayed the ***Membership and Training Committee Co-chair Position Description.***
- Both Shea and Stephen can run for another term if they so choose.
 - Shea indicated that they will not be running for another term.
- The election will be held at the March committee meeting.

IX. Unfinished business/New business

- Audra reviewed the interview schedule; Stephen and Deon are scheduled to be interviewers.
 - Deon and Stephen are both available.

X. Set agenda for February meeting

- Committee assignments
- FY 2024 council training plan
- Vacancies and recruitment
- Discuss interviews, if needed

XI. Announcements

- None.

XII. Adjourn

- Stephen Jensen adjourned the meeting at 11:26am.

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 approved a motion to nominate 9 new individuals for council membership.
- The committee approved a motion to nominate 3 members to a second term.
- The committee approved a motion to forward 2 nominations for council co-chair.
- The committee approved a motion that the New Member Orientation Evaluation be accepted with the noted changes.

Documents distributed before meeting:

- 2023.12.15 MT minutes
- 2024.01.19 MT agenda
- New Member Orientation Evaluation with edits
- Membership and Training Committee Co-chair Position Description

Documents distributed during the meeting:

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

JS/ag