

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

<b>Committee Members Present:</b>	
Stephen Jensen	Loyal Brooks
Shea Grutemaro	Teresa Jones
Tyrie Stanley	Quay Catalpa
<b>Committee Members Absent:</b>	
Deon Kirby (co-chair)	Jennifer Schoenberg
Terri Wilder	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Eriika Etshokin	Shea Grutemaro
Scott Bilodeau	DeCarlo Braddy
<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 10:00 am.
- Introductions were made.
- The guiding principles were read.

**II. Review and approval of March 15 Minutes and draft Agenda**

- The March 15 minutes were reviewed and approved as written.
- The proposed agenda was reviewed and approved with the new addition noted below.
  - New business: discuss the Planning and Allocations Committee co-chair election.

**III. Review attendance**

- Audra displayed the ***FY24 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
  - Annalise J. has 4 council absences and 2 for her committee. She cannot miss any meetings between and the end of July.
    - Tyrie agreed to call Annalise.
    - Audra will send a letter.
  - Jennifer S. has 2 committee absences in a row.

- Loyal agreed to call Jennifer.
- Audra will send a letter.

#### **IV. Review new applications**

- Sara M. is a new applicant.
  - Tyrie recommended that the committee interview Sara.
  - The committee agreed to interview Sara.

#### **V. Discuss interviews**

- Gari and Raquelle both requested to reschedule.
- Council staff has not been able to reach Karla to schedule an interview.
- Membership nominations will be made again in July. The committee has May and June to interview applicants.
- Tyrie noted that he is not able to interview in May. Stephen agreed to take his place on the schedule.
- Members agreed to spread the interviews out over two months; May and June. Jeremy will work with the candidates to determine the interview schedules.

#### **VI. Membership nominations**

- There were no membership nominations to put forward.

#### **VII. Committee assignments**

- There were no committee assignments to consider.
- Tyrie asked for clarification about co-chair qualifications; if a member serves on more than one committee, then they are community members of the other committees they serve on. Is the Community Voices Committee (CVC) chair in violation because they are assigned to the Disparities Elimination Committee (DEC)? Should they be reassigned to CVC?
  - Audra read the bylaws and agreed to get clarification from the Parliamentarian.

#### **VIII. Review exit interviews and discuss retention**

- Audra shared the most recent exit interviews with the committee. Audra noted that only one individual responded to the interview.
- Audra noted that the exit interviews are anonymous, which makes it difficult to follow up. Loyal suggested that respondents should have the opportunity to provide contact information if they want follow up. Audra would need to discuss this with the data and assessment team at Hennepin County to see if our data collection methods would need to change based on the survey no longer being anonymous.

**IX. Review FY24 interview schedule**

- Audra shared the ***FY24 Interview Schedule***.
- Tyrie is not able to interview in January 2025; Stephen agreed to take his place.
- Tyrie is not able to interview in September 2024; Loyal agreed to take his place.

**X. Co-Chair election**

- Audra reviewed the ***Committee Co-Chair Position Description***.
- Stephen asked if there were any nominations. There were no nominations. This item will be added to next month's agenda.

**XI. Unfinished business/New business**

- Planning and Allocations (PAC) co-chair election.
  - Tyrie explained that he was elected again to be PAC's co-chair but is being told he shouldn't have been because of term limits. He believes that this is a different interpretation than in years past. Tyrie suggested that the bylaws be suspended so that those past their term limits can continue serving as co-chairs if elected to do so. He expects a recommendation to come from PAC about this. Tyrie suggested that bylaws need to be updated so that those who want to serve as co-chairs should be permitted to even if they are past term limits, as long as that there are not successors named.

**XII. Set agenda for April meeting**

- Review results of meeting format survey
- Review results of council operations evaluation
- Discuss interviews
- Membership nominations and committee assignments
- Discuss which, if any, meetings can be cancelled
- Co-chair election
- Review PAC recommendation, if available

**XIII. Announcements**

- None.

**XIV. Adjourn**

- Stephen Jensen adjourned the meeting at 11:16am.

**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 most recent exit interviews and discussed retention.

**Documents distributed before meeting:**

- 2024.03.15 MT minutes
- 2024.04.19 MT agenda
- FY24 Interview Schedule
- 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**