



IHIPC Membership Committee Meeting Minutes
Monday, June 1, 2020, 11am-12pm

Present: J. Nuss, M. Gaines, C. Hoots, S. Jones, F. Carabello, M. Williams, C. Laskowski

Absent: S. Fletcher, L. Roeder, A. Danner, M. Andrews-Conrad,

1. Member updates

All new voting and at-large members have completed all of their orientation, training, and documentation membership requirements.

2. Review updated timelines for committee objectives

Everyone agreed with the objectives and timeline.

3. Review April 30, 2020 IHIPC Meeting Effectiveness Survey Results

The committee reviewed the results from the meeting evaluations completed after the April 30 IHIPC webinar meeting. There were 24 surveys received. Overall, the responses were satisfactory and highly satisfactory. A few people did experience audio problems with the webinar, however.

4. 2020 2020 IHIPC Membership Gap Analysis, Scoring Matrix, and Application Documents

The group was reminded that the goal of the membership gap analysis is to ensure that the membership of the IHIPC is representative of the current HIV epidemic in the state and includes members representing the personal and professional affiliations and regional recommendations as identified in the Bylaws and Procedures. The epi that is used for the analysis is incidence data from 2014-2018 that excludes the city of Chicago and prevalence data from 2014-2018 that includes the city of Chicago.

There are thirteen voting members who will either be leaving the IHIPC at the end of the year either because their full terms will come to an end or they will be leaving the state. Our five remaining at-large members will transition into those voting positions at the end of the year, so have been included in the gap analysis. Therefore, we will be looking to fill 8 voting positions and up to 6 at-large non-voting positions in our new member recruitment and selection for 2021.

There was discussion that the IHIPC will be under-represented by MSM and under-represented by all race/ethnicity groups, more so by Black and Hispanic people. We will also be unrepresented by people representing Hispanic HRH.

Beyond the epi data, other criteria such as regional, personal, and professional affiliation are considered when identifying priorities for new member selection. We meet all of the personal and professional areas identified in the Bylaws other than a representative from a grantee directly-funded by the CDC for High-Impact Prevention. There are currently 5 organizations, all located in Chicago, funded by this grant. A representative from one of these agencies should be prioritized for selection. In addition, we will have no representatives from Region 5 on our membership at the end of the year, only 1 member for each of Regions 2 and 7, and only 2 members for each of regions 1, 4, and 6. Our goal is 3 members per region.

The scoring matrix was also reviewed. The gaps have been incorporated into the scoring matrix so that applicants meeting our gaps receive higher scores in certain categories based on whether they are high, medium, or low priority. Applicants will receive scores for 6 different characteristics.

The updated membership application and cover letter were also reviewed. The recommendations for Gender and Sexual Orientation recently made by the Gender Language Workgroup were used to update the application.

Members were asked if they had any questions or comments.

Action taken: After group discussion of the above documents, there was consensus from Membership Committee members to accept all the membership gap analysis, scoring matrix, and application documents.

5. Adjourn – The meeting was formally adjourned at 11:58 am.