

**MN Council for HIV/AIDS Care and Prevention**  
**Meeting Minutes for July 10, 2018**  
**9:00am to 12:00pm**  
**Health Services Building, Room L15**  
**Minutes**

|                                                 |                                              |
|-------------------------------------------------|----------------------------------------------|
| <b>Council Members Present:</b>                 | Rachel Heule                                 |
| Alejandro Aguilera                              | Stephen Jensen                               |
| Dennis Anderson                                 | David Neller                                 |
| Robert Andrews                                  | Lesla Nelson (Council Co-Chair)              |
| Lisa Behr (phone)                               | Florence Nabeta (phone)                      |
| Tom Bichanga                                    | Gelli Overton                                |
| Loyal Brooks                                    | Val Rubin-Rashaad                            |
| Roger Ernst (phone)                             | Tyrie Stanley (Council Co-Chair)             |
| Ryann Freeman                                   | Matt Toburen                                 |
| Robert Gillum Jr.                               | Gwen Velez (phone)                           |
| Raymel Givens                                   | John Vener, MD                               |
| Cree Gordon                                     | Johnnie Williams                             |
| Destiny Holiday                                 |                                              |
| <b>Council Members Absent:</b>                  | James McMurray                               |
| Evelyn Combs                                    | Nigel Perrote                                |
| Terral Ewing                                    | McKinzie Woelfel (Council Co-Chair)          |
| Abiel Gebrehiwot                                |                                              |
| <b>Community Members/Guests/Consultants:</b>    | Raquelle Gant, JustUs Health                 |
| Walter Urey, Hennepin County                    | Megan Mueller, JustUs Health                 |
| Mona Deoferio, Hennepin County                  | Noah Schumacher, Turning Point               |
| Anika Kaleewoun, Hennepin County                | Donald James, Turning Point                  |
| Jake Maxon, Hennepin County                     | James Rule, Community Member                 |
| Aaron Peterson, Hennepin County                 | David Tomlinson, Community Member            |
| Emily Seddon, Human Systems Dynamics Institute  | Gage, Youth and AIDS Project                 |
| <b>Hennepin County (Part A) Representative:</b> | <b>DHS (Part B) Representative:</b>          |
| Jonathan Hanft                                  | Colleen Bjerke                               |
| <b>MDH (Prevention) Representative:</b>         | <b>MCHACP Parliamentarian:</b>               |
| Jared Shenk                                     | Pat Reymann, PRP                             |
| <b>MCHACP Staff:</b>                            |                                              |
| Carissa Weisdorf, Council Coordinator           | Jeremy Stadelman, Admin Specialist (minutes) |

Quorum Present? **Yes**

**I. Call to Order, Reading of Guiding Principles, Introductions**

- Tyrie Stanley called the meeting to order at 9:06 a.m. The guiding principles were read and introductions were made.

**Consideration and Approval of Proposed Agenda**

- The following changes to the agenda were proposed to accommodate presenter schedules:
  - Move the Mental Health Subcommittee Update to 9:30am
  - Move Service area prioritization for Minority AIDS Initiative Funding to 10:00am
  - Move Gender Identity Subcommittee Update to 10:15am
- The agenda, with the proposed changes, was approved by unanimous consent.

**Consideration and Approval of June Meeting Minutes**

- The minutes were approved by unanimous consent.

**II. Co-Chair Update**

- Lesla Nelson announced that she went to Twin Cities Pride, but she did not have the opportunity to speak to many people about the council.

- Tyrie also attended Twin Cities Pride and volunteered at the Power to the People Booth. Tyrie noted that he spoke with people who seemed interested in the council.
  - Tyrie may have a contact at KFAI and will send the information to Jeremy Stadelman. KFAI might provide a good opportunity to publicize the work of the council.

### III. Staff Update

- Carissa Weisdorf reminded members that there is a CHATT webinar on July 17 about the Priority Setting and Resource Allocations process. She will resend the email with more details to the council.
- Carissa referenced the **Code of Conduct form** and asked members to review the policy and sign it before leaving today's meeting.
- Carissa asked that those who have not yet signed a Conflict of Interest Form to do so today.
- Carissa reminded members about the call-in policy:
  - Let staff know 24 hours in advance if you will need call-in information for a meeting.
  - Choose a location with little background noise.
  - Mute your line unless you are speaking.
- Carissa reminded members about the council's attendance policy and explained the process for notifying members about the absences.
  - Missed Meetings Procedure:

|                               |                                                                                                                                     |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 4 missed meetings             | Membership and Training Committee member calls the member                                                                           |
| 5 missed meetings             | Warning letter to member, cc: committee co-chairs, and council co-chairs                                                            |
| 6 missed meetings             | Removal letter to member, cc: committee co-chairs and council co-chairs                                                             |
| 2 consecutive missed meetings | Membership and Training Committee member calls the member; warning letter to member, cc: committee co-chairs, and council co-chairs |
| 3 consecutive missed meetings | Removal letter to member, cc: committee co-chairs and council co-chairs                                                             |

- Ryann Freeman suggested adding "their" as a pronoun to the code of conduct policy and throughout the bylaws.
  - Carissa agreed to take this proposed change to the Executive Committee for their review.
  - Matt Toburen asked why the council cannot make this change today.
    - Pat Reymann, the council's Parliamentarian, explain that the bylaws stipulate that bylaws changes go through the Executive Committee.
  - Gelli Overton emphasized that pronouns in council documents should be more inclusive of the transgender community and they support this proposed change.
- Jeremy Stadelman reminded members to complete their prioritizations as soon as possible.

### IV. Committee Reports

- Executive
  - The committee presented the **Bylaws with Approved Updates**.
    - Ryann noted that the vision statement seems to have grammatical issues.
      - This will be reviewed by the Executive Committee.
    - **MOTION:** Matt Toburen moved that the Executive Committee reconsider how bylaws changes are made and allow the full council to vote on any changes. Loyal Brooks seconded. **With unanimous consent, the motion carries.**
    - Colleen Bjerke noted that the Department of Human Services would like any changes to the bylaws to go through their legal team.
    - Matt wondered if the bylaws should be changed to have more flexibility around written ballots for co-chair elections.
      - See **Committee Report Summaries** handout
- Community Voices
  - See **Committee Report Summaries** handout
- Disparities Elimination
  - See **Committee Report Summaries** handout

- **Action Item:** Co-chair election
  - **MOTION:** Cree Gordon moved to approve the recommendation from Disparities Elimination Committee that Raquelle Gant become a co-chair of the committee.
    - Jeremy distributed and collected written ballots.
    - Anika Kaleewoun tallied the ballots:
      - **With 19 voting yes on Raquelle's appointment as co-chair and 0 voting no, the motion carries.**
- Membership & Training
  - See **Committee Report Summaries** handout
- Needs Assessment & Training
  - See **Committee Report Summaries** handout
- Planning & Allocations
  - See **Committee Report Summaries** handout

#### V. Service area prioritization for Minority AIDS Initiative (MAI)

- Raquelle Gant presented the Disparities Elimination Committee's process for determining which service areas to prioritize for MAI funding.
  - There is about \$350,000 in funds available for the Part A Minority AIDS Initiative funding.
  - Raquelle explained that the committee has been collecting information on the needs of marginalized communities for the last year. The committee chose which service areas to prioritize based on which services would have the highest impact on marginalized communities.
    - Cree Gordon added that committee members individually selected 10 services they believe are most important for MAI funds to be allocated to. Votes were tallied and the areas that received the most votes were sent to the council for prioritization.
  - Aaron Peterson noted that Thuan Tran presented a PowerPoint on MAI to the Disparities Elimination Committee and suggested that this presentation be sent to the council to help members with their prioritizations.
    - Carissa emailed the **MAI Presentation PowerPoint** to the council on July 11.
  - Jonathan Hanft discussed the current FY2018 MAI allocations.
    - Outpatient/Ambulatory Services and Medical Case Management are currently funded by MAI.
  - Alejandro Aguilera noted that MAI funding should be listed on the Outpatient/Ambulatory Care SARS under targeted funding.

#### VI. Assessment of the Efficiency of the Administrative Mechanism

- Carissa Weisdorf presented a PowerPoint on the **Assessment of the Efficiency of the Administrative Mechanism**.
  - The PowerPoint was emailed to the council on July 11 by Jeremy Stadelman.
- Questions/comments:
  - Alejandro noted that the Needs Assessment and Evaluation Committee has been working on updating the Assessment of the Administrative Mechanism since last year. The committee reviewed other jurisdictions to see what tools they use.

#### VII. Gender Identity Subcommittee Update

- Raquelle provided an update on the work of the subcommittee.
  - Raquelle reviewed three documents with the council.
    - **Recommendations from the Gender Data Committee**
    - **Instructions to change gender identity in the HIV surveillance system**
      - Any HIV service provider can use the form to change a client's gender identity in the state's surveillance database.
      - If you have questions about filling out the form, contact Jared Shenk ([jared.shenk@state.mn.us](mailto:jared.shenk@state.mn.us)).
    - **Minnesota Adult HIV/AIDS Confidential Case Report Form**

- Roger Ernst wondered if the requirements from HRSA and CDC might cause confusion within the state.
  - Cree noted that the form can be translated for HRSA and CDC requirements.
  - Rachel Heule suggested that the subcommittee create a crosswalk so that everyone knows how to translate the forms.
    - Subcommittee members agreed to look into this.
- John Vener asked if there are DSM (Diagnostic and Statistical Manual) categories for transgender individuals.
  - Jake Maxon argued that the DSM is retrograde and should not be used to guide our work.
- Carissa asked if there a recommendation to change the Case Report Form.
  - Gelli replied that yes, this is one of the recommendations from the subcommittee.
- Aaron asked if the subcommittee has thought about grouping all Trans identified individuals together.
  - Gelli indicated that the subcommittee is considering this, but they would like to find a way to include Transgender non-binary individuals.

### VIII. Mental Health Subcommittee

- Alejandro Aguilera reviewed the ***Recommendations from the Mental Health Services Subcommittee.***
- Alejandro explained that there have already been efforts to develop a list of mental health providers in Minnesota; expanding and utilizing this list will be included in the subcommittee's final recommendations.
- Rachel provided an update on Part B's efforts to update utilization data for Mental Health Services.
  - A new data person is working to clean up the database. DHS believes that there are more clients served than what is indicated in the current data.
    - Jonathan noted that it would be helpful to know how many clients are accessing mental health services via Program HH and other programs like MNSURE and MA.
    - Rob Andrews asked if telemedicine is utilized to offer mental health services in Minnesota.
      - Rob noted that he was told that Program HH cannot pay for telemedicine.
        - Rachel indicated that this may be a fee scheduling issue.

### BREAK

### IX. 2017 Housing Presentation

- Aaron Peterson presented a PowerPoint on the updated 2017 housing data.
  - Jeremy emailed the ***Council Presentation on Housing*** to the council on July 11.
- Aaron noted that Transgender individuals are most likely to have unstable housing.
- Aaron explained that there is a correlation between those who are experiencing housing instability and those who are not virally suppressed.
- Colleen explained that Non-Medical Case Management is a large umbrella category that focuses on many things, but mostly medical benefits counselling and not on housing placement.
- There was a suggestion that it might be good for the Emergency Financial Assistance (EFA) Subcommittee to look into whether EFA, in its current form, influences housing stability.
- Questions:
  - Aaron asked council members if they had ideas for reaching the 259 clients we know are currently experience housing instability.
    - Matt replied that the easiest solution is to allocate \$6,000 each for those clients to be housed.
    - Rachel asked if we know how many are homeless vs. temporarily housed.

- Aaron asked members to think about how we can leverage this data to improve housing security.

## X. Recipient Reports

- **Part A Update**

*Jonathan Hanft, Hennepin County*

- Part A FY2017 final Federal Financial Report (FFR) is due July 28.
  - The report will show exactly how much is spent and unspent for FY2017.
  - Approximately \$220,000 was unspent; we will be able to carryover about \$175,000 of that.
    - Part A will have 30 days to submit a carryover plan and this will be presented to the council next month for approval.
- Part A FY2018 Submissions and Program Terms Report due August 21, 2018.
- Federal appropriations update
  - Budgets are currently being marked up in Congressional House Committees, but Part A anticipates flat funding for Ryan White Programs.
  - House Subcommittees have proposed cuts to health programs (like Teen Pregnancy) and the President supports these cuts.
- QMAC recruiting new members- seeking 2 consumer and 2 provider representatives. Contact Anika Kalewoun ([anika.kalewoun@hennepin.us](mailto:anika.kalewoun@hennepin.us)) if you are interested.

- **Part B Update:**

*Colleen Bjerke, DHS*

- Flat funded for FY2017; increase in Part B formula and decrease in MAI.

| Part B Grant Awards   | 4/1-3/31     |            |              |              |
|-----------------------|--------------|------------|--------------|--------------|
| Federal Grant Year    | Formula      | MAI        | ADAP         | Total        |
| 2017                  | \$ 2,040,110 | \$ 66,668  | \$ 6,262,483 | \$ 8,369,261 |
| 2018                  | \$ 2,043,212 | \$ 64,031  | \$ 6,444,676 | \$ 8,551,919 |
| Increase/(Decrease)   | \$ 3,102     | \$ (2,637) | \$ 182,193   | \$ 182,658   |
| % Increase/(Decrease) | 0.2%         | -4.0%      | 2.9%         | 2.2%         |

- ADAP received an increase of \$182,193.
- Rebate update is available and will be provided to the council soon.
- DHS is still looking to hire an HIV/AIDS section manager.
- DHS currently has an opening for a contract manager.

- **Prevention Update**

- Jared announced that Krissie Guerard is leaving the Minnesota Health Department later this month.
- Providers can use an excel spreadsheet to securely send gender identity updates, rather than using the form for each individual. Contact Jared ([jared.shenk@state.mn.us](mailto:jared.shenk@state.mn.us)) for more information.
- The care continuum is being updated and Jared plans to present it at the September council meeting.

## XI. Update on Positively Hennepin

- Jake presented a PowerPoint on Positively Hennepin.
  - Jeremy emailed the **Positively Hennepin Presentation** to the council on July 11.
- Questions:
  - Loyal Brooks asked if the strategy addresses those who are intentionally infecting individuals with HIV/AIDS.
    - Jake suggested that we need an examination of historical trauma that may be leading people to do such things.
    - Jonathan explained that the government could coordinate services to make sure that people have the tools they need to prevent acquiring HIV.

- Jonathan expressed a concern that this issue is used to further stigmatize HIV; the vast majority of people are working to end the epidemic.
  - Destiny Holiday added that if someone is infecting others, then they are out of care; we should find a way to get them into care.
    - Data to Care program at Hennepin County might be a good model for this.
- Rachel asked if Jake has reached out to HRSA Part B in reference to Scott County in Indiana about the outbreak there.
  - Jake explained that Hennepin County is using models from Virginia and Tennessee to develop a plan to respond to outbreaks.

## **XII. Unfinished Business / New Business**

- Alejandro reminded members to fill out two surveys from the Needs Assessment and Evaluation Committee:
  - ***Council Procedure and Monitoring Plan Evaluation***
  - ***Member Self-Performance Evaluation***
    - Jeremy emailed links to these evaluations to the council on July 11.
- Alejandro announced that the PrEP survey developed by MDH, in consultation with the Needs Assessment Committee, is now live.
  - A flier advertising the survey has been developed and was made available to council members.

## **XIII. Open Forum**

- None.

## **XIV. Announcements**

- None.

## **XV. Adjourn**

- **MOTION:** The meeting adjourned at 11:59 a.m.

### **Documents Distributed Before the Meeting:**

- Proposed Agenda
- June 12 Meeting Minutes
- July Committee Report Summaries
- Action Item: DEC Co-chair election
- Council Procedure and Monitoring Plan Evaluation
- Member Self-Performance Evaluation

### **Documents Distributed at the Meeting:**

- Part A Update
- FY2019 Appropriations for Federal HIV/AIDS Programs
- Assessment of the Efficiency of the Administrative Mechanism Presentation
- Council Presentation on 2017 Housing Data
- Recommendations from the Gender Data Committee
- Instructions to change gender identity in the HIV surveillance system
- Minnesota Adult HIV/AIDS Confidential Case Report Form
- Positively Hennepin Presentation
- Mental Health Care Subcommittee Recommendations
- Mental Health Survey Results for Case Managers
- PrEP Survey Flier
- Code of Conduct Form
- Bylaws with Approved Updates