

**MN Council for HIV/AIDS Care and Prevention**  
**Meeting Minutes for August 14, 2018**  
**9:00am to 12:00pm**  
**Health Services Building, Room L15**  
**Minutes**

<b>Council Members Present:</b>	
Alejandro Aguilera	Rachel Heule (phone)
Dennis Anderson	James McMurray (phone)
Robert Andrews	David Neller
Lisa Behr	Lesla Nelson (Council Co-Chair)
Tom Bichanga	Gelli Overton
Loyal Brooks	Val Rubin-Rashaad
Evelyn Combs	Tyrie Stanley (Council Co-Chair)
Roger Ernst	Matt Toburen
Terral Ewing (phone)	John Vener, MD
Ryann Freeman	Gwen Velez
Raymel Givens	Johnnie Williams
Cree Gordon	McKinzie Woelfel (Council Co-Chair)
Destiny Holiday	
<b>Council Members Absent:</b>	
Stephen Jensen	Florence Nabeta
<b>Community Members/Guests/Consultants:</b>	
	Fred Ndip, DHS
Gloria Smith, DHS	Beth Zemsky (facilitation)
Anika Kalewoun, Hennepin County	Melissa Conway, DHS
Aaron Peterson, Hennepin County	Megan Mueller, JustUs Health
Thuan Tran, Hennepin County	J Heinz, JustUs Health
<b>Hennepin County (Part A) Representative:</b>	
Jonathan Hanft	<b>DHS (Part B) Representative:</b>
	Colleen Bjerke
<b>MCHACP Parliamentarian:</b>	
	Pat Reymann
<b>MDH (Prevention) Representative:</b>	
Chrissy Jones	<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 9:10 a.m. The guiding principles were read and introductions were made.

**Consideration and Approval of Proposed Agenda**

- The agenda was approved by unanimous consent.
- Carissa Weisdorf indicated that the facilitator of today's meeting, Beth Zemsky, was running late and Carissa will facilitate until she arrives.

**Consideration and Approval of August 7 Meeting Minutes**

- The minutes were approved by unanimous consent.

**II. Brief Review of Council Roles, Vision and Values, and Guiding Values**

- Carissa reviewed the Guiding Values for the 2019-2020 Allocations process and presented the ***MCHACP Allocations Retreat PowerPoint***.
- Matt Toburen asked if the Great Minnesota Set Aside is funded by Part B.
  - Colleen Bjerke indicated that it was.

**III. Review Conflict of Interest Policy**

- Carissa reviewed the council's conflict of interest policy.
  - Matt emphasized that providers are not making money off of the council's allocations and added that the way services are delivered is changing and will not look the same in five years.
  - Roger Ernst clarified that members do not need to leave the room when voting on a slate of services; a conflict only arises when motions are made on specific service areas.

#### IV. Discussion of Pre-Award Allocations Proposal with a Waiver

*Beth Zemsky and Carissa Weisdorf*

- Carissa explained that members should use this time for discussion and that motions will be made after the break.
- Jonathan Hanft reviewed the ***Pre-Award Allocations Proposal with a Waiver***.
- Jonathan indicated that Ryan White Part A (Hennepin County) is planning to apply for the Core Medical Services Expenditure Waiver for FY 2019; he hopes it will be in place by the new fiscal year.
- Jonathan noted the following changes made in the allocations proposal from what the council approved last fiscal year:
  - A proposed increase of \$184,500 of Part A funding to housing to fund a pilot program for Ryan White clients who are not virally suppressed and are experiencing housing instability.
    - Jonathan explained that the funding for this would come from emergency financial assistance, insurance premium assistance, food vouchers, and medical transportation. The proposal indicates that funding from Part B would offset these reductions and there will not be reductions to any service area.
    - The housing pilot project would help clients through housing coordination and ongoing housing assistance.
      - Matt asked how long clients would receive this assistance for.
        - Jonathan noted that the HRSA recommendation is to continue housing assistance for two years, though there is nothing that makes it a requirement to stop after two years.
      - Loyal Brooks wondered how many individuals this would help.
        - Jonathan explained that it costs about \$6,000 per year for each client.
          - The pilot project would only be for clients living in the 13 county metro area because it will be funded exclusively by Part A.
          - There are funds currently going to Greater MN for housing from rebate and other sources.
  - Discussion, led by Beth Zemsky:
    - Beth reminded members that housing and childcare were discussed at last week's council meeting for possible allocations proposals.
    - Alejandro Aguilera noted that some service areas not currently funded moved up in the council's prioritization rankings this year. Service areas that were prioritized higher this year include:
      - Childcare
      - Substance Abuse Services- Residential
      - Rehabilitation Services
    - Jonathan explained that there are no unobligated funds in the allocations proposal.
    - John Vener observed that there were not many changes in the prioritization rankings from the previous year's rankings. John noted ambulatory care was ranked lower than in years past.
    - Regarding the housing pilot proposal, Terral Ewing emphasized that the council should make sure that funds are not being used for things that HUD (Department of Housing and Urban Development) might otherwise cover.
      - Terral suggested that the council should be cautious in funding something that would not help many people; he is concerned that this program would not be a long-term solution.

- Tyrie Stanley wondered if any clients have been kicked off housing assistance programs after two years.
  - Jonathan replied that he is not aware of anyone being removed after two years.
  - Jonathan noted that HUD has HOPWA (Housing Opportunities for Persons with AIDS). In addition, other programs include rental subsidies.
    - However, there are long waiting lists for those living with HIV/AIDS in the Twin Cities for these programs.
- Colleen explained that the housing proposal is a pilot program, but there is some evidence that people remain stably housed after two years.
- Gwen Velez was concerned that this will only help 20 people and wondered if the council can affect people more broadly by improving housing literacy.
- Destiny Holiday noted that housing is a major consideration right now and asked how these programs are helping families. Destiny suggested that that the council should consider increasing the allocation for housing.
  - Jonathan noted that families could access these services.
- Gelli Overton noted that it would be significant if the housing pilot program helped 20 people find stable housing.
  - Terral agreed that helping one person is great, but he wondered where this discussion landed after the last allocations retreat.
    - Jonathan explained that in 2014, the council added housing as a priority and allocated funds. Prior to that, council did not know if added funds would help.
      - Jonathan noted that housing is an expensive service to fund.
      - The Minnesota Housing Coalition estimates that there are about 1000 people living with HIV/AIDS who are unstably housed.
        - a. There is a reluctance to fund housing because it is so expensive.
    - Ryann Freeman clarified that the housing pilot program would actually help more than 20 individuals.
    - McKinzie Woelfel added that when you help 20 people find stable housing you may also link them to care, which helps with prevention.
    - David Neller suggested that we need to teach clients how to navigate through the system to help people house themselves. The money would go further because it could reach more people.
    - Matt noted that the proposal is building on top of what already exists. This program would target people who are on the verge of falling through the cracks.
- Lisa Behr wondered if clients receive education about navigating the housing system.
  - Jonathan noted that this would be the role of a housing coordinator, “we want clients to have access to rental assistance, along with ongoing education about housing systems.”
- Roger Ernst proposed that the council should explore the idea of creating a pilot program that would alter the requirements of mental health services to make them more broad and accessible.
  - Roger noted that the Mental Health Services Subcommittee found that many clients are not accessing these services.

## BREAK

### V. Planning and Allocations Committee Action Item: Pre-Award Allocations Proposal with a waiver

- **MOTION:** Tyrie Stanley moved that the Pre-Award Allocations Proposal with a waiver be approved as submitted to the council by the Planning and Allocations Committee.
  - The Co-chairs requested that Beth Zemsky facilitate the debate of the motion.

- Debate:
  - Childcare:
    - Matt noted that some programs have child care in their operating budgets, but it is not necessarily a line item.
      - Evelyn Combs explained that there are waiting lists for many of the programs that would offer child care support. She noted that most of these programs do not allow for childcare for medical appointments.
      - Lisa explained that there is a two year waitlist for MNFIB (Minnesota Families in Business), but the funds are to be used for work or school, not to cover medical appointments.
        - Val Rubin-Rashaad added that after 3 months on MNFIB, a client could get childcare services.
      - Gwen noted that providing childcare has not always been user friendly; there are many regulations that make it cumbersome to administer.
        - Childcare has not come up as an issue at her agency.
        - Loyal asked why providing childcare is not user-friendly for providers.
          - a. Gwen explained that it is not user friendly because of the obligation to provide evidence that contracts are being followed; her agency does not want to police clients or manage that.
      - Beth noted that what she is hearing is a lot of concern about childcare, but that it is complicated to provide. Beth observed that there is not a lot of evidence being offered about need for childcare.
      - Val noted that there are workgroups at MDH looking into this issue.
        - McKinzie offered to get more information about this.
      - The consensus from the council was to gather more data about the need for childcare before funding it.
    - Mental Health Services:
      - Roger recommended that the Needs Assessment and Evaluation Committee should spend more time on this issue to explore ways to expand access.
      - Ryann noted that there is a workgroup that will be reviewing the standards for mental health services and psychosocial support services.
        - The Planning and Allocation Committee (PAC) has developed a process to conduct a review of standards of care that will be followed for these standards.
    - Jonathan reminded members that may be opportunities to change allocations in the future.
    - Tyrie indicated that PAC sent this proposal forward with no changes.
- No amendments were introduced.

Name		COI?	Vote	Name		COI?	Vote
Alejandro	Aguilera		Yes	Rachel	Heule		Yes
Dennis	Anderson		Yes	Destiny	Holiday		Yes
Robert	Andrews		Yes	David	Neller		Yes
Lisa	Behr		Yes	Lesa	Nelson		Abstained due to facilitation
Tom	Bichanga		Yes	Gelli	Overton		Yes
Loyal	Brooks		Yes	Val	Rubin-Rashaad		Yes
Evelyn	Combs		Yes	Tyrie	Stanley		Yes
Roger	Ernst		Yes	Matt	Toburen		Yes
Terral	Ewing		Yes	Gwen	Velez		Yes
Ryann	Freeman		Yes	John	Vener, MD		Yes

Raymel	Givens		Yes	Johnnie	Williams		Yes
Cree	Gordon		Yes	McKinzie	Woelfel		Yes

- **With 23 ayes, 1 abstention due to facilitation, and 0 no's, the motion carries.**

## VI. Presentation of Application Allocations Proposal

*Jonathan Hanft, Hennepin County Ryan White Program*

*Colleen Bjerke, Minnesota Department of Human Services HIV/AIDS Unit*

- Jonathan presented the **Application Allocations Proposal**.
- Assumptions made when developing the proposal:
  - There are no changes to Part B funding.
  - A proposed increase of \$184,500 to housing to fund a pilot program for Ryan White clients who are not virally suppressed and are experiencing housing instability.
  - The difference between this proposal and the Pre-Award Allocations Proposal with a Waiver is that medical case management receives \$200,000 more and food bank/home delivered meals receives \$200,000 less in order to meet the 75% core medical requirement.
    - Matt wondered who would not receive food due to this proposed reduction.
      - Jonathan noted that there would need to be reductions in home delivered meals, food shelves, etc.
      - Jonathan added that only the Part A contribution to food bank/home delivered meals would be reduced under this proposal.
      - Food vouchers are available statewide.
        - Greater MN Set Aside receives food vouchers from Part B.
        - Rebate also funds home delivered meals (Mom's Meals).
    - Matt wondered how the council might go about increasing food access in Greater MN.
      - Colleen replied that they would need a needs assessment to determine need.
        - Jonathan noted that we could determine the volume of the need and limitation of the service from the 2015 needs assessment.
          - In 2015, less than 10% of respondents indicated that they need food services, but were unable to access.
          - Terral noted that there have been changes in services for those in Greater MN.
        - Colleen explained that anecdotal evidence indicates that some providers have increased allocations to the service, which indicates a greater need.
          - Colleen added that she is hearing a lot about housing, but not so much about food in Greater MN.
      - Destiny suggested that information about the service is not getting out to the people who need it; "who are we reaching? How are people finding out the available programs?"
        - Destiny, Matt, and Terral indicated that they would be willing to work on a working group to examine this issue further.
  - Jonathan explained that Part A would most likely receive the core medical waiver, so the council will not likely need to implement this plan.

## VII. Planning and Allocations Committee Action Item: Application Allocations Proposal

- **MOTION:** Tyrie Stanley moved that the Applications Allocations Proposal be approved as submitted to the council by the Planning and Allocations Committee.
- There were no amendments.

Name		COI?	Vote	Name		COI?	Vote
Alejandro	Aguilera		Yes	Rachel	Heule		Yes
Dennis	Anderson		Yes	Destiny	Holiday		Yes
Robert	Andrews		Yes	David	Neller		Yes

Lisa	Behr		Yes	Lesla	Nelson		Abstained due to facilitation
Tom	Bichanga		Yes	Gelli	Overton		Yes
Loyal	Brooks		Yes	Val	Rubin-Rashaad		Yes
Evelyn	Combs		Yes	Tyrie	Stanley		Yes
Roger	Ernst		Yes	Matt	Toburen		Yes
Terral	Ewing		Yes	Gwen	Velez		Yes
Ryann	Freeman		Yes	John	Vener, MD		Yes
Raymel	Givens		Yes	Johnnie	Williams		Yes
Cree	Gordon		Yes	McKinzie	Woelfel		Yes

- **With 23 ayes, 1 abstention due to facilitation, and 0 no's, the motion carries.**

#### VIII. Council Staff Update

- Carissa Weisdorf provided the following updates:
  - There will not be a council meeting in September.
  - The 2<sup>nd</sup> diversity training will be held at the October 9 council meeting.
- Jeremy Stadelman reminded members to complete the Assessment of the Administrative Mechanism.

#### IX. Committee Reports

- Executive
  - **Action Item:** Carryover Proposal
    - **MOTION:** Tyrie Stanley moved that the carryover proposal be approved as submitted to the council.
    - Jonathan noted that there is one correction:
      - Minority AIDS Initiative (MAI) funds (\$9,897) should be included in the carryover amount request. The total carryover request with MAI is \$176,718.
        - Dennis Anderson asked how we know MAI funds are being used correctly if there is money leftover.
          - Jonathan explained that the amount remaining may be due to staff turnover and noted that it is a small amount leftover.
          - Thuan Tran replied that Latinos who receive MAI Outpatient are 98% virally suppressed, so we know that it is an effective program.
          - Destiny indicated that she believes that there is not enough outreach to communities to provide education on services.
            - a. Destiny suggested that providers need more people of color to provide outreach.
            - b. Destiny wondered how much diversity there is among agencies and providers.
              - i. Ryann noted that the council can make service directives about target populations.
          - Rachel Heule noted that Part B MAI is only used to help clients get into services.
- There was no additional discussion.

Name		COI?	Vote	Name		COI?	Vote
Alejandro	Aguilera		Yes	Rachel	Heule		Yes
Dennis	Anderson		Yes	Destiny	Holiday		Yes
Robert	Andrews		Yes	David	Neller		Yes
Lisa	Behr		Yes	Lesla	Nelson		Abstained due to facilitation
Tom	Bichanga		Yes	Gelli	Overton		Yes

Loyal	Brooks		Yes	Val	Rubin-Rashaad		Yes
Evelyn	Combs		Yes	Tyrie	Stanley		Yes
Roger	Ernst		Yes	Matt	Toburen		Yes
Terral	Ewing		Yes	Gwen	Velez		Yes
Ryann	Freeman		Yes	John	Vener, MD		Yes
Raymel	Givens		Yes	Johnnie	Williams		Yes
Cree	Gordon		Yes	McKinzie	Woelfel		Yes

- **With 23 ayes, 1 abstention due to facilitation, and 0 no's, the motion carries.**

- **Action Item:** Post Award Allocation of Part A Minority AIDS Initiative (MAI) Funds
  - **MOTION:** Tyrie Stanley moved that the Post Award Allocation of Part A Minority AIDS Initiative (MAI) Funds be approved as submitted.
    - There was no discussion or debate.

Name		COI?	Vote	Name		COI?	Vote
Alejandro	Aguilera		Yes	Rachel	Heule		Yes
Dennis	Anderson		Yes	Destiny	Holiday		Yes
Robert	Andrews		Yes	David	Neller		Yes
				Lesa	Nelson		Abstained due to facilitation
Tom	Bichanga		Yes	Gelli	Overton		Yes
Loyal	Brooks		Yes	Val	Rubin-Rashaad		Yes
Evelyn	Combs		Yes	Tyrie	Stanley		Yes
Roger	Ernst		Yes	Matt	Toburen		Yes
Terral	Ewing		Yes	Gwen	Velez		Yes
Ryann	Freeman		Yes	John	Vener, MD		Yes
Raymel	Givens		Yes	Johnnie	Williams		Yes
Cree	Gordon		Yes	McKinzie	Woelfel		Yes

- **With 22 ayes, 1 abstention due to facilitation, and 0 no's, the motion carries.**
  - See **Committee Report Summaries** handout
- Community Voices
  - See **Committee Report Summaries** handout
- Disparities Elimination
  - See **Committee Report Summaries** handout
  - **Action Item:** Recommendations from the Gender Data Committee
    - **MOTION:** Gelli Overton moved that the recommendations from the Gender Identify in Surveillance Data Subcommittee be approved by the council.
      - Gelli noted that the recommendations could be translated into CDC data collection requirements.
      - Terral asked what “cis” means.
        - Gelli explained that “cis” describes when an individual identifies as the sex they were assigned at birth.
      - Carissa noted that the Membership and Training Committee is working to schedule a transgender competency training for the council.
      - Gwen asked if the subcommittee is suggesting that MSM (men who have sex with men) be changed to “cis MSM.”
        - Gelli replied yes because it is a way to identify men who were assigned as men at birth who have sex with other men.
          - This would allow transgender data to be available so trends among the community can be identified.
  - **Vote: unanimous consent, motion carries.**

- Membership & Training
  - See ***Committee Report Summaries*** handout
- Needs Assessment & Training
  - See ***Committee Report Summaries*** handout
- Planning & Allocations
  - See ***Committee Report Summaries*** handout

## X. Wrap Up and Evaluation

- Appreciations:
  - To Gelli for educating us and working hard on the Gender Identity Subcommittee's recommendations.
  - Roger appreciated the Needs Assessment and Evaluation Committee for pulling together the data and continuing to educate the council on service areas.
  - Tom Bichanga appreciates having two days for the retreat and added that the process went smoothly.
  - David appreciates the data visualization on the SARS (service area review summaries).
- Critical feedback:
  - Rob Andrews would like the council to continue to make data-driven decisions and to keep learning from each other.
  - Keep improving the SARS.
  - Beth noted that including service directives in future allocations retreats would be helpful.
  - Destiny would like to find ways to include families and those with families in this process.
  - Matt would like to have a deeper dive on the prevention side of things.
  - Rachel suggested that Ryan White Part D (families and children) should be discussed more so that members understand how all Ryan White parts fit together.

## XI. Open Forum and Announcements

- Full Proof Ministries Event on August 25. There will be a cancer screen and HIV testing.
- JustUs Health is launching its Vote to AIDS initiative; fliers are available with more information.

## XII. Adjourn

- **MOTION:** The meeting adjourned at 11:56 a.m.

### Documents Distributed Before the Meeting:

- Proposed Agenda
- August 7 Meeting Minutes
- Mission Vision Values of the Council
- FY2019-2020 Guiding Values for the Allocations Process
- Action Item: Pre-Award Allocations Proposal with a Waiver
- FY2019 Pre-Award Allocations with a Wavier
- Action Item: FY2019 Application Allocations Proposal
- FY2019 Application Allocations without a Waiver
- August Committee Report Summaries
- Action Item: Carryover Request Proposal
- Carryover Request Proposal
- Action Item: Gender Data Subcommittee Recommendations
- Gender Identity in Surveillance Data Subcommittee Recommendations
- Allocations Retreat Evaluation
- FY2019-2020 Service Area Prioritization Rankings
- Prioritization Worksheet with 2017 Core Medical SARS
- Prioritization Worksheet with 2017 Support Service SARS



- SARS for service areas not currently funded
- FY2017 Quarter 4 Expenditure Report
- FY2017-18 Rebate Expenditures
- Part A TGA Resource Inventory
- Needs Assessment 2010 vs. 2015
- Care Continuum Core Medical Services
- Care Continuum Support Services
- 2017 Care Continuum by Race/Ethnicity
- MCHACP Allocations Retreat PowerPoint

**Documents Distributed at the Meeting:**

- None

JS/cw