MN Council for HIV/AIDS Care and Prevention
Meeting Minutes for July 9, 2019
9:00am to 12:00pm
Health Services Building, Room L15
Minutes

Council Members Present:	Fred Ndip
Alejandro Aguilera	Larry McPherson
Robert Andrews-Mendoza	Lesa Nelson
Lisa Behr	Florence Nabeta
Tom Bichanga	Nafula Namuninia
Loyal Brooks	Sarah Schiele
Thu Danh	Tyrie Stanley (Council Co-Chair)
Charlotte Detournay (phone)	John Vener, MD
Terral Ewing (Council Co-Chair)	Johnnie Williams
Destiny Holiday	McKinzie Woelfel (Council Co-Chair)
Stephen Jensen	
Council Members Absent:	James McMurray
Dennis Anderson	Alex Palacios
Andrew Bauman	Raquelle Paulsen
Raymel Givens	Chuck Peterson
Cree Gordon	Gwen Velez
Community Members/Guests/Consultants:	Jo Ann Vertetis, Co-chair, Community Voices Committee
Anika Kaleewoun, Hennepin County	James Flowers, Red Door Clinic
Matthew Kravitz, Hennepin County	Bob Wickoren, Merck
Jake Melson, DHS	Jared Shenk, MDH
Amy Miller, DHS	Brent Holt, Hennepin County
Hennepin County (Part A) Representative:	**DHS (Part B) Representative:**
Jonathan Hanft	Colleen Bjerke
MDH (Prevention) Representative:	**MCHACP Parliamentarian:**
Peggy Darrett-Brewer	Pat Reymann, PRP
MCHACP Staff:	
Jeremy Stadelman, Admin Specialist (minutes)	

Quorum Present? **Yes**

I. **Call to Order, Reading of Guiding Principles, Introductions**
- Terral Ewing called the meeting to order at 9:03 a.m. The guiding principles were read and introductions were made. Terral lit the candle in honor of those who have recently passed away.

Consideration and Approval of Proposed Agenda
- The agenda was approved by unanimous consent.

Consideration and Approval of June Meeting Minutes
- The minutes were approved by unanimous consent.

II. **Co-Chair Update**
- McKinzie Woelfel announced that the Minnesota Department of Health will be proving quarterly updates to the council.

III. **Council Staff Update**
- Jeremy Stadelman provided an update from Carissa Weisdorf: it was asked if any council members are planning to go USCA (United States Conference on AIDS) in September. Carissa noted that Planning CHATT would like to know who is attending because they are trying to decide if they will arrange a Planning CHATT training session.

IV. **Committee Reports**
- Executive
  - See *Committee Report Summaries* handout
- Community Voices (CVC)
  - The CVC met last night and held a co-chair election, but the committee will have to revote because no co-chair who is also a council member was elected; this is a requirement stated in the bylaws.
    - The next meeting will be held on September 9, 4pm to 7pm, at Marshall Flats.
      - The committee plans to continue its discussion about housing and they hope to invite an expert to attend the meeting.
  - See *Committee Report Summaries* handout
- Disparities Elimination
  - See *Committee Report Summaries* handout
- Membership & Training
  - The committee reviewed the council's recruitment video and asked for several small changes.
  - See *Committee Report Summaries* handout
- Needs Assessment & Training
  - The committee continued to work on the 2020 comprehensive needs assessment survey.
  - See *Committee Report Summaries* handout
- Planning & Allocations
  - **Action Item**: Outreach Service Standards
    - **MOTION**: Larry McPherson moved that the outreach services standards be approved as presented.
    - Those with a conflict of interest were asked to leave the room: Nafula Namuninia and McKinzie Woelfel left the room.
      - There was no additional debate.
      - **VOTE: with a unanimous vote, the motion carries**
  - See *Committee Report Summaries* handout

V. **Medical Case Management Presentation**
- Lesa Nelson presented the *highlighted service area document on Medical Case Management (MCM)* to the council.
  - Questions:
    - Lisa Behr wondered if there is any movement towards including MCM where people seek care.
      - Jonathan Hanft explained that all but one of the Ryan White funded clinics in the TGA (13 county metro area) do offer MCM in-house. Jonathan added that the availability of MCM at clinics depends on who applies to RFPs (request for proposals) to provide this.
        - Community based clinics usually provide MCM.
      - Lisa noted that not connecting clients to MCM when they go for their yearly doctors visit is a missed opportunity to retain clients in care.
        - James Flowers added that MCM is a voluntary program and many people have barriers preventing them from receiving MCM services.
      - Jonathan suggested that clinics should be offering MCM to every client who is not virally suppressed that comes into care.
      - James noted that a big issue is that there are not enough providers offering language translation for clients.

VI. **Recipient Reports**
- **Part A**
  Jonathan Hanft, Hennepin County Ryan White Program
  - HRSA/HAB Part A Reports:

- o FY2018 Federal Financial Report (FFR) is due July 30.
  - o FY2018 carryover request is due within 30 days of FFR submission.
- FY2020 Part A grant application is due September 30; the funding ceiling is $6,129,315 this year.
- Part A has been awarded a grant for Building Capacity for HIV Elimination in Ryan White HIV/AIDS Program Part A Jurisdictions.
  - o $100,000 per year for two years has been awarded to Part A. The funds will be used in part to conduct HIV awareness campaigns in several disparately impacted communities.
    - ▪ Part A will be working with 3 communities:
      - West African, men and women
      - East African, men and women
      - African American SGL (same gender loving men)
- Jonathan attended the CAEAR Coalition membership meeting and participated in Capitol Hill visits in Washington, DC June 17-19.
  - o Jonathan met with Minnesota's congressional delegate; he met with 11 offices, including four representatives (Senator Tina Smith, Representative Pete Stauber, Representative Angie Craig, and Representative Dean Phillips).
    - ▪ Jonathan asked Minnesota's congressional delegation to support a letter asking HHS to include Hennepin County in the President's plan to end HIV.
- **Part B**
  Colleen Bjerke and Jake Melson, Minnesota Department of Human Services HIV/AIDS Unit
  - Jake Melson presented the Ryan White Part B Funded Services PowerPoint.
  - Colleen Bjerke noted that some of the data is still a work in progress.
  - Questions:
    - Loyal noted that the amount spent for housing does not seem to be enough for the number served.
      - Colleen agreed that this was unusual and they will have to look at the data again.
    - Larry suggested that since the data seems to be off it might make sense for DHS to come back to present updated data to the council.
      - Colleen noted that they plan to update the data and return to the council to present it.
    - Terral wondered if Part A has similar issues with data, or is this something that Part B is struggling with for Greater MN.
      - Colleen noted that the data is getting better and Jake is trying to fix some of the issues.
    - Rob Andrews wondered if DHS has any idea how long data issues have been going on.
      - Colleen responded that most of the data is reasonably accurate.
    - Alejandro Aguilera encouraged members to notice discrepancies and speak up when they see them.
    - Rob suggested adding a notation to the AIDSLine data to note that utilization is much higher because many of the people who use the service are anonymous and/or not entered into CAREWare.
      - Colleen noted that there could be thousands of people who actually use the AIDSLine.
    - Lisa noted that providers could help with improving the accuracy of data if they had regularly updated reports.

- Terral would like to talk about bringing Jake back to present updated data at a future meeting.
  - **Prevention**
    - Quarterly updates: next update in September

BREAK

VII. **Unfinished Business / New Business**
- Motion from June 11 council meeting: Council agendas should be split between presentations and hard conversations about pertinent topics and the council should use its next meeting to decide what mechanisms will work for the body to accommodate the suggested changes to meeting agendas. With a unanimous vote, the motion carries.
  - Discussion:
    - John Vener wondered if any changes to the council format would jeopardize funding.
      - Jonathan replied that as long as the discussions are directly related to the roles and responsibilities of the council it should not affect funding.
        - Discussions should be tied to outcomes and activities should contribute to the council's mandated tasks.
        - Jonathan added that the council relies on co-chairs, staff, and grant recipients to provide advice and guide the meetings to make sure that people are staying on topic to achieve mandated tasks.
        - Larry reiterated that he would like an opportunity to have open conversations about a variety of topics important to the community.
        - Loyal wondered how the council is going to determine which topics it discusses.
          - Larry suggested that the council could start with housing.
        - Destiny noted that there are important topics to discuss, but discussions have not led to any resolutions.
          - Destiny added that a hard topic to discuss for the future is equality and working together to reach people who are not currently at the table.
        - Stephen wondered if it would be better to add time to the council meetings to discuss hard topics.
          - Terral Ewing noted one meeting a year is cancelled and maybe we need to have all 12 meetings in a year so we have the time.
        - Destiny suggested that the council should be looking for ways to meet consumers where they are and reduce disparities.
          - Destiny wants more consumers to be informed about the Ryan White program and the services available.
          - Destiny added that it feels like the council is not doing anything about HIV, other than just talking about it.
        - Florence Nabeta suggested that the council could determine a list of hot topics.
        - Sarah Schiele wondered if there is a way to reduce the number of updates at council meetings to allow for more discussion time.
        - James Flowers noted that he does hear a lot disillusionment about trainings and processes, but notes that a lot of people are here to talk about what they are experiencing as consumers.
        - McKinzie noticed that the frustrations occur when meetings are running behind on time and, as a result, presentations need to end quickly.
          - "We are hearing people want to stick to the agenda, but also that people want to have open conversations."

- o McKinzie noted that there seems to be a disconnect between what the council does and the perceptions of what the council does; "planning is advocacy and we are accomplishing a lot."
- o Jake suggested using TOP Facilitation to determine hard topics.
  - ▪ Sarah has gone through TOP training and would be willing to lead this process.
  - ▪ There is a network of TOP facilitators at Hennepin County that can be tapped into.
- o Destiny noted that there are people in the community who are not being served and the council needs to take action to improve this. Destiny suggested that the council needs to find a way to talk with the community in a grassroots way.
- Fred Ndip noted that the Executive Committee and co-chairs determine the agenda, so it should be up to them to determine what agendas should look like.
  - o Fred added that discussions around hard topics are already going on at the committee level.
  - o Larry reiterated that it is important to have a platform to talk about these issues.
- Peggy Darrett-Brewer suggested that the council could use open forum better.
- McKinzie observed that it sounds like the consensus is to use TOP facilitators to determine the hot topics and then discuss how they can be incorporated into council meetings.
- Jo Ann Vertetis suggested that while updates are important, members could commit to reading the updates rather than taking up meeting time for them.

VIII. Robert's Rules of Order and Parliamentary Procedure Workshop

Pat Reymann, MCHACP Parliamentarian provided a training on Robert's Rules of Order (RRO) and Parliamentarian Workshop

- Questions:
  - o Stephen wondered if RRO had any rules about co-chairs being on two committees.
    - ▪ Pat replied that the council's policies should have rules for this, not RRO.

IX. Open Forum

- Destiny Holiday discussed last night's CVC meeting and noted that it was not in order due to confusion about the co-chair election.
  - Destiny added that everyone needs to be more aware about how we interact with co-chairs and each other.

X. Announcements

- Tyrie referenced the ***MCHACP 2019 training schedule for council members*** and asked members to reference it for upcoming training activities.

XI. Adjourn

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

Documents Distributed Before the Meeting:

- Proposed Agenda
- June 11 Meeting Minutes
- July 9 Committee Report Summaries
- Action Item: Outreach service standards
- Outreach service standards

<u>Documents Distributed at the Meeting:</u>

- Highlighted Service Areas Document for medical case management
- Part A Update
- Parliamentarian Procedure PowerPoint
- Parliamentarian Procedure Introduction document
- MCHACP Code of Conduct form
- MCHACP 2019 training schedule for council members

JS/cw