

**Mn Council for HIV/AIDS Care and Prevention  
Executive Committee (Remote mtg.)**

**May 5, 2020**

**1:00 pm – 3:00 pm**

**Meeting Summary/Minutes**

<b>Executive Committee Members Present:</b>	
Dennis Anderson (Disparities Elimination)	Stephen Jensen (Membership and Training)
Loyal Brooks (Membership & Training)	Larry McPherson (Council co-chair, Planning and Allocations)
Cree Gordon (Council co-chair)	Lesa Nelson (Needs Assessment & Evaluation)
Destiny Holiday (Community Voices)	Tyrie Stanley (Planning & Allocations)
Alejandro Aguilera (Needs Assessment & Evaluation)	McKinzie Woelfel (Council Co-chair)
<b>Executive Committee Members Absent:</b>	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Jonathan Hanft	Fred Ndip
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Parliamentarian:</b>
	Pat Reymann, Parliamentarian
<b>Guests and Community Members:</b>	<b>MCHACP Staff:</b>
Colleen Bjerke, DHS	Jeremy Stadelman, Hennepin County
	Richard Puella (minutes)
	Meagan Schrafft

Quorum Present? **Yes**

**I. WELCOME AND INTRODUCTIONS:** Cree Gordon called the meeting to order at 1:00 p.m. and introductions were made.

**II. Review and approval of the agenda and past meeting minutes:** Stephen wanted to add an action item to the agenda for the CVC to vote in Destiny and James as co-chairs for the CVC committee. Tyrie commented that the vote should first be approved by Membership and Training. Destiny agreed with Tyrie and conveyed that Membership and Training approved co-chairs last year. Jeremy asked if Destiny or Tyrie could find this in the minutes to please bring them to the committee's staff attention. Tyrie insisted that co-chair elections have always gone through the Membership and training and then forwarded to the Council. He suggested that Council staff review the executive minutes from last year. Alejandro questioned if going through Membership and Training is the most efficient way for elections, since doing so would delay co-chairs taking their seat. Tyrie expressed concern that recent decisions are in violation of the by-laws and have felt rushed and forced. He felt the committee lacks transparency. Jeremy reiterated that co-chair elections from committees are treated as any action item and come from the committee and are brought to the council. Pat confirmed that the by-laws do not state that Membership and Training must approve co-chair elections, and the committee is not in any violation of the by-laws. After discussion, the April minutes and proposed agenda were approved.

**III. Co-chair update:** Larry updated the committee on the discussion around prioritization and allocation process for the service areas. Larry indicated that a motion is needed to determine how the 13 services areas will be prioritized. Tyrie pointed out that there is no documentation indicating that the executive committee can make all decisions. Jeremy explained that the decision around suspending all council activities and allowing executive to make all decisions did not affect the roles and responsibilities of the executive committee, which is allowed by the by-laws to make decisions in an emergency. Tyrie felt that an emergency has not been officially declared yet. Pat confirmed that there does not need to be a declaration of emergency. Tyrie felt that the government body is forcing decisions to move forward quickly rather than following the proper process, and explained that Planning and Allocation is scheduled to meet to design and get feedback from CVC, but the Executive committee is taking away the decisions that Planning and Allocations is responsible for. He stressed that Planning and Allocation still has time to develop the process by August.

Jonathan explained that the council needs to prioritize services in June to be prepared for allocations in August. The tool the council uses to rank services needs to be ready by the June meeting. Since Planning and Allocations decided not to meet in March, they did not decide on the list of services to prioritize and approve the methodology (tool) used by the council members to rank the services. This needs to be done by June, which means the council needs to approve the list and tool at the May 12, 2020 meeting. Destiny felt concerned that the voice and authority of the CVC is being taken away, and that only a select few of the executive committee are making decisions for the CVC. Cree explained that amidst the COVID-19 outbreak, other committees have not been meeting as regularly as before, so the executive has made decisions to keep the necessary work moving forward.

#### **IV. Committee Reports:**

A. Membership & Training Committee:

- No updates

B. Needs Assessment & Evaluation Committee:

- Alejandro reported that the NA&E met in April and have elected a third co-chair, Lisa, Asneth and Alejandro. He continued to explain that all co-chairs are interim co-chairs until the committee can once again meet in person.
- Work continues for SARS as to keep within timelines. The comprehensive survey is still begin discussed as to what options are available given that the data cannot be collected at this time. Several options have been discussed for example, sending out surveys through Open Arms, and even consider requesting a federal extension from HRSA and complete the survey in 2021. Unfortunately, the data that would be used would be from 2015. Jonathan explained that based on the feedback from the NA&E meeting, Hennepin County staff have met with DHS and approved and developed a procedure to move forward with the assessment and will implemented in three strategies to collect data.
  1. Promote the online survey
  2. Provide paper surveys at clinics that are still open.
  3. Phone surveys conducted by interns and working with providers to broker connections with folks who are willing to complete the survey.

- Alejandro put forth a motion to approve that all service areas be ranked for prioritization process along with the pared comparison tool, so that it can be brought to the council. Larry seconded the motion. After roll call the Ayes have it and the motion passes.

Roll Call	Aye/No
Alejandro Aguilera	yes
Dennis Anderson	Yes
Larry McPherson	Yes
Loyal Brooks	Yes
Destiny Holiday	yes
Stephen Jensen	Yes
Tyrie Stanley	No
Lesa Nelson	Yes
Mckinzie Woelfel	Yes

C. Planning & Allocations Committee:

- No updates

D. Disparities Elimination Committee:

- No updates

E. Community Voices Committee:

- Destiny made a motion to have James MacMurray and Destiny Holiday be approved as co-chairs to the CVC.

Roll Call	Aye/No
Alejandro Aguilera	yes
Dennis Anderson	Yes
Larry McPherson	Yes
Loyal Brooks	Yes
Destiny Holiday	yes
Stephen Jensen	Yes
Tyrie Stanley	Yes
Lesa Nelson	Yes
Mckinzie Woelfel	Yes

- By unanimous decision, the motion passes.

**V. Recipient Reports:**

**A. Part A:** Jonathan reported that Part-A through the COVID Cares Act received additional funding to respond to COVID-19 in the amount of \$379,363. Hennepin County has 2 weeks to submit a plan to HRSA and is currently working with clients as well as Medical case managers to gather input to help formulate the plan. He explained that there was a slight increase to funding through MAI sources, and DEC will need to decide where to allocate roughly \$10,000 dollars of MAI funding.

**B. Part B:** Colleen reported that Part-B also received COVID funding in the amount of \$197,040. Working with Hennepin County to gather data to help determine what the needs are. Their plan will primarily be focusing on basic needs such as shelter, food, transportation etc.

**C. Prevention Quarterly updates:** Peggy will provide updates in June. However, Tyrie asked that Peggy provide an update on the HIV outbreak that occurred in February 2020.

**VI. Code of conduct investigation update:** Jonathan and Larry with consultation from the county attorney have developed the questions and script for the interview with Terrel and hotel staff. The investigation is currently pending interviews to be scheduled. Jonathan will have more information to present at the next Executive committee meeting.

**VII. Staff Update:** Jonathan announced that Meagan Schrafft will be acting as the interim council coordinator until Carissa returns the week of June 8<sup>th</sup>.

- Tyrie mentioned that he didn't get a chance to submit his mileage request before the COVID-19 outbreak and asked how to request reimbursement. Jonathan confirmed that he can fill out a reimbursement request form and either scan or take a picture of it and email them to Richard.

**VIII. Unfinished Business/New Business:**

- Co-chair elections: With consideration of the current situation with the COVID-19 outbreak, and the uncertainty of when all committees will be able to meet again in person: Larry McPherson made a motion requesting all committee be allowed to cast electronic ballots to elect their co-chairs. McKinzie seconded the motion. However, there was much concern over the adoption of electronic voting system because the motion did not specify an end date. As a result, Larry made an amendment to his motion, and restated as follows; requesting all committees be allowed to vote electronically to elect their co-chairs for the remainder of 2020. Destiny Holiday motioned to strike out the 2020 and insert, that all committees be allowed to vote and elect their co-chairs electronically in cases of emergency. Unfortunately, the committee couldn't agree on the language and Tyrie motioned to table the discussion until next month's meeting. Destiny seconded the motion. The motion passes and discussion will be postponed until next month.

Roll Call	Aye/No
Alejandro Aguilera	yes
Dennis Anderson	Yes
Larry McPherson	no
Loyal Brooks	Yes
Destiny Holiday	yes
Stephen Jensen	Yes
Tyrie Stanley	Yes
Lesa Nelson	Yes
Mckinzie Woelfel	Yes

**IX. ANNOUNCEMENTS:** No announcements were made.

**X. ADJOURNMENT:** Meeting was adjourned at 3:15 pm.

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