

**Mn Council for HIV/AIDS Care and Prevention
Health Services Building, Room L15 (Remote Mtg.)**

**May 12, 2020
9:00 am – 11:00 am**

Meeting Summary/Minutes

Council Members Present:	Larry McPherson (Council Co-Chair)
Dennis Anderson	Nafula Namuninia
Javier Mendoza-Andrews	Fred Ndip
Andrew Bauman	Asneth Omare
Michael Brooks	Alex Palacios
Thu Danh	Bill Peterman
Charlotte Detournay	Austin Phillips
Alissa Fountain	McKinzie Woelfel
Cree Gordon (Council Co-Chair)	
Destiny Holiday	
Stephen Jensen	
Tom Kennedy	
James McMurray	
Council Members Absent:	
Greg Fox	Lisa Behr
Raymel Givens	Alfredo Rincon-Gonzales
Tom Kelly	Teresa Jones
Sarah Schiele	Johnnie Williams
Jo Ann Vertetis	
Community Members/Guests/Consultants:	
Alejandro Aguilera, NA&E	Zelda Tobias-Kotytk, MATEC
Loyal Brooks, Community Member	Mariah Willburgh, DHS
Jake Melson, DHS	
Tyrie Stanley, Community Member	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Jonathan Hanft	Colleen Bjerke
MDH (Prevention) Representative:	MCHACP Parliamentarian:
Peggy Darrett-Brewer	Pat Reymann, PRP
Staff:	
Richard Puella Hennepin County (minutes)	Aaron Peterson
Jeremey Stadelman	
Meagan Schrafft	

I. WELCOME AND INTRODUCTIONS: McKinzie Woelfel called the meeting to order at 9:00 a.m. Introductions were made, and the guiding principles were read. The April minutes and agenda were approved by unanimous consent.

II. Committee Reports (also provided in written format)

A. Executive and Co-Chair Updates: McKinzie reported on the action items being brought to the council from the Executive committee. The first action item is the list of service areas for 2020 prioritization process and second, the pared comparison tool. She continued to explain that the priorities established in 2020 will apply to fiscal years 2020-2021. After discussion, Alejandro Aguilera moved that council should rank all HRSA allowable service areas. In addition, the council should approve the prioritization pared comparison tool to be used to rank services, which was used in the 2018 prioritization process. The motion carried with seven ayes and one no. Therefor the Executive committee recommends the council prioritize all HRSA allowable services areas during the 2020 prioritization process, and the parried-comparison tool to rank and prioritize services. McKinzie noted that because this came from the Executive committee that no second was needed. No further debate or discussion followed, and by unanimous decision the motion passes. Jeremy mentioned that there will be additional training for council members on how to use the paired-comparison tool.

Roll call	Aye / No	Roll Call	Aye / No
Alissa Fountain	yes	James McMurray	Yes
Andrew Bauman	Yes	Javier Mendoza-Andrews	Yes
Asneth Omare	yes	Larry McPherson	Yes
Austin Phillips	Yes	Destiny Holiday	yes
Cree Gordon	Yes	Stephen Jensen	Yes
Dennis Anderson	Yes	Thu Danh	Yes
Charlotte Detournay	Yes	Tom Kennedy	Yes
Fred Ndip	Yes	Michael Brooks	Yes
Nafula Namuninia	yes		

B. Community Voices:

- Co-chair election: Destiny Holiday and James McMurray meet the eligibility requirements as defined in the bylaws and have been nominated to serve as co-chairs by the Community Voices Committee (CVC), forwarded to the council by the Executive committee, and have agreed to serve in the capacity and as a member of the Executive Committee. Therefore, it’s the recommendation of the CVC that Destiny and James be elected as co-chairs for the CVC.
- Since paper ballots are currently not an option for remote meetings Meagan Schrafft developed an electronic voting system through Survey Monkey. She provided a demo to the council on how to complete the voting process and proceeded to send the ballot to every voting council member.
- Tyrie expressed concern on the tallying process since there needs to be a representative from Membership and Training, government staff and a council member. Jeremy explained that the ballots are anonymous and are only being sent to voting council members as a means of control who is voting. Since Survey Monkey automatically tallies the votes, results will be shared with Larry McPherson (council member), Stephen Jensen (Membership & Training) and Colleen Bjerke (Government staff). With 13 votes for Destiny and 19 votes for James; Destiny Holiday and James McMurray are now the co-chairs for the CVC.

Roll call	Aye / No	Roll Call	Aye / No
Alissa Fountain	yes	James McMurray	Yes
Andrew Bauman	Yes	Javier Mendoza-Andrews	Yes
Asneth Omare	yes	Larry McPherson	Yes
Austin Phillips	Yes	Destiny Holiday	yes
Cree Gordon	Yes	Stephen Jensen	Yes
Dennis Anderson	Yes	Thu Danh	Yes
Charlotte Detournay	Yes	Tom Kennedy	Yes
Fred Ndip	Yes	Michael Brooks	Yes
Nafula Namuninia	yes		

C. Disparities Elimination: No updates

D. Membership & Training: No updates

E. Needs Assessment & Evaluation: Alejandro Aguilera reported that the comprehensive needs assessment survey and the committee has decided to continue to collect data. Either by direct surveys being provided to clients and asking providers to actively promote the survey. He explained that the committee felt that collecting as much data as possible would be the best route rather than the alternative, which would be to use data from five years ago. He continued to explain that work on the SARS dashboard is coming along well. Plans on how to present the new dashboard to the council are currently being discussed.

- He reported that NA&E have elected a third co-chair to be in compliance with the by-laws. The current co-chairs are now Asneth, Lesa, and Alejandro. Tyrie questioned the NA&E’s decision to choose a third co-chair and said that this was a violation of the by-laws. Alejandro explained that Asneth is only serving until the NA&E committee can meet in person once COVID restrictions have been lifted. Jonathan confirmed that the by-laws only allow up to two co-chairs per committee. McKinzie suggested that this discussion be tabled until the next NA&E meeting and Alejandro agreed.

F. Planning & Allocations: No updates.

III. End HIV Mn Update:

Mariah Wilberg presented on Minnesota’s Strategy to End HIV. She included a quick background and overview on the program as well as some highlights.

IV. End HIV MN Update Q&A: Mariah opened the session up for questions, and if anyone was interested, materials may be provided upon request. She can be contacted at Mariah.wilberg@state.mn.us.

V. Data Training: funding sources:

Aaron Peterson, Data and Outcomes Coordinator, Hennepin County.

- Arron provided a quick training on Ryan White funding sources. He also mentioned that once in person meetings are up and running again there will be a more in-depth training.

VI. Data Training Q&A: There were no questions or further discussion.

VII. Council Staff Update: Jeremy introduced Meagan Schrafft and announced that she will be the acting council coordinator until Carissa returns from leave. He also asked those who may have pending reimbursement requests or are missing any to please contact either Jeremy or Richard outside of this meeting. Richard updated the council on the status of the conflict of interest form and explained that a fillable electronic version of the form will be sent out by the end of the day for members to sign.

VIII. Recipient Updates:

- **Part A: Jonathan Hanft, Hennepin County Ryan White Program:** Jonathan reported that Part A has received additional funding through the COVID Cares Act in the amount of \$379,323. Client surveys have been sent out through case managers to better understand what clients' needs are during the COVID pandemic. As of today, there have been over 300 responses, which will help form the plan on how to spend those extra funds. The 2019 annual progress report is due to HRSA at the end of this month, which includes a narrative of program and council successes and challenges.
- **Part B: Colleen Bjerke, Minnesota Department of Human Services HIV/AIDS Unit:** She reported that Part B has also received COVID Cares funding in the amount of \$197,040. These funds are primarily focused on clients and providers in greater Minnesota. Michael Brooks asked if case managers are aware of these extra funds. Colleen explained that a plan on how to use and distribute these funds are still in development and most case managers are not aware of these funds.
- **Prevention (Quarterly Updates: Update in June) Peggy Darrett, Minnesota Department of Health HIV/STD/TB:** Updates will be provided in June.

IX. Unfinished Business/New Business: There were no further discussions.

X. Open Forum: Tyrie asked if language and instructions have been drafted on how to conduct virtual elections, and if not, what should committees be doing in the meantime. Since this item was postponed at the last Executive committee meeting. Pat confirmed that this should be revisited at the next Executive committee meeting. Jonathan reminded the council that it is each committee's responsibility to elect their co-chairs to be forward to the Executive and then to the council. Any committees that are meeting should be electing co-chairs. Pat confirmed that the by-laws allow each standing committee to establish their own operating policies and procedures.

XI. Announcements: No announcements were made.

XII. Adjourn: Meeting adjourned at 11:00am

RP/