

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

July 7, 2020

1:00 pm – 3:00 pm

Meeting Summary/Minutes

Executive Committee Members Present:	
Dennis Anderson (Disparities Elimination)	Larry McPherson (Council Co-chair)
Cree Gordon (Council co-chair)	Lesa Nelson (Needs Assessment & Evaluation)
Destiny Holiday (Community Voices)	Tyrie Stanley (Planning & Allocations)
Stephen Jensen (Membership and Training)	McKinzie Woelfel (Council Co-chair)
James McMurray (CVC)	
Executive Committee Members absent	
Loyal Brooks (Membership & Training)	Megan Mueller (Disparities Elimination)
Hennepin County (Part A) Representative:	
Jonathan Hanft	DHS (Part B) Representative:
	Fred Ndip
MDH (Prevention) Representative:	
None	MCHACP Parliamentarian:
	Pat Reymann, Parliamentarian
Guests and Community Members:	
Colleen Bjerke, DHS	MCHACP Staff:
Katie Lynch	Richard Puella (minutes)
Devona Wells	Carissa Weisdorf (Council coordinator)
Tom Kelly Jr.	

Quorum Present? **Yes**

- I. WELCOME AND INTRODUCTIONS:** Larry McPherson called the meeting to order at 1:05 p.m. and introductions were made.
- II. Review and approval of the agenda and past meeting minutes:** A change in the agenda was noted, regarding the recommended action for the code of conduct violation. With the advice from Hennepin County attorneys, it is recommended that the Executive committee review and change the original recommended language. With that, the attorneys are available to attend today's meeting and present to the committee later in the meeting. The discussion and presentation with the attorneys should be closed to the public. With that change, the agenda and June minutes were approved.
- III. Co-chair update:** Cree Gordon gave the Co-chair update. They brought up discussions on developing a smoother voting process to make it easier and quicker than a roll call. Cree suggested to try a recommendation that Carissa has for this at today's meeting, which was to simply ask everyone to state aye or no instead of a roll call vote. We felt we should try this today to see how it works out before attempting this with a larger group like the Council. Cree also reported issues with background noise during meetings, and to help with that, staff may mute everyone, and people will have to unmute themselves if they want to speak.
- IV. Committee Reports:**
- A. Membership & Training Committee:** Stephen Jensen reported that Alex Palacios has been removed from the Council after missing 5 consecutive meetings. He also mentioned discussions that Membership & Training (M&T) had around ideas on how to support the Council with COVID-19. M&T would like to open meetings 15 minutes early to discuss any issues around COVID-19 or

just to have informal conversations. Cree suggested opening 30 minutes earlier instead of 15 minutes which will allow more time for people to have conversations and allow enough time to transition into the Council meeting. McKinzie Woelfel offered to be there early to help answer any COVID-19 questions. McKinzie suggested starting 20 minutes earlier for the first time to see how many people show up. Times can be adjusted based on the demand moving forward. Larry McPherson suggested bringing this to the full Council under new business to see how the rest of the planning body feels about starting early. Cree agreed with moving this to the Council because it would help gauge the interest and need.

Action Item co-chair election: Stephen Jensen moved that the M&T Committee extend co-chair candidates Tyrie Stanley and Tom Kelly to serve as the new co-chairs for the M&T Committee. No further discussion or debate followed. All those in favor stated aye, and with no no's, the action item to elect Tyrie Stanley and Tom Kelly to serve as the new co-chairs for the M&T Committee will move to the Council.

B. Needs Assessment & Evaluation Committee:

Action Item: Co-chair election: Lesa Nelson moved to forward herself (Lesa) and Asneth Omare to serve as co-chairs for the Needs Assessment & Evaluation Committee (NA&E). No further discussion or debate followed. All those in favor stated aye, and with no no's, the action item to elect Lesa Nelson and Asneth Omare to serve as the new co-chairs for the NA&E Committee will move to the Council.

C. Planning & Allocations Committee:

Action item- medical case services standards: Service standards must be reviewed regularly and updated to reflect the most current nationally recognized guidelines in HIV care and treatment and local requirements. In updating the medical case management service standards, the Planning and Allocations Committee worked with the grant recipients to solicit, review, and incorporate feedback from unaligned consumers and providers. Refer to the document ***Broad Changes to the 2013 MCM Standards*** for a list of the changes incorporated in the service standards. Tyrie Stanley moved to accept the attached Medical Case Management service standards as presented. No further debate or discussion followed. Tyrie reminded the committee that those with a conflict of interest must step away before voting. All those in favor stated aye, and with no no's the medical case management service standards were approved.

Action item Co-chair elections: The Planning and Allocations Committee (PAC) forwards candidates Andrew Bauman and Michael Brooks to serve as co-chairs. No further discussion or debate followed. All those in favor stated aye, and with no no's, the action item to elect Andrew Bauman and Michael Brooks to serve as the new co-chairs for PAC will move to the Council.

D. Disparities Elimination Committee: No updates were provided.

E. Community Voices Committee: James McMurray reported on discussion that took place at the last Community Voices Committee (CVC) meeting. Discussions on how to figure out how to drive enrollment and noted that he may be reaching out to members from other organizations to network with others to expanded CVC membership. He also noted that CVC has added two additional meetings in addition to the quarterly meetings.

V. Recipient Reports:

A. Part A: Jonathan Hanft reported that several reports for fiscal year (FY) 2020 are due to HRSA this month. Those reports are called the Program Terms reports and submissions. These reports are about the allocations for 2020. Included in the submissions is an allocations table, which aligns with the contacts for services, and the Council co-chairs sign a letter endorsing those, which ensures that those allocations are aligned with the Council's plan. In addition, a Council roster and reflectiveness grid to show council reflectiveness are submitted. If there are any deficiencies in reflectiveness or if any required positions have not been filled, a plan on how to fill those positions is also submitted. The final Federal Financial Report (FFR) for FY 2019 is due at the end of this month, which will determine final expenditures for 2019 and will determine the amount of carry over funds. Based on those final numbers a carryover proposal will be brought to Planning and Allocations (PAC) in August, and the Council will approve that in September.

B. Part B: No updates were provided.

C. Prevention Quarterly updates: Next update will be in September.

VI. Council staff update:

Carissa Weisdorf asked for feedback on how everyone felt the verbal voting went and would this be possible to do with a larger group like the Council. Everyone overall agreed that the voting system used today worked well, and thought it was great for time. Pat Reymann confirmed that the voting process used today follows the by-laws. She also mentioned that a vote by a raise of hands is also an option, however, not everyone may have the raise the hand feature. However, when voting on allocations, a roll call is required and needs to be recorded in the minutes. For other smaller decision, the total number of ayes and no's can be noted in the minutes.

Tyrie is not in favor of using verbal voting because it can be difficult to hear everyone at the same time. Carissa suggested using a combination of the two, by asking for all of those to vote in the chat. Pat reminded everyone that the committees and council can try different methods on voting to see which methods work best.

Carissa noted that the by-laws review has been placed on the workplan, and it has been two years since the last review. She presented some options for the committee to consider on how to go about reviewing the by-laws. Tyrie suggested looking at changes that Carissa has already identified that should be addressed. Carissa will be providing a list of bylaw changes at the next Executive meeting. The Committee agreed to cancel the August Executive meeting.

VII. Review July council meeting agenda:

- Action Item: Revision to code of conduct violation recommendation
- Action Item: Special election for membership nomination
- Action Item: Medical Case Management Services Standards
- Action Item: Planning and Allocations Committee co-chair election
- Action Item: Membership and Training Committee co-chair election
- Action Item: Needs Assessment and Evaluation Committee co-chair election

VIII. Unfinished business/new business:

The Executive Committee agreed to hold a special election for Jeremy Stadelman to fill the Part A recipient spot on the council. It has been vacant for more than one year because Jeremy was filling in as council support staff. He has submitted an application but does not need to be interviewed because he is considered an appointed member. Stephen Jensen moved to have Jeremy Stadelman elected as the

Part A representative on the council. The motioned was seconded by Cree Gordon. No further discussion or debate followed, and with no objections the ayes have it and the motion passes. Jeremy's nomination will be forward to the council as a special election in July.

Katie Lynch and Devona Wells from the Hennepin County attorney's office joined the meeting to discuss their recommended changes for the code of conduct violation. Pursuant to section 300FF-12B7B4 of the federal Ryan White legislation, discussion of this item will be closed to the public.

Katie wanted to note that this part of the meeting is attorney client privileged. Pursuant to Council by-law section 5.6B; this committee can consult the Hennepin County attorney's office on legal issues related to code of conduct investigations. To protect the privilege, she asked that the advice discussed here today should not be talked about outside of this meeting.

After review of the specific action item that was approved by this committee and approved by the Council, it was determined that there are some necessary revisions that need to happen.

- Katie pointed out the length of the suspension doesn't fit within the by-laws. According to section 5.6D states, that for a suspension for a code of conduct violation the length of the suspension should be stated for a specific period of time. She recommends that the committee vote on a specific period
- Bringing the action item to the county and state appointing authorities is not necessary because he is not a current member of the council.
- The action item should explain the different levels of participation, and specifically spell out what Mr. Ewing can and cannot do. Katie noted that federal law requires council meetings to be open to the public, and barring Mr. Ewing from attending public meetings is not recommended.
- Pat recommends striking out the original motion and starting over with a new motion incorporating the suggestions from Katie.
- Tyrie moved to amend the original recommendation to suspend Terrel Ewing that was passed June 6, 2020 by striking out the entire previous motion and substituting it with: The Executive Committee recommends that the Council deem Terrell Ewing ineligible for Council membership and/or participation on a committee as a community member for a period of 12 months or 1 year (6/2/2020-6/2/2021) due to Mr. Ewing's code of conduct violation found by the Executive Committee on June 2, 2020, specifically "[a]cts which may reflect negatively upon the council or create the appearance of impropriety." As required by law, Mr. Ewing will be eligible to attend Council meetings that are open to the general public, so long as he complies with the Council's code of conduct and other rules of attendance at such meetings. The motion was seconded by Larry McPherson, and by a unanimous decision the motion passes.

Roll Call	Aye/No
Cree Gordon	Aye
Dennis Anderson	Aye
Stephen Jensen	Aye
Tyrie Stanley	Aye
McKinzie Woelfel	Aye
Lesla Nelson	Aye
James McMurray	Aye

XI. Announcements: Larry McPherson thanked everyone for all the hard work.

X. ADJOURNMENT: Meeting was adjourned at 3:00 pm.

RP/cw