

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

**October 6, 2020**

**1:00 pm – 3:00 pm**

**Meeting Summary/Minutes**

<b>Executive Committee Members Present:</b>	
Andrew Bauman (Planning and Allocations)	Larry McPherson (Council Co-chair)
Dennis Anderson (Disparities Elimination)	Lesa Nelson (Needs Assessment & Evaluation)
Cree Gordon (Council co-chair)	Tyrie Stanley (Membership and Training)
James McMurray (CVC)	McKinzie Woelfel (Council Co-chair)
<b>Executive Committee Members absent</b>	
Megan Mueller (Disparities Elimination)	Asneth Omare (Needs Assessment)
<b>Hennepin County (Part A) Representative:</b>	
Jonathan Hanft	<b>DHS (Part B) Representative:</b>
	Fred Ndip
<b>MDH (Prevention) Representative:</b>	
Peggy Darrett-Brewer	<b>MCHACP Parliamentarian:</b>
	Pat Reymann, Parliamentarian
<b>MCHACP Staff:</b>	
Richard Puella (minutes)	Carissa Weisdorf (Council coordinator)

Quorum Present? **Yes**

- I. WELCOME AND INTRODUCTIONS:** Larry McPherson 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:** The proposed agenda and September meeting minutes were unanimously approved.
- III. Co-chair update:** Larry McPherson provided the co-chair update. He noted that it is an Executive Committee responsibility to assess the government recipients so he will present the results of the Part A Assessment of the Administrative Mechanism at the October 13 council meeting.
- IV. Committee Reports:**
- **Membership & Training Committee:** Tyrie Stanley asked Carissa Weisdorf to report on behalf of the Membership & Training Committee. She mentioned that the committee reviewed the council's Facebook page and they recommend the following changes:
    - Add the video that the council created last year.
    - Two interviews were held to fill council vacancies.

Currently there are 9 vacancies, 7 of which are held open until there are applications that can fill them. So, there are 2 openings that the committee can fill.

The committee also discussed recruitment for the vacancies being held, 4 of which are for greater Minnesota, and 3 that are other Part A requirements.
  - **Needs Assessment & Evaluation Committee:** Lesa Nelson provided the update and discussed the following:
    - Results of the priority setting and allocation process survey that council members filled out in August. The Planning and Allocation Committee (PAC) has reviewed the survey results as well.

- NA&E Committee also reviewed the results of the Part A Assessment of the Administrative Mechanism (AAM).
  - 20 of 22 felt the objectives were met, while 2 felt they were not. Unfortunately, no corrective actions were identified or suggested.
  - Carissa Weisdorf noted the AAM results can also be found on the council website.
  - Carissa felt that the Executive Committee should present the results of the AAM, since performance review it is a duty of the Executive Committee.
- **Planning & Allocations Committee:** Committee did not meet last month. No update was provided.
  - **Disparities Elimination Committee:** Committee did not meet last month. No update provided.
  - **Community Voices Committee:** James McMurray reported on behalf of the Community Voices Committee (CVC). He noted the CVC meeting had a large turnout and wanted to thank those who attended. James reported on the following:
    - Alex Palacios attended the meeting and presented on civic engagement.
    - **Action Item:** Andrew Bauman meets the eligibility requirements as defined in the bylaws and has been nominated to serve as co-chair by the Community Voices Committee and has agreed to serve in that capacity, and as a member of the Executive Committee.
    - **Motion:** James moved that the Community Voices Committee forwards the recommendation that Andrew Bauman is elected to serve as co-chair of the Community Voices Committee. No further discussion or debate followed.
    - **Vote:** with no objections, Andrew Bauman's recommendation was unanimously approved and will be forwarded to the council.

#### V. Recipient Reports:

**A. Part A:** Jonathan Hanft mentioned that the FY 2021 Part A grant application has been submitted. However, delays are expected since Congress approved a continuous resolution through 2021 at 2020 levels. More than likely, a partial award will be granted on March 1<sup>st</sup>. Carryover funds from 2019 have been approved. Of which, \$4,746 will be MAI funding that will go to outpatient ambulatory health services, and \$10,811 will be for home delivered meals.

- Jonathan announced that Part A will be getting a new project officer.
- Last Thursday, the Department of Human Services (DHS) Medicaid Formulary Committee met, and decided to place some HIV class medications, antiretroviral medications on Minnesota's Health Care Program's preferred drug list. However, five HIV medications were placed on the non-preferred drug list.
- Any drug that is placed on the non-preferred list will require prior authorization. This could potentially create additional barriers and delays for clients who are prescribed those medications.
- Matt Toburen has drafted a letter requesting that DHS not move forward with this action.
- Tyrie Stanley asked if this would affect those currently taking medications or will this only apply to newly diagnosed patients. Jonathan explained that it can affect both, those who are currently taking non-preferred medications will have a 90-day window to get prior authorization. While those who are newly diagnosed will be required to obtain prior authorization.

**B. Part B:** No updates were provided.

**C. Prevention Quarterly updates:** Larry McPherson noted that Prevention will provide an update in December. Peggy Darrett-Brewer announced that McKinzie Woelfel has been 100% reassigned to COVID-19 response. Efforts are underway to identify a staff member who will proxy for her while she is away.

**VI. Council staff update and review council meeting agenda:** Carissa Weisdorf announced that Tom Kelly Jr. has resigned from the council. Tom served as co-chair of Membership and Training along with Tyrie Stanley, and M&T will hold another election at their next committee meeting. Carissa noted that she is working on a document detailing the responsibilities of Executive Committee members. She felt this would be useful for new committee co-chairs as well as future committee co-chairs. Carissa will share this document at the next Executive Committee meeting and ask for thoughts and feedback.

Carissa mentioned that at the September council meeting, staff started the meeting 15 minutes early for those who wanted to have informal conversations. She asked if anyone had any feedback or thoughts about having these sessions before the council meeting.

- Carissa asked for volunteers who would like to serve as a moderator for the early MCHACP Meetings. Larry McPherson agreed to serve as October's moderator.

Carissa then reviewed the council meeting agenda for October. With no corrections or additions, the agenda was approved as presented.

- Richard Puella announced that the minutes for all committees and the council are now up on the council's website for those who are interested.

**VII. Bylaws review:**

- Carissa Weisdorf presented ***Biennial MCHACP Bylaws Review – 2020***, which includes a list of possible bylaws changes that have been discussed since the last review in 2018. Several options for making bylaw changes were presented, and the committee decided to review and amend the bylaws on a monthly basis, and bring the completed list of changes to the council for approval when the review concludes.
- Pat Reymann noted that for bylaw 2.9, "*Removal for Non-Attendance*," a motion and a vote is needed for each suggested amendment.
- For bylaw 2.10, "*Membership Termination and Resignation*," No vote is needed, since this is an editorial change.
- Bylaw 5.4, "*Parliamentarian*," Pat Reymann suggested striking out, "One parliamentarian shall be elected by the council to work with the coordinator in advising the co-chairs on procedures and decision-making processes, and to maintain awareness and compliance with the conflict of interest policy. The parliamentarian is required to attend Executive Committee meetings. Parliamentarian terms will run for two years," and inserting, "A Parliamentarian shall be selected by the Council to work with the coordinator prior to and during the Council and Executive Committee meetings. Their duties include advising the co-chairs on procedures and decision-making processes, maintaining awareness of and compliance with the conflict of interest policy, and teaching parliamentary procedure as needed."
- Tyrie Stanley suggested adding language that identifies the differences between being a hired parliamentarian and a voting member.

- Andrew Bauman suggested the language, “If the Parliamentarian is a voting member of the council, their term shall be for two years. If an outside Parliamentarian is hired, they are not a voting member, and their term shall be for one year, renewable as needed.”
- **MOTION:** Andrew Bauman moved to accept the language, “or five total absences during the most recent twelve-month period” to section 2.9 of the bylaws. It was seconded by Lesa Nelson and no debate followed. **VOTE:** The motion passed unanimously.
- **MOTION:** Andrew Bauman moved to accept the language, “or six total absences during the most recent twelve-month period” to section 2.9 of the bylaws. It was seconded by Larry McPherson and no debate followed. **VOTE:** The motion passed unanimously.
- **MOTION:** Andrew Bauman moved to strike out the current language in section 5.4 of the bylaws and insert, “A Parliamentarian shall be selected by the Council to work with the coordinator prior to and during the Council and Executive Committee meetings. Their duties include advising the co-chairs on procedures and decision-making processes, maintaining awareness of and compliance with the conflict of interest policy, and teaching parliamentary procedure as needed. If the Parliamentarian is a voting member of the Council, their term shall be for two years. If an outside Parliamentarian is hired, they are not a voting member, and their term shall be for one year, renewable as needed.” It was seconded by Cree Gordon and no debate followed. **VOTE:** The motion passed unanimously.

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

- Continue discussion on member challenges accessing virtual meetings.
  - Carissa Weisdorf presented the results of question four of the survey that went to council and community members, “All committee and council meetings have been held remotely for past several months. Have the online/remote meetings been challenging (e.g. equipment/internet access, etc.) for you to attend? 13 people responded to the survey, and 5 of the 13 people said yes, it has been a challenge to attend. Those who indicated yes provided comments.
  - Cree Gordon and Larry McPherson both agreed it is difficult to use electronic versions of documents during meetings.
  - Larry expressed concern that he is not receiving mailed materials in time for meetings.
  - Carissa informed the committee that council staff are looking into the possibility of purchasing hotspots and data plans for members who need it. She noted that staff are in the research phase and would still need approval from the government recipients.

**XI. Announcements:** No announcements were made.

**X. Adjourn:** Larry McPherson adjourned the meeting at 2:33 p.m.

#### **Meeting Summary:**

- Heard reports from each standing committee, council co-chairs, recipients, and council staff.
- The co-chair action item from the Membership and Training Committee was forwarded to the council for approval.
- The committee amended sections 2.9 and 5.4 of the council bylaws and will forward to the council in January for approval.

#### **Documents Distributed for the Meeting:**

- 2020.10.06 Executive Agenda

**Executive Committee Meeting**

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- 2020.09.01 Executive Minutes
- 2020.10.13 action item\_CVC\_co-chair election

RP/cw