

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

**December 1, 2020**

**1:00 pm – 3:00 pm**

**Meeting Summary/Minutes**

<b>Executive Committee Members Present:</b>	
Dennis Anderson (Disparities Elimination)	Megan Mueller (Disparities Elimination)
Andrew Bauman (Planning and Allocations)	Larry McPherson (Council Co-chair)
Cree Gordon (Council co-chair)	Lesa Nelson (Needs Assessment & Evaluation)
James McMurray (CVC)	
<b>Executive Committee Members absent</b>	
Asneth Omare (Needs Assessment)	McKinzie Woelfel (Council Co-chair)
Tyrie Stanley (Membership and Training)	
<b>Hennepin County (Part A) Representative:</b>	
Jonathan Hanft	<b>DHS (Part B) Representative:</b>
	Colleen Bjerke
<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:** 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:** The proposed agenda and November meeting minutes were unanimously approved.
- III. Co-chair update:** Larry McPherson provided the co-chair update. He mentioned that the Executive committee is currently reviewing the by-laws each month and will bring the recommended changes to the council in January for approval. At the next council meeting he encouraged members to stay on the call to attend the core medical expenditure waiver public input meeting. A \$10.00 gift card will be provided for those who participate.
- IV. Committee Reports:**
- **Membership & Training Committee:** James McMurray reported on behalf of the Membership & Training Committee (M&T). He noted that the last meeting the committee reviewed the number of vacancies and discussed strategies on how to fill those openings.
  - **Needs Assessment & Evaluation Committee:** Lesa Nelson reported on behalf of the Needs Assessment & Evaluation Committee (NA&E). She reported that the committee reviewed goals 1 & 2 of the integrated plan. The Needs Assessment survey closed on November 30 with over 800 responses.
  - **Planning & Allocations Committee:** Andrew Bauman introduced an action item on behalf of the Planning and Allocations Committee (PAC).

**Action Item:** The fiscal year 2021 pre-award allocations plan assumes flat funding. Fiscal year 2021 will begin March 1, 2021, and end February 28, 2022. The council approved an allocation plan for FY 2021 and FY 2022 in August 2020. The Hennepin County Ryan White HIV/AIDS Program found that all early intervention service (EIS) clients for a program also received health education/risk reduction (HE/RR). As HE/RR is a component of EIS, the proposed change would reduce administrative burden by combining EIS and HE/RR for this particular program. Additionally, moving Part A funded linguistics services to rebate funding will reduce administrative burden and allow this amount of money to move to outpatient ambulatory health services which is expected to be fully expended.

HRSA Category - Service Activity	FY2020 Post-Award	FY2021 Pre-Award	Change	Notes
Early Intervention Services	\$357,250	\$391,250	\$34,000	The HC RWHAP found that all early intervention service (EIS) clients for a program also received HERR. As HERR is a component of EIS, this would reduce administrative burden by combining EIS/HERR for this particular program.
Health Education/Risk Reduction	\$116,900	\$82,900	-\$34,000	
Outpatient/Ambulatory Health Services	\$724,100	\$726,000	\$1,900	OAHs were fully expended, with unfunded services also provided. This reallocation would reduce administrative burden with all linguistic services be funded by rebate beginning in FY 2021.
Linguistic Services	\$1,900	\$0	-\$1,900	

**Motion:** Andrew Bauman moved that the Planning and Allocations Committee recommends that the council approve the above FY 2021 Part A pre-award reallocation proposal and was seconded by James McMurray. No debate or discussion followed. **Vote:** 6 (yes), 0 (no) the motion carries.

Roll call	Aye/No
Andrew Bauman	Aye
Dennis Anderson	Aye
James McMurray	Aye
Larry McPherson	Aye
Megan Muller	Aye
Lesla Nelson	Aye

- **Disparities Elimination Committee:** No updates were provided.
- **Community Voices Committee:** James McMurray provided an update on behalf of the Community Voices Committee (CVC). He mentioned that there will be a CVC meeting on December 4, 2020 and asked that one representative from each committee attend the meeting.

Andrew Bauman mentioned that he reached out to the Rural Aids Action Network (RAAN) to help promote CVC and encourage more participation from greater Minnesota.

**V. Recipient Reports:**

**A. Part A:** Jonathan Hanft wanted to congratulate all those involved with the comprehensive needs assessment survey and noted that it was extremely successful.

- Jonathan noted that staff are preparing the core medical expenditure waiver for FY 2021. He asked that everyone attend and encourage others in the community to attend the public input meeting.
- Starting in January, CaTiffaney Griswold will be the new Part A HRSA project officer and will be on the call with council staff and co-chairs next week.

**B. Part B:** Colleen Bjerke provided the update for Part B. She also took a moment to congratulate the success of the needs assessment, especially everyone involved in reaching out to Greater Minnesota.

**C. Prevention Quarterly updates:** Peggy Darrett-Brewer provided the MDH update and presented, "*Department of Health MDH Updates.*"

**VI. Council staff update and review council meeting agenda:** Carissa Weisdorf mentioned that the Needs Assessment and Evaluation Committee has a meeting evaluation for all council members to complete following the December council meeting. The evaluation will be sent via Survey Monkey.

- Carissa reviewed the agenda for the December 8, 2020 council meeting.

**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. This month the committee reviewed section **4.2 Committee Membership**, and discussed the following additions:
  1. Add language to 4.2 that states one committee co-chair must reside in the Minneapolis – St. Paul TGA.
  2. Clarification from our parliamentarian regarding ballot elections when there is only one candidate.
- 4.2 Carissa proposed adding the language, "at least one committee co-chair resides in the Minneapolis-St. Paul Part A TGA."
- **Motion:** James McMurray moved to adopt the updated language for bylaw 4.2 as presented. The motion was seconded by Megan Mueller. No debate or discussion followed. **Vote:** Yes (7), No (0), the motion carried unanimously.
- Elections: Pat Reymann stated we may need a Special Rule of Order Number Two, "if there is only one candidate for Council membership, Council co-chair, the Council members shall vote by ballot for or against the candidate. A majority of affirmative votes is required for election."
- **Motion:** Larry McPherson moved to adopt Special Rule of Order Number Two as presented. The motion was seconded by Lesa Nelson. No debate or discussion followed. **Vote:** yes (7), no (0), the motion carried unanimously.

**VIII. Unfinished Business/New Business:** No unfinished or new business was discussed.

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

**X. Adjourn:** Cree Gordon adjourned the meeting at 2:07 p.m.

**Meeting Summary:**

- Heard reports from each standing committee, council co-chairs, recipients, and council staff.
- The action item from the Planning and Allocations Committee was approved and will be forwarded to the council for approval.
- The committee amended section 4.2 of the council bylaws and added Special Rule of Order Number Two to the council bylaws and will forward to the council in January for approval.

**Documents Distributed for the Meeting:**

- 2020.12.01 Executive Agenda
- 2020.11.03 Executive Minutes
- 2020.11.03 bylaws review
- FY 2021 Part A pre-award reallocations proposal
- Draft council meeting agenda

RP/cw