

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

January 5, 2021

1:00 pm – 3:00 pm

Meeting Summary/Minutes

Executive Committee Members Present:	
Andrew Bauman (Planning and Allocations, Community Voices)	Larry McPherson (Council Co-chair)
Cree Gordon (Council co-chair)	Lesa Nelson (Needs Assessment & Evaluation)
James McMurray (Membership and Training, Community Voices)	Tyrie Stanley (Planning and Allocations, Membership and Training)
Megan Mueller (Disparities Elimination)	
Executive Committee Members Absent	
Dennis Anderson (Disparities Elimination)	McKinzie Woelfel (Council Co-chair)
Asneth Omare (Needs Assessment)	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Jonathan Hanft	Fred Ndip
MDH (Prevention) Representative:	MCHACP Parliamentarian:
None	Pat Reymann, Parliamentarian
MCHACP Staff:	
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:** After review, the proposed agenda was unanimously approved. After review, Pat Reymann suggested a few edits for the minutes. Under section VII, the last bullet point, she suggested to insert the amount of yes and no votes in the vote for Special Rule of Order Number 2. She also asked that for the third bullet of the meeting summary, to correct it to Special Rule of Order Number 2. With that, the minutes were approved with the edits suggested by Pat Reymann.
- III. Council co-chair update:** Cree Gordon mentioned that the committee will finish the by-laws review today. The council will receive the proposed changes in the meeting email today and vote on the proposed changes at the February meeting.
- IV. Committee Reports:**
- **Membership & Training Committee:** Tyrie Stanley provided the update on behalf of the Membership and Training Committee. He reported that for the month of December the Membership and Training Committee reviewed applications for membership and conducted interviews to fill council vacancies.
 - **Needs Assessment & Evaluation Committee:** Committee did not meet, and no update was provided.
 - **Planning & Allocations Committee:** Committee did not meet, and no update was provided.

- **Disparities Elimination Committee:** Committee did not meet, and no update was provided.
- **Community Voices Committee:** James McMurray provided the update on behalf of the Community Voices Committee. He mentioned that good discussion was had around recruitment. The committee also started to plan for next year.

V. Recipient Reports:

A. Part A: Jonathan Hanft mentioned that the FY 2021 core medical expenditure waiver request will be submitted January 15, 2021. He took a moment to thank all of those who attended the public input meeting on December 8, 2020.

B. Part B: Fred Ndip announced that his term with the council will end next month. Amy Miller will be the DHS representative moving forward. He will continue to be a part of the Disparities Elimination Committee as the government staff representative.

C. Prevention Quarterly updates: No updates were provided.

VI. Council staff update and review council meeting agenda: Carissa Weisdorf mentioned that the Membership & Training Committee is actively recruiting for members. There are five members who will complete their terms on the council and will be leaving at the end of February. Currently there are 13 openings; 11 applicants have been interviewed and recommended for membership. She mentioned that there are several spots in reflectiveness and representation for which applications have not been received. Additional applications are needed for a black or African American unaligned consumer, Asian/Pacific Islander, and those who live in Greater Minnesota.

- The Council co-chair election will take place at the February council meeting. Larry McPherson and Cree Gordon have completed their one-year term and are eligible to run for a second term. Those who are interested in running for council co-chair should let council staff know.
- Carissa is working on the work plan for FY 2021, which begins March 1, 2021. The items will be based on legislative duties, roles and responsibilities as defined in the by-laws, and activities identified by the council and committees. She will bring the draft work plan to the Executive Committee next month and asked that each member review it prior to the meeting.
- Carissa then presented the draft January council meeting agenda. No questions or changes were made to the agenda.

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 **2.13 Reimbursement of Expenses**, and discussed the following amendments:
 - 2.14 B Lost Wages: inserting, “Members who claim lost wages may need to complete a W-9.”
 - 2.14 C Child Care: inserting, “Childcare providers may need to complete a Form W-9.”
 - 2.15 Procedure: Inserting, “Claims for expenses that are over 60 days old will not be reimbursed.” And strike out, within 15 working day if receipt of the voucher.” And insert, “in a timely manner.”
 - Review Roles and responsibilities of Executive Committee: strike out, “develop” and insert, “review,” insert “and present amendments to the council for approval.”

MOTION: James McMurray moved to amend section 2.14b of the by-laws by inserting, “Members who claim lost wages may need to complete a Form W-9”. The motion was seconded by Cree Gordon. **DISCUSSION:** Tyrie Stanley mentioned that he is not in favor of the changes to section 2.15 (Procedure) of the bylaws. He felt that there wasn’t a clear explanation why claims cannot be reimbursed at 90 days rather than 60 days. Larry McPherson acknowledged Tyrie’s statement but reminded him that the committee is not discussing section 2.15 yet and will discuss this when the committee gets to that section. **VOTE:** 6 (yes), 1 (no). With that, the motioned carried.

MOTION: Cree Gordon moved to amend section 2.14c of the by-laws by inserting, “childcare providers may need to complete a Form W-9.” The motion was seconded by Megan Mueller. No debate or discussion followed. **VOTE:** 6 (yes), 1 (no). With that, the motioned carried.

MOTION: Cree Gordon moved to amend section 2.15 of the by-laws by inserting, “claims for expenses that are over 60 days old will not be reimbursed” and, striking out “within 15 working days of receipt of the voucher” and inserting, “in a timely manner.” The motion was seconded by Lesa Nelson. No debate or discussion followed. **VOTE:** 6 (yes), 1 (no). With that, the motioned carried.

MOTION: Andrew Bauman moved to amend the roles and responsibilities section of the by-laws by striking out the word, “develop” and inserting the word, “review.” The motion was seconded by Cree Gordon. No debate or discussion followed. **VOTE:** 6 (yes), 0 (no). With that, the motioned carried.

MOTION: Cree Gordon moved to amend the roles and responsibilities section of the by-laws by inserting, “and present amendments to the council for approval.” The motion was seconded by Megan Mueller. No debate or discussion followed. **VOTE:** 6 (yes), 0 (no), the motioned carries.

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

XI. Announcements: No announcements were made.

X. Adjourn: Meeting was adjourned at 2:16pm.

Meeting Summary:

- Heard reports from each standing committee, council co-chairs, recipients, and council staff.
- The committee amended section 2.14 B and C, 2.15, and 4.3 D of the council bylaws. The changes will be forwarded to the council in January for approval in February.

Documents Distributed for the Meeting:

- 2020.1.05 Executive Agenda
- 2020.12.01 Executive Minutes
- 2020.11.03 bylaws review
- Draft council meeting agenda

RP/cw