

**Executive Committee**  
**Tuesday, March 2, 2021**  
**1 – 2:30 p.m.**  
**Microsoft Teams**  
**Meeting Minutes**

<b>Executive Committee Members Present:</b>	
Dennis Anderson (Disparities Elimination)	Larry McPherson (Council Co-chair)
Andrew Bauman (Planning and Allocations, Community Voices)	Lesla Nelson (Needs Assessment & Evaluation)
Cree Gordon (Council co-chair)	Tyrie Stanley (Planning and Allocations, Membership and Training)
James McMurray (Membership and Training, Community Voices)	
<b>Executive Committee Members Absent</b>	
Megan Mueller (Disparities Elimination)	
McKinzie Woelfel (Council Co-chair)	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Thuan Tran	Amy Miller
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Parliamentarian:</b>
Peggy Darrett-Brewer	Pat Reymann, Parliamentarian
<b>MCHACP Staff:</b>	
Carissa Weisdorf, Council Coordinator	Richard Puella, Administrative Assistant (minutes)

Quorum Present? **Yes**

**I. Welcome and introductions**

- Cree Gordon called the meeting to order at 1 p.m. and introductions were made.

**II. Review, approval of minutes from February 2 meeting and proposed agenda**

- The minutes were approved by unanimous consent.
- The proposed agenda was approved by unanimous consent.

**III. Council co-chair update**

- Larry McPherson introduced two action items.
  - **Action Item: Parliamentarian Election**
  - **Motion:** Larry McPherson moved to re-elect Patricia Reymann as Parliamentarian from April 1, 2021 – March 31, 2022. No Debate. **VOTE:** The motion passed unanimously.
  - **Action Item: Grievance Committee**
  - **Motion:** Larry McPherson moved to accept the Executive Committee’s recommendation, that three council members, one of whom is HIV positive, are elected to serve on the Grievance Committee. Their term will be March 1, 2021 – February 28, 2022 or until they are replaced by the council. No Debate. **Vote:** The motion was passed unanimously.

**IV. Collaborative Partners Understanding**

- Carissa Weisdorf mentioned that the Collaborative Partners Understanding document was emailed to everyone, and asked members to review the last paragraph, which describes the annual responsibilities with the understanding.
- Every year the Collaborative Partners Understanding is reviewed, and changes are made (if any), then agreed to.
- Carissa is unaware of any recommendation(s) for this year.
- Carissa went over the highlights of the Collaborative Partners Understanding.
- After review, the Minnesota Council for HIV/AIDS Care and Prevention (Council), Minnesota Department of Human Services HIV Supports Section (DHS) Hennepin County Public Health Ryan White Program (Hennepin County), and the Minnesota Department of Health, STD, HIV and TB Section (MDH), all agreed to the, "*Collaborative Partners Understanding*".

## V. Committee Reports

- **Membership and Training Committee**
  - No updates
- **Needs Assessment and Evaluation Committee**
  - Lesa Nelson provided an update on behalf of the Needs Assessment & Evaluation Committee (NA&E) and mentioned that Jacob Melson and Aaron Peterson are still working on data cleanup of the needs assessment survey.
  - The NA&E is planning to provide a data dashboard training to the council soon.
- **Planning and Allocations Committee**
  - Larry McPherson provided an update on behalf of the Planning and Allocations Committee (PAC).
  - **Action item: Annual Review of Service Standards**
- **Motion:** Larry McPherson moved to accept the Planning and Allocations Committee recommendation and approve the 2020 service standard review. No debate. **VOTE:** The motion was passed unanimously.
- **Disparities Elimination Committee**
  - Dennis Anderson announced that co-chair elections will be held this month and the committee is working to identify candidates interested in taking the co-chair seat for DEC.
    - James McMurray mentioned that Teresa Jones is interested in running for co-chair.
- **Community Voices Committee**
  - James McMurray mentioned that the CVC meeting will be next week on Monday, March 8, 2021 at 4pm.
  - He asked that a co-chair from each committee please attend.

- James and Cree reminded everyone to take the Health HIV survey and asked each co-chair to encourage their committee members to complete the survey.
- Carissa mentioned that the survey will close on Friday (3/12/21)

## VI. Recipient Reports

- **Part A:**
  - Thuan Tran provided the update on behalf of Part A.
  - The 2021 core medical expenditure waiver was granted.
  - Part A has applied for the no cost extension for COVID CARES funding.
  - The integrated HIV Prevention and Care Plan guidance will be released in June 2021, and the plan will be due in December 2022.
- **Part B**
  - No updates.
- **Prevention**
  - Peggy Darrett-Brewer provided an update for the committee.
    - In 2020 MDH Early Intervention Services (EIS) programs were awarded \$1,337,858 in COVID funding. MDH has spent \$811,212, roughly 66% of the award.
    - In 2020 the HIV testing and syringe service programs were awarded \$1,779,157 in Federal and State funding. MDH has spent \$1,650,636, roughly 93% of the award.
    - Some HIV programs were not able to perform HIV testing work due to the complications of learning to navigate the COVID-19 environment.
    - Cree Gordon asked if she knew how much testing dropped due to COVID.
    - Peggy did not have the numbers off-hand but would follow-up and get back to Cree.
    - Partner Services program was award \$220,500 and the program spent 100% of that funding.
    - The first quarter of 2021 EIS have now resumed testing at a reduced capacity.
    - MDH worked closely with grantees to develop best practices around HIV testing, one of which was HIV home testing.
      - Cree Gordon mentioned that the Youth and AIDS Projects (YAP) was one of the grantees who performed HIV home testing and noted that it went well.
      - They mentioned that incentivizing the test results yielded 100% of tests being returned.
      - Peggy asked if Cree if they thought the at-home testing decreases some of the stigma around testing.
      - Cree felt it did decrease the stigma and noted that a lot of young people of color used the at-home test because there wasn't a need to come

into a clinic and patients could get live help via Zoom or FaceTime for assistance performing the test.

- Peggy gave a vaccine update to help address the different phases of the vaccine distribution.
- There is a vaccine data page on the MDH website <https://mn.gov/covid19/vaccine/whos-getting-vaccinated/vaccinated.jsp>
- Minnesota is currently in phase 1A tier 3, which includes home health aides, PCAs, dentists and others who provide direct patient care.
- All Minnesotans are encouraged to use the COVID-19 connector (<https://mn.gov/covid19/vaccine/connector/connector.jsp>), that will alert you when you are eligible to receive a vaccine; connect you to resources to schedule a vaccine appointment; and notify you if there are vaccine opportunities in your area.

#### VII. Council Staff update and review council meeting agenda

- Carissa Weisdorf brought a request from a council member who asked that basic email etiquette is sent to the Council.
- Carissa presented a draft of, "*Council email standards*" and asked for feedback on the email etiquette:
  - Reply all is only necessary when conducting committee business by email. It is not appropriate to use reply all to indicate you received the email.
  - If you are unable to join a meeting for part of the time or the entire meeting, please email council staff directly. Do not reply all to an email to indicate you are or are not joining a meeting.
    - Cree suggested replacing the word "appropriate" with "necessary"
    - They also suggested to add a third sentence explaining how to reply vs reply all (icons).
    - Tyrie Stanley agreed with Cree and suggested email etiquette in the training manual or include this in the New Member Orientations.
  - Carissa asked if the committee felt the need to include a statement around interpersonal conflict. Cree agreed that it could be helpful to include a statement addressing interpersonal conflict.
- The committee reviewed and approved the Council meeting agenda.
- Carissa mentioned that the hard topics discussions was requested to be revisited and she had been asked to review the motion that postponed the hard topics discussion, but she could not find anything.
- Tyrie Stanley mentioned that there was a motion to suspend the hard topics discussion and resume the conversation at the next term, but this item became lost in the shuffle of the COVID -19 response.
- Before Carissa went on maternity leave, people were identified as facilitators, and two in-person facilitation trainings for those folks were planned.
  - Cree mentioned that the trainings never happened because COVID hit and everything went virtual.

- Larry McPherson mentioned that aside from the trainings, the plan and mechanism are in place and the council was getting ready to start having discussions.
- Larry felt since that things have been smoothed out regarding virtual meetings, the hard topics can be brought back to the table.
- Cree felt that the March meeting is light and easy and would be good for the new members to get acclimated to the virtual meetings and suggested finding time in April's agenda for the hard topics discussions.

**VIII. Review FY 2021 council and committee work plan**

- Carissa shared the FY 2021 workplan for all committees and council.
  - Carissa mentioned the Membership & Training has recommend trainings on Robert's Rule of Order for the council and asked for thoughts on when schedule those trainings.
  - Carissa and the committee agreed to have Carissa find a time on the agenda for the trainings.

**IX. Unfinished Business/New Business**

- No new business or unfinished business was discussed.

**X. Announcements**

- Tyrie Stanley mentioned that this year all the Membership & Training Committee members have signed up as mentors and asked if any co-chairs would like to be mentors to let council staff know.
  - Cree Gordon volunteered to be a mentor.

**XI. Adjourn**

- Cree adjourned the meeting at 2:18pm

**Meeting Summary:**

- The committee moved to re-elect Patricia Reymann as Parliamentarian and forwards the action item to the Council.
- The committee agreed to the criteria for the grievance committee and will forward the action item to the Council for selection.
- Heard reports from each standing committee, council co-chairs, recipients, and council staff.
- Drafted an email etiquette document that will be sent to the Council.
- Agreed to find time on a future council meeting agenda to revisit the hard topics discussions.

**Documents Distributed for the Meeting:**

- Proposed agenda
- February 2, 2021 meeting minutes
- Collaborative Partner Understanding
- FY 2021 Council & Committee work plan
- **Action Item:** Annual review of service standards
- Ryan White Standards Development Schedule for 2020-2021

**Documents Displayed at the Meeting:**

- **Action Item:** Parliamentary Election
- **Action Item:** Grievance Committee
- Draft council email standards
- Draft council meeting agenda

RP/ cw