

Executive Committee
Tuesday, April 6, 2021
1 – 3 p.m.
Microsoft Teams
Meeting Minutes

Executive Committee Members Present:	
Dennis Anderson	James McMurray (Membership and Training, Community Voices)
Cree Gordon (Council co-chair)	Megan Mueller (Disparities Elimination)
Larry McPherson (Council Co-chair)	Tyrie Stanley (Planning and Allocations, Membership and Training)
Executive Committee Members Absent	
Andrew Bauman (Planning and Allocations, Community Voices)	Lesa Nelson (Needs Assessment & Evaluation)
McKinzie Woelfel (Council Co-chair)	
Guests	
Brenda Senyana	Stephen Jensen
Calvin H. Hylton	Teresa Jones
Hennepin County (Part A) Representative:	
Jonathan Hanft	Amy Miller
MDH (Prevention) Representative:	
Peggy Darrett-Brewer	Pat Reymann, Parliamentarian
MCHACP Staff:	
Carissa Weisdorf, Council Coordinator	Richard Puella, Administrative Specialist (minutes)

Quorum Present? **Yes**

I. Welcome and introductions

- Larry McPherson called the meeting to order at 1 p.m. and introductions were made.

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

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

III. Council co-chair update

- Larry McPherson brought up the council's hard topics discussions and explained that these discussions are around personal and cultural issues that affect people living with HIV.
- He mentioned that the hard topic discussions had been approved by the council in early 2020 but were put on hold because of COVID-19. The council is now in a place to resume discussions.
- Carissa Weisdorf explained the next steps on implementation of the hard topics.
 - Determine who is interested in facilitating the hard topics discussions at the April council meeting.
 - Facilitators will then attend two trainings. One on designing and having a focused conversation. Second on facilitating dialogues on race and racism.

- These two trainings will be mandatory for facilitators to attend and will likely be in early May.
- To accommodate the hard topics discussions the council's meetings will be extended 30 minutes and will occur every other month.

IV. Committee Reports

- **Membership and Training Committee**
 - James McMurray provided the update on behalf of the Membership and Training Committee and introduced an action item.
 - **Action Item:** Committee co-chair election
 - **Motion:** James moved that the Executive Committee accept the Membership and Training's recommendation that Calvin Hylton and Stephen Jensen be elected to serve as co-chairs of the Membership and Training Committee. No debate. **VOTE:** The motion carried by unanimous consent and will be forwarded to the council for approval.
 - James mentioned that the Membership and Training Committee reviewed the meeting schedule against religious holidays and noted that the September Disparities Elimination Committee meeting falls on Yom Kippur. The Membership and Training Committee recommended that DEC cancel or reschedule their September Meeting.
- **Needs Assessment and Evaluation Committee**
 - No update
- **Planning and Allocations Committee**
 - No update
- **Disparities Elimination Committee**
 - Megan Mueller provided an update on behalf of the Disparities Elimination Committee and introduced an action item.
 - **Action Item:** Committee co-chair election
 - **Motion:** Megan moved that the Executive Committee accept the Disparities Elimination Committee's recommendation that Teresa Jones and Megan Mueller be elected to serve as co-chairs of the Disparities Elimination Committee. No debate. **VOTE:** The motion carried by unanimous consent and will be forwarded to the council for approval.
 - Megan noted that DEC received an End HIV MN update, and Sarah Schiele provided an update on Fast Track Cities.
- **Community Voices Committee**
 - James McMurray provided an update on behalf of the Community Voices Committee and introduced an action item.
 - **Action Item:** Committee co-chair election
 - **Motion:** James moved that the Executive Committee accept the Community Voices Committee's recommendation that Andrew Bauman and James McMurray be elected to serve as co-chairs of the Community

Voices Committee. No debate. **VOTE:** the motion carried by unanimous consent and will be forwarded to the council for approval.

- James mentioned that two additional meetings have been added for CVC.

V. Recipient Reports

- **Part A:** Jonathan Hanft provided the update on behalf of Part A.
 - Jonathan reported that the Part A grant award was received and noted that there was a slight decrease in funding and compared the funding from 2020 vs 2021. (below)
 - Jonathan pointed out that this was the first time a decrease in funding for Minority AIDS Initiative (MAI) has occurred.
 - Jonathan thinks the reason for the reduction is because other jurisdictions in the country had larger increases in HIV incidence and prevalence among communities of color than Minnesota.
 - Planning and Allocations will determine if and where funding will need to be reduced for services. He noted that because funding has been flat, administrative costs cannot be reduced.
 - Carryover funds have been approved and can be used to make up the difference.
 - Jonathan noted that HIV is considered an underling condition and people living with HIV are eligible for the COVID-19 vaccine.
 - The Hennepin Healthcare Foundation and the Minnesota Department of Health are working on a project that will track vaccinations among people with HIV to help maximize vaccination efforts.

Year	Formula	Supplemental	Total Part A (Not including MAI)	MAI	Total Part A (including MAI)
2020	\$3,671,511	\$1,810,358	\$5,481,869	\$384,317	\$5,866,186
2021	\$3,683,282	\$1,785,678	\$5,468,960	\$375,820	\$5,844,780
Increase/(Decrease)	\$11,771	\$24,680	\$12,909	\$8,497	\$21,406
% Increase/(Decrease)	0.3%	-1.4%	-0.2%	-2.3%	-0.4%

- **Part B:** Amy Miller provided an update on behalf of Part B.
 - Amy mentioned that Colleen Bjerke will provide a rebate update at next month’s council meeting.
 - Fred Ndip has been temporarily reassigned to work with the Governor’s office for the next several months. Colleen will be looking for a replacement for Fred on the Disparities Elimination Committee and will notify everyone when that replacement is determined.
- **Prevention**
 - Next update will be June.

VI. Council Staff update and review council meeting agenda

- Carissa Weisdorf noted that all co-chairs should have received a facilitation binder in the mail and walked through the contents of the binder with everyone.
- Megan Mueller noted that she did not receive her binder, and Richard Puella will send her out a new one.
- Richard noted that the iPads have been delivered and he will work one on one with those who are having issues with connecting or use of the iPads.
- Carissa walked through the April council meeting agenda and no changes were made.

VII. Unfinished Business/New Business

- No new business or unfinished business was discussed.

VIII. Announcements

- No announcements

IX. Leadership training for co-chairs

- **Carissa Weisdorf provided a training and presented, "Facilitation training for co-chairs April 6, 2021 Executive Committee meeting."**
 - Following the presentation, the committee was placed into breakout rooms to discuss the following question and a meeting scenario.
 - Think about a meeting recently that you facilitated or attended and describe a challenge and/or success.
- Due to time, the slide on conflict of interest management will be done next month.

X. Adjourn

- Meeting was adjourned at 3pm

Meeting Summary:

- The committee discussed resuming the hard topics discussion and agreed on next steps.
- The committee approved and forwarded the Membership and Training Committee's recommendation to elect Stephen Jensen and Calvin Hylton as co-chairs.
- Membership and Training recommended that DEC cancel their September meeting in observance of Yom Kippur.
- The committee approved and forwarded the Disparities Elimination Committee's recommendation to elect Teresa Jones and Megan Mueller as co-chairs.
- The committee approved and forwarded the Community Voices Committee's recommendation to elect Andrew Bauman and James McMurray as co-chairs.
- The committee received a facilitation training for co-chairs.

Documents Distributed for the Meeting:

- Proposed agenda
- March 2, 2021 meeting minutes
- Role of Executive Committee members
- **Action Item:** M&T co-chair election
- **Action Item:** DEC co-chair election
- **Action Item:** CVC co-chair election

Documents Displayed at the Meeting:

- Draft council meeting agenda
- Facilitation training for co-chairs April 6, 2021 Executive Committee meeting

RP/cw