

Executive Committee
Tuesday, May 4, 2021
1 – 3 p.m.
Microsoft Teams
Meeting Minutes

Executive Committee Members Present:	
Cree Gordon (Council co-chair)	Larry McPherson (Council Co-chair)
Calvin H. Hylton (Membership & Training)	Megan Mueller (Disparities Elimination)
Stephen Jensen (Membership & Training)	Lesa Nelson (Needs Assessment & Evaluation)
Teresa Jones (Disparities Elimination)	Tyrie Stanley (Planning and Allocations)
Executive Committee Members Absent	
James McMurray (Community Voices)	McKinzie Woelfel (Council Co-chair)
Hennepin County (Part A) Representative:	
Thuan Tran	DHS (Part B) Representative:
	Amy Miller
MDH (Prevention) Representative:	
Peggy Darrett-Brewer	MCHACP Parliamentarian:
	Pat Reymann, Parliamentarian
MCHACP Staff:	
Carissa Weisdorf, Council Coordinator	Richard Puella, Administrative Specialist (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 April 6 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 mentioned that the guidance for the integrated plan is expected in June.
- Six volunteers have stepped forward to serve as facilitators for the hard topics conversations, and the facilitation training will be scheduled for June.
- The planning council leadership has been invited to participate in a Planning CHATT webinar on June 9, 2021 at 2pm. Invitations and links to attend this event will be shared later in the month.
 - Carissa Weisdorf provided more detail on the webinar.
 - The Minnesota Council for HIV/AIDS Care and Prevention (MCHACP) was recommended by Emily Gantz McKay who provides technical assistance to planning councils. Emily felt that our planning council does a good job on the theme of the webinar (positive intentions).
 - Carissa encouraged everyone to sign up to receive Planning CHATT emails at <https://targethiv.org/planning-chatt/contact>.

IV. Committee Reports

- **Membership and Training Committee**

- Stephen Jensen mentioned that M&T Committee is drafting a policy and procedure around membership selection with one of two focused conversations with Ray Klahr held at last month's meeting. The second conversation is scheduled for this month.
- M&T plans to review the attendance policy using the same focused conversation method that is being used for membership selection policy.
- Tom Kennedy and Alfredo Rincon-Gonzalez have been removed from the council and their committees for attendance.
 - Peggy Darrett-Brewer asked if those who are asked to leave the council for attendance are given a survey asking why they do not attend meetings.
 - Carissa noted that Tom and Alfredo had previously indicated that a change in their work/school schedule conflicted with the meeting times of the council, but noted that every member who leaves the council regardless of the reason is given an exit interview survey.
- Thuan Tran asked if the exit interview which was created by Membership & Training was sent to Tom and Alfredo.
- Carissa confirmed that the exit survey was sent.
- **Needs Assessment and Evaluation Committee**
 - No update.
- **Planning and Allocations Committee**
 - PAC did not meet last month.
 - Andrew Bauman has resigned from PAC and the council.
- **Disparities Elimination Committee**
 - Teresa Jones mentioned that Sharai Sims provided an update on the Red Door focus summary results and presented, "*Black MSM Focus Group Ryan White Funded Presentation.*"
 - Thuan Tran presented the FY21 post grant award.
- **Community Voices Committee**
 - Carissa Weisdorf provided an update on behalf of the Community Voices Committee.
 - CVC has asked co-chairs from each committee attend at least the first part of the meeting to discuss what each committee is currently working on, as well as hear about the needs of consumers.
 - If co-chairs are available please attend the next CVC meeting on May 10, 2021 at 4pm.
 - The CVC will be holding a co-chair election since Andrew Bauman has resigned.
 - There will be standards input meeting for unaligned consumers at 2:30pm. Those who would like more information can reach out to Carissa at Carissa.Weisdorf@hennepin.us.

V. Recipient Reports

- **Part A:** Thuan Tran provided the update on behalf of Part A.

- A no cost extension was requested through the end of June 2022 for the building capacity to End the Epidemic in Part A jurisdictions grant.
- The no cost extension will be used to complete the community engagement and targeted HIV awareness campaign with three specific key populations, which include West and East African immigrants, and African American same gender loving men.
- Any unspent Part A COVID CARES funds will be reallocated to foodbank home delivered meals.
- There is a metro area HIV outbreak among individuals who inject drugs. Case definition had been revised at the end of March and now includes men who have sex with men (MSM) who inject drugs. Total case count as of April 30th is 67; 55 in Hennepin County and 12 in Ramsey County.

- **Part B:**
 - No update
- **Prevention:** Peggy Darrett-Brewer provided a few quick updates.
 - She reminded everyone that all Minnesotans over the age of 16 are eligible to be vaccinated. Everyone over the age of 16 can schedule an appointment at: <https://mn.gov/covid19/vaccine/find-vaccine/community-vaccination-program/index.jsp>
 - There are services available for those who are home bound and cannot make it into an vaccination site, folks can fill out the form at: <https://app.smartsheet.com/b/form/587a6bb0b7e94167b473983eca97fef8>.
 - Local Public Health has partnered with the Metro Transportation Department and configured buses to serve as mobile vaccination clinics. For those interested in more information and/or to fill out a request form please visit: <https://www.health.state.mn.us/diseases/coronavirus/vaccine/bus.html>.

VI. Council Staff update and review council meeting agenda

- Carissa Weisdorf noted that she will be finishing the conflict of interest management training from last month's meeting.
- She mentioned that within the binders that all co-chairs received, there is a handout with a committee list under the handout section of the binder. This list can be used during introductions, roll call votes and engagement. All the documents in the binder are available to download on the council's website at <http://www.mnhivcouncil.org/current-members.html>.
- Carissa thanked all of those who have completed the knowledge assessment tool and noted that 15 of 22 members have completed the assessment.
- The assessment will remain open for the remainder of the day for folks who would like to take it.
- For those who have not completed their conflict of interest form contact Carissa or Richard. In addition, the forms can also be found on the council website.
- Carissa then presented and reviewed the May 11 council meeting agenda.

- Pat Reymann will be providing a training on Robert's Rule of Order.
- There will be a quality management update for Part A & Part B.
- Robert Andrews will present his findings from a survey regarding Ryan White services during Open Forum.
- Carissa presented, "*Managing Conflict of interest*" and completed the training.
 - Stephen Jensen asked if there can also be a conflict of interest in committee meetings.
 - Carissa confirmed that yes, there could be a conflict of interest among any of the committee that deal with financial allocations or service standards.
 - Tyrie Stanley asked if it is possible to place those individuals with conflict of interest into breakout rooms on MS Teams rather than having them step off the meeting.
 - Carissa confirmed yes and she and Richard are exploring that feature.

VII. Unfinished Business/New Business

- Nothing was discussed.

VIII. Announcements

- No announcements were made.

IX. Parliamentary procedure training

- Pat Reymann provided a training on Robert's Rule of Order and presented, "*Effective Meeting Tips for Co-Chairs.*"
 - Stephen Jensen considered putting time on the Executive Committee agenda for all questions or concerns for Pat.
 - Pat mentioned that she is open to questions at any time.
 - Larry McPherson asked for tips on how to handle individuals who tend to excessively talk and monopolize the conversation.
 - Pat noted that it is the responsibility of the co-chair to interrupt and ask the individual to please allow others a chance to participate.

X. Adjourn

- Meeting adjourned at 2:35pm

Meeting Summary:

- Heard reports from each standing committee, council co-chairs, recipients, and council staff
- Completed the managing conflict of interest training
- Received a training on Robert's Rule of Order

Documents Distributed for the Meeting:

- Proposed May 4, 2021 agenda
- April 6, 2021 meeting minutes
- Role of Executive Committee members
- FY 2021 Council & Committee work plan

Documents Displayed at the Meeting:

- Managing conflict of interest
- Effective Meetings Tips for Co-Chairs