

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

Executive Committee Members Present:	
Stephen Jensen (Membership & Training)	Megan Mueller (Disparities Elimination)
Teresa Jones (Disparities Elimination)	Lesla Nelson (Needs Assessment & Evaluation)
James McMurray (Community Voices)	Jo Ann Vertetis (Community Voices)
Larry McPherson (Council Co-chair)	McKinzie Woelfel (Council Co-chair)
Executive Committee Members Absent	
Cree Gordon (Council Co-chair)	Calvin H. Hylton (Membership & Training)
Alissa Fountain (Needs Assessment & Evaluation)	Tyrie Stanley (Planning and Allocations)
Guests:	
Thomas Blissett	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Jonathan Hanft	Amy Miller
MDH (Prevention) Representative:	MCHACP Parliamentarian:
Peggy Darrett-Brewer	Pat Reymann, Parliamentarian
MCHACP Staff:	
Richard Puella, Administrative Specialist (minutes)	

Quorum Present? **Yes**

I. Welcome and introductions:

- McKinzie Woelfel called the meeting to order at 1:02 p.m. and introductions were made.

II. Review, approval of past meeting minutes and proposed agenda

- There were no objections to the proposed agenda.
- The minutes were approved by unanimous consent.

III. Council co-chair update

- Larry McPherson mentioned that the hard topics facilitation training on conducting a focused conversation was held and both Cree and Larry felt the training went well. It was suggested that the Executive Committee also participates in the training.
- Facilitation training on conversations around race and racism was held on July 23rd.
- Hennepin County can now have the option to use Zoom as a platform for meetings. However, after weighing the pros and cons between Zoom and MS Teams, the co-chairs felt that the council and committees should continue to use MS Teams.

IV. Committee Reports

- **Membership and Training Committee**
 - Provided by Stephen Jensen
 - He reported that the committee reviewed the policy and procedure for membership selection which will be finalized this month and will be presented to the Executive Committee and the council.

- The committee reviewed two applications and decided to interview the applicants.
 - McKinzie asked if there were enough people to cover the interviews.
 - Richard Puella noted that the interview schedule has interviewers scheduled for each month for the remainder of the fiscal year and will have adequate coverage.
- Reviewed attendance and selected committee members to contact members who missed meetings.

- **Needs Assessment and Evaluation Committee**
 - Provided by Lesa Nelson.
 - She reported that the committee reviewed data from the 2020 needs assessment survey.
 - McKinzie asked when the data from the needs assessment will be presented to the council.
 - Richard mentioned that Aaron Peterson provided a preliminary overview of the survey results and the video recording is posted to the council website for anyone interested.
 - The committee debriefed the data dashboard presentation.
 - The committee reviewed the results of the council and committee evaluation survey.

- **Planning and Allocations Committee**
 - Action Item: Carryover Proposal
 - Larry McPherson read the following rationale and recommendation to the committee.
 - Part A received a reduction in grant award funds for fiscal year 2021. In order to carry out the council's pre-award allocations plan for fiscal year 2021, the Part A recipient recommends using carry over funds to make up the deficit received in the actual grant award. Additionally, utilization for Outpatient/Ambulatory Health Services has increased in fiscal year 2021, possibly due to more people seeking health services after restrictions due to the COVID-19 pandemic were lifted and Food Bank/Home-delivered meals continues to be a fully expended service area and one that is highly ranked by the council. On July 15, 2021, the Disparities Elimination Committee received a proposal to allocate \$23,863 in unspent Part A MAI funds to Outpatient/Ambulatory Health Services for Hispanic and Latinx clients. The committee approved the proposal with an electronic vote of 5-0. On July 28, 2021, the Planning and Allocations Committee received the attached FY 2021 post award and carry over allocation proposal and approved it with a vote of 6-0.
 - The Planning and Allocations Committee recommends the council approve the attached FY 2021 post award and carry over allocation proposal. Since the

actual amount is to be determined, the committee approved proportional adjustments for any amount of carry over between \$150,000 and \$170,000.

- Jonathan Hanft provided the committee with the final amounts and provided the updated numbers to the committee.
- Carryover amount for outpatient/ambulatory health services will be \$23,854
- Carryover amount for home delivered meals will be \$90,000, and \$45,861 will go to food shelf.
- Total MAI carry over is \$23,854 and total Part A formula carry over is \$135,861.
- Pat Reymann mentioned that second is not required because it is coming from a committee.
- Larry McPherson asked if the recommendation needed to be changed to reflect the updated carryover amounts.
 - Jonathan pointed out that since the recommendation stated that, “the committee approved proportional adjustments for any amount of carry over between \$150,000 and \$170,000.”
 - Pat agreed that no changes are needed.
 - Richard placed all those with a conflict of interest into a breakout room.
- The Planning and Allocations Committee’s recommendation passes with a 6-0 vote. The recommendation will be forwarded to the council for approval.

Roll Call	Aye/No
Stephen Jensen	Aye
Teresa Jones	Aye
Larry McPherson	Aye
Lesa Nelson	Aye
James McMurray	Aye
Jo Ann Vertetis	Aye

- Action Item: FY 2022 pre-award allocations proposal with a waiver
- Larry McPherson read the following rationale and recommendation to the committee.
- In fiscal year 2021, Part A received a .4% reduction to their grant award from the previous year. Therefore, there is a slight reduction to service area allocations in the fiscal year 2022 proposal. The attached fiscal year 2022 pre-award allocations proposal with a waiver was developed with the following criteria based on the council’s [Resource Allocation Process](#):
Assumed flat funding – 2022 awards will be the same as in 2021.
Started with the council’s allocations plan that was submitted with the fiscal year 2021 grant application.
Reduced allocations to Medical Case Management: Treatment Adherence due to decreased expenditures and underspending by one provider in fiscal year

2020. The provider cited other sources of funding to pay for the service and the Ryan White HIV/AIDS Program is the payor of last resort. Reduced allocations to Food Bank/Home-delivered Meals because. Funding for this transactional service has been increased in previous allocations adjustments made by the council and, although the need for this service area is high, future allocation adjustments to supplant this decrease can be considered by the council during reallocations. On July 15, 2021, the Disparities Elimination Committee received the attached proposal for Part A MAI funds and the committee approved the proposal with an electronic vote of 5-0. On July 28, 2021, the Planning and Allocations Committee received the attached proposal for Part A and Part B funds and approved it with a vote of 6-0.

The Planning and Allocations Committee recommends the approval of the attached fiscal year 2022 pre-award allocations proposal with a waiver.

- The Planning and Allocations Committee’s recommendation passes with a 7-0 vote. The recommendation will be forwarded to the council for approval.

Roll Call	Aye/No
Stephen Jensen	Aye
Teresa Jones	Aye
Larry McPherson	Aye
Lesla Nelson	Aye
James McMurray	Aye
Jo Ann Vertetis	Aye
Megan Mueller	Aye

- **Disparities Elimination Committee**
 - Megan Mueller reported that Thuan Tran provided an MAI funding training.
 - The committee reviewed the MAI proposal and since the committee did not have quorum the proposal was voted on electronically.
- **Community Voices Committee**
 - James McMurray reported that the CVC had a meeting on July 12.
 - He mentioned that community members expressed concerns with the challenges on completing the Program HH application.
 - Brenda Senyana provided an update on the Positively Hennepin strategy and tactics.
 - The committee reviewed the results of the community engagement survey.

V. Review results of council and committee operations evaluation.

- Richard Puella presented the scored results of the council and committee evaluations.
- Richard pointed out several recurring themes in the evaluation which included:
 - Being talked over
 - Request for more data trainings.

- Stephen Jensen mentioned that these surveys are given and presented to the committee regularly, but nothing is ever done to address the concerns, and asked what can be done, particularly about the concerns around raising hands and being talked over.
- Peggy commented on how this information can be shared with any of the surveillance and Epi staff so they can revisit how to present data to people that have not had much experience with it.
 - Richard mentioned that he will bring this up with Carissa since council staff work closely with Jared and other data folks.
 - Peggy suggested adding materials to the new member orientation around data.
 - Richard mentioned that there is an epi presentation given at new member orientations. He also noted that the council recently had a data training on Epidemiological terms and the recording of that training is posted on the council's website under the trainings tab.
- Pat Reymann addressed the being talked over concern and mentioned that permission is needed from one of the co-chairs to speak and felt that co-chairs should not allow someone to be talking if they have not been given permission. She reminded the co-chairs that it is ok to interrupt someone who has not been given permission to speak and recognize the person who has asked for permission.
- Pat suggested reminding folks that members must seek recognition from the co-chairs before speaking.
- McKinzie suggested to remind folks at the next council meeting.
 - Larry agreed with McKinzie and mentioned that co-chairs will remind folks of the process.

VI. Recipient Reports:

- **Part A: Jonathan Hanft reported on the following:**
 - The FY 2020 Federal Financial report has been completed and he shared the final Part A expenditures table with the committee.
 - He noted that once the council approves the carryover proposal then the carryover request will be submitted.
 - Staff are in the process of preparing the 2022 grant application and mentioned that this is the first time the grant will be shifting to a 3-year cycle and will fund years 2022-2024.
 - Jonathan wanted to thank the members of the CVC and all of those who participated in Brenda Senyana's Positively Hennepin update.
 - Jonathan updated the committee on the future of Hennepin County's workspace which include meeting facilities. The "Future Ready Hennepin" plan lays out a general plan for a hybrid work environment between in person and remote work. The county is working on updating technology in meeting rooms to accommodate in person and remote participation.
 - There may be delays resuming in person meetings because of the increase of COVID – 19 cases (Delta variant).

- Stephen Jensen asked if the 2-year allocations process will change since the grant is moving to a 3-year cycle.
- Jonathan mentioned no it wouldn't change and the council still needs to make allocations adjustments based on awards received.

- **Part B:**
- No update from Part B.
- **Prevention:**
- Peggy noted that there was no official update but shared the Harm Reduction Specialist job bulletin and placed it in the chat.

VII. Council staff update and review council meeting agenda

- Richard asked those who have not completed the assessment of the administrative mechanism to please do so.
- The committee reviewed and approved the council meeting agenda.

VIII. Unfinished Business/New Business

- Nothing was discussed

IX. Announcements:

- Jonathan took a moment to welcome Thomas Blissett.
- Jo Ann announced that the Aliveness picnic will be on Friday, August 6, 2021.
- Larry announced that he will be hosting a community barbeque in Saint Paul on Saturday, August 7, 2021.

X. Adjourn:

- Meeting adjourned at 2:06 p.m.

Meeting Summary:

- Heard reports from each standing committee, council co-chair, recipients, and council staff.
- The committee approved the FY 2021 post award carry over allocation proposal.
- The committee approved the FY 2022 pre-award allocations proposal with a waiver.
- The committee reviewed the results of the council and committee operations evaluation.

Documents Distributed for the Meeting:

- Proposed August 3, 2021 agenda
- July 6, 2021 meeting minutes
- Summary of evaluation results
- Action item: FY 2021 post award carry over allocation proposal
- FY 2022 pre-award allocations proposal with a waiver

Documents Displayed at the Meeting:

- Draft council meeting agenda
- Scored results of the council and committee operations evaluation