**Minnesota Council for HIV/AIDS Care and Prevention**

**Tuesday, November 8, 2022**

**9 – 11 a.m.**

**Hybrid In-Person/Microsoft Teams Meeting**

**Meeting Minutes**

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| **Council Members Present:** |  |
| Joseph Amrhein | Larry McPherson |
| Charlotte Detournay | Rev. Jim Mitulski |
| Alissa Fountain | Lesa Nelson (council co-chair) |
| Megan Higdon | Jay Orne |
| Julian Hines | Doug Peterson |
| Calvin Hillary Hylton | Sarah Schiele |
| Annalise Jackson, RN, MSN, PH | Tyrie Stanley (council co-chair) |
| Stephen Jensen | Pat Reymann |
| McKinzie Woelfel (council co-chair) | Gage Urvina |
| **Council Members Absent:** |
| Antwon Davis | John Vener, MD |
| Angela Reed |  |
| **Community Members/Guests/Consultants:** |  |
| Verneice Acevedo, Community Member | James McMurray, Aliveness Project |
| Shea Amaro, DHS | Lizzie McNamara, Minnesota Management and Budget |
| Hannah Kass-Aten, MDH | Beatrice Meadows, OutFront MN |
| Danielle Brantley, Community Member | Darin Rowles, DHS |
| Heather Brooks, DHS | Cody Raasch, Hennepin County |
| Michael Grewatz, Aliveness Project | Tristian Sparks, Community Member |
| Aubrey Hagen, Hennepin County | Jo Ann Vertetis, Community Member |
| Kathryn Long | Bob Wickoren, Merck Pharmaceutical |
| Mary McCarthy, RAAN | Terri Wilder, SAGE |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| Josh Stillwell | Thomas Blissett |
| **MDH (Prevention) Representative:** | **MCHACP Parliamentarian**  |
| Peggy Darrett-Brewer | Pat Reymann |
| **MCHACP Staff:** |  |
| Carissa Weisdorf, Coordinator | Christine Ashley-Norberg (minutes) |

Quorum Present? **Yes**

1. **Call to Order, Welcome and Introductions**
* Tyrie Stanley called the meeting to order at 9:07 a.m. Introductions were made.
* Tyrie led the council in reading the Guiding Principles.
* The proposed agenda was reviewed and Tyrie said a community member requested time to speak during open forum.The agenda was approved as printed.
* The minutes from the October 11 meeting were reviewed and approved as printed.
1. **Integrated HIV Prevention and Care Plan** Lizzie McNamara presented ***Section V: 2022-2026 Goals & Objectives of the Integrated HIV Prevention and Care Plan.***
* Lizzie reminded the council that the integrated plan is a requirement for CDC and Ryan White funded agencies.
* The report was created in collaboration with the council, the Minnesota Department of Health (MDH), the Department of Human Services (DHS) and Hennepin County. The plan is for Minnesota as a state and the Minneapolis – St. Paul Transitional Grant Area (TGA).
* Lizzie asked meeting attendees for questions or feedback before the co-chairs will take a vote on submitting the letter of concurrence along with the plan.
* A council member asked if there are any items pertaining to people incarcerated in jails or prisons.
* Lizzie responded that there is a priority and objective about the lack of coordination between components of the system and that a lack of continuity of care for folks who are incarcerated.
* Noted in the objectives is that at least one county correction center has been identified as changing medication for people with HIV without physician or patient consult or consent. There is a recommendation to develop a rapid referral and eligibility process.
* A guest commented about speaking to older adults, not seeing them identified as a priority population, adding that 50% of all people with HIV are over 50 in the US, and by 2030 it will be 70%.
* Lizzie responded that most of the disparities found in the data are among young folks in Minnesota. There is some information in the new diagnosis by age in the situational assessment and is used in determining the priority populations.
* A council member said they really appreciate the multiple feedback sessions with the various committees.
1. **Action item:** Integrated HIV Prevention and Care Plan Letter of Concurrence
* **MOTION:** Lesa Nelson moved that the Minnesota Council for HIV/AIDS Care and Prevention submit a letter of concurrence signed by the council co-chairs for the Integrated HIV Prevention and Care Plan. The motion was seconded.
* **DEBATE:** There was no debate.
* **VOTE:** The motion passed with a vote of 14 ayes and 0 nos. The motion is adopted and the council will submit the letter of concurrence for the integrated plan.

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| **Name** | **COI?** | **Vote** |  | **Name** | **COI?** | **Vote** |
| Joe | Amrhein | N/A | Aye |   | Amy | Miller | N/A | Aye |
| Charlotte | Detournay | N/A | Not present for vote |   | Jim | Mitulski | N/A | Aye |
| Alissa | Fountain | N/A | Aye |   | Lesa | Nelson | N/A | Aye |
| Megan  | Higdon | N/A | Aye |   | Jay | Orne | N/A | Aye |
| Julian | Hines | N/A | Not present for vote |   | Doug | Peterson | N/A | Aye |
| Calvin | Hillary Hylton | N/A | Aye |   | Sarah | Schiele | N/A | Aye |
| Annalise | Jackson | N/A | Aye |   | Tyrie | Stanley | N/A | Abstain due to facilitation |
| Stephen | Jensen | N/A | Aye |   | Gage | Urvina | N/A | Aye |
| Larry  | McPherson | N/A | Aye |   | McKinzie | Woelfel | N/A | Aye |

1. **Recipient report**

**A. Part A** including expenditure report for ***Part A spending for FY 2022, Q1 – Q2.***Josh Stillwell and Cody Raasch, Hennepin County Ryan White Program provided the update.

* The HIV outbreak update was presented. As of November 1, there are 149 cases associated with the outbreak in the metro area and 27 in the Duluth area.
* They are waiting for the HRSA site visit report that includes 4 corrective actions and three strengths and best practices.
* They will be new Part A project officer beginning this month.
* Council coordinator candidate final interviews were concluded last week and should be hired soon.
* Cody Raasch presented the ***Part A Spending Quarterly Report by Service Area***.

**B. Part B: *Administrative Updates.*** Thomas Blissett*,* Minnesota Department of Human Services HIV Supports, provided an update.

* The non-compete continuation application is due November 18.
* Open enrollment has started, and they encourage anyone who is not insured, to connect with a benefits coordinator.

**C. Prevention:** Peggy Darrett-Brewer provided the Minnesota Department of Health’s (MDH) prevention update.

* MDH has hired one new disease investigator, Noah Schumacher, for the partner services unit.
* She provided a brief Request for Proposal (RFP) update. Due to the large number of proposals that were received, the funding decision has been extended for the MDH 2022 RFP, from the week of October 24th to the week of December 7th.
* There is an open position for a syphilis surveillance coordinator.
1. **Committee reports:** The ***Committee Report Summaries*** document was displayed.
	1. **Executive and Co-Chair Update:** Tyrie Stanley displayed the ***Executive Committee biennial review of the council bylaws.***
* Tyrie asked if any council members would like to discuss the change to the council co-chair structure.
	+ - The MDH-appointed co-chair position is no longer a requirement from the CDC so we will amend the council bylaws to remove this position. This would change the council leadership structure from three co-chairs to two co-chairs. The Executive Committee is asking for input from council members about the possibility of amending the bylaws to have a minimum of two, and up to three, council members serve as co-chairs of the council.
		- A member spoke up in favor of three council members serving as co-chair.
	+ Lesa Nelson presented the proposed amendments to the bylaws:
* Amend the third bullet point under Bylaw 1.1 by adding “; this includes the Statewide Coordinated Statement of Need (SCSN).” after “This plan defines short and long-term goals for organizing and delivering care and prevention services.”
* Amend the fifth bullet point under Bylaw 1.1 by striking out “recipients” and inserting “Part A recipient” and amend Bylaw 1.2 h. by striking out “and Part B”.
* Amend Bylaw 1.1 f. by adding “and other data available for the priority setting and resource allocation process.” after “Establish service area priorities for funding, based on needs assessment.
* Amend Bylaw 2.1 m. by striking out “Grantee under Part A of the Ryan White Act”.
* Amend the fifth bullet point under Bylaw 2.15 a. by striking out “$150” and inserting “$160”.
* Amend Bylaw 4.3 d. by inserting after the first sentence “Membership is limited to appointed council members.”
* The council reviewed the edits made to the council bylaws for clarification purposes.
* Edited Bylaw 1 to “Part B HIV Supports Section”.
* Edited Bylaw 1.2 g. to “Allocate resources only to service areas that have been prioritized.
* Edited Bylaw 2.11 to refer to Section 2.10, rather than 2.9.
* Edited Bylaw 2.14 to refer to Section 2.13, rather than 2.12.
	1. **Community Voices Committee**: Jo Ann Vertetis provided the update.
* The CVC had a meeting yesterday with a presentation and discussion about Program HH open enrollment.
* The discussion of Ryan White HIV/AIDS Program services was postponed until January.
	1. **Disparities Elimination Committee:** Sarah Schiele provided the update.
* Committee members met with Rainbow Health to talk about some of the mental health and substance use disorders supports that they provide and to get feedback from them. They will attend the next DEC meeting.
* The committee will hear from the state and Hennepin County about mental health services to look at a preview of the data around the disparities, as well as some reports from people on the ground about strategies that can be used.
	1. **Membership and Training Committee:** Calvin Hillary Hylton provided an update.
* The committee is proposing the election of an eligible candidate to assure reflectiveness and representation.
* **MOTION:** Calvin Hillary Hylton moved to recommend Danielle Brantley for membership to fill an unexpired term ending on February 29, 2024.
* **DISCUSSION:** Calvin said she is already serving on the CVC and so is well positioned to help move the council's work forward.
* The vote will be by ballot and the results announced at new business. Council members in the room received paper ballots and electronic ballots were sent to council members participating virtually.
	1. **Needs Assessment and Evaluation Committee:** Joe Amrhein presented the update.
* The committee met with a couple of individuals at the Plymouth correction institutions. Joe said the committee members provided them with some research that states that 20 to 25% of all people living with HIV in the US have passed through a correctional facility in the past year. And 40% of HIV positive prison releases had not accessed medical care by six weeks post release.
* Joe spoke with Dr. Rachel Silva and mentioned to her that that the committee is moving ahead with the automatic enrollment system with ADAP and she was very pleased to hear that.
	1. **Planning and Allocations Committee.**  The committee reviewed the committee recommendation **Action item: FY 2022 reallocations proposal**
	+ **MOTION:** Larry McPherson moved that the council reduce fiscal year 2022 Part A allocation to health education / risk reduction by $29,000 and increase fiscal year 2022 Part A allocation to medical nutrition therapy by $29,000.
	+ **DEBATE:**
* A committee member commented that during the Executive Committee meeting, Jonathan Hanft said the movement of funds was necessary because very little people have accessed the health education service and there is a greater need in medical nutrition therapy.
* A committee member commented that it's interesting that there are so few people coming to these health education / risk reduction groups.
* A participant commented that he believes that the underspent money is related to an open position at one of the agencies that does health education.
	+ **VOTE:** Aroll call vote was taken. Those with a conflict of interest abstained from the vote. The motion passed with a vote of 9 ayes and 0 nos. The reallocation proposal is adopted.

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| **Name** | **COI?** | **Vote** | **Name** | **COI?** | **Vote** |
| Joe | Amrhein | No | Aye | Amy | Miller | Yes | Abstain |
| Charlotte | Detournay | Yes | Abstain | Jim | Mitulski | No | Aye |
| Alissa | Fountain | Yes | Abstain | Lesa | Nelson | No | Aye |
| Megan  | Higdon | Yes | Abstain | Jay | Orne | Yes | Abstain |
| Julian | Hines | No | Not present for vote | Doug | Peterson | No | Aye |
| Calvin | Hillary Hylton | No | Aye | Sarah | Schiele | No | Aye |
| Annalise | Jackson | No | Not present for vote | Tyrie | Stanley | No | Abstain due to facilitation |
| Stephen | Jensen | No | Aye | Gage | Urvina | Yes | Abstain |
| Larry  | McPherson | No | Aye | McKinzie | Woelfel | No | Aye |

1. **Council staff report:** Carissa Weisdorf provided the report.
* World AIDS Day is Thursday, December 1. In a planning meeting they decided that due to being short staffed and the short timeline it is not the year to do a council event
* They are planning for next year and would like to invite a good speaker. They would like to find a dynamic speaker to talk about HIV care and prevention and any topics related to the community. Carissa asks the members to share ideas with her or your council co-chairs and we can start planning for next year.
* Recruitment is ongoing for council vacancies, so if members know folks in your agencies or your networks who are thinking about applying to the council, please encourage them to get their application in.
* The deadline would be by the end of the year for anybody to get their application in.
* There are 5 possibly 6 interviews scheduled for next Friday.
1. **Unfinished Business / New Business**
* The results of the membership election were read.There are 11 in favor and 0 opposed to elect Danielle Brantley to the council. The affirmative has it, the motion is adopted, and Danielle will fill the unexpired term until February 20, 2024.
* A committee member brought up a discussion of the hard topics conversations. Since there are new members and it's been a while since the process was utilized, the member asked if others would also like to address the process.
* Carissa Weisdorf explained that the council members developed the hard topic conversations to have the opportunity to speak amongst themselves about topics relevant to the HIV community that can help address disparities in our HIV prevention and care systems. The process has parameters in place to ensure that everybody had equal speaking time that all voices were heard. Facilitators are trained to use a focused conversation method, and facilitating conversations about race and racism, so people feel comfortable to share their personal experiences without fear of judgment or stigma.
* A committee member stated that training makes sense but there is an element of red tape if the committee selects what should be presented. There is a need for somebody to come forward and say they want to do this topic.
* A member suggests that they bring everybody back to the table and go back through this process. This would make sure everyone understands that if they choose to participate in the process they understand it.
* A committee member suggests that changing the name would make it more inviting.
* A member asked if it makes sense to convene the group of facilitators to tweak the hard topics process how we want to move forward with it.
* A member asked how many facilitators are left on the council that have been through the training. There are currently five facilitators.
1. **Open Forum:**
* Beatrice Meadows from OutFront Minnesota attended to tell the council about a partnership with the Aliveness Project and the CDC to distribute 1000 HIV test kits for free to underserved populations in the Minneapolis metro area.
* A committee member commented that they could distribute kits at some of the bars at night where the people would be interested in taking them home because there is some stigma about going to the social service agencies.
* A committee member asked is there is a possibility of collaboration in Greater Minnesota. Also, for those who are ashamed or lack transportation are there options so they don’t fall through the cracks?
* Beatrice said research shows that being able to mail kits to people is great, but she does not know if they have the capacity to do that. She is able to bring a test kit to someone in her car if needed. She asked for ideas for ways that they can be out where people are and hand them a kit in a discrete manner.
* A guest asked how she feels about coming into the community that is 55 plus.
* Beatrice replied that the main target demographic is making sure that we are reaching queer people everywhere and are all ages. They are open to any partnership.
* A member stated that the two main groups that are experiencing an outbreak right now are encampment related folks and MSM that inject. They can chat about how to get some of these tests to the chemsex community that is particularly at risk for HIV.
1. **Announcements**
* Terry Wilder with Sage announced they are hosting a HIV and aging policy discussion on December 8 at 2:00 p.m. She can provide flyers that have a link in case folks are interested in learning more about HIV and aging policy issues, both at the national level and state level.
1. **Adjourn:** Tyrie Stanley adjourned the meeting at 10:55 a.m.

**Meeting Summary**

* Lizzie McNamara presented to the council the Goals and Objectives of the HIV Prevention and Care Integrated Plan.
* The council voted in favor of a motion to submit a letter of concurrence signed by the council co-chairs for the integrated HIV Prevention and Care plan.
* Cody Raasch presented the Part A Expenditure Report FY 2022, Q1 – Q2
* The council reviewed proposed amendments to the council bylaws with the intent to vote on them at the December 13th council meeting.
* The council voted in favor of the PAC proposal to reduce fiscal year 2022 Part A allocation to health education / risk reduction by $29,000 and increase fiscal year 2022 Part A allocation to medical nutrition therapy by $29,000.
* The council voted in favor of the membership recommendation for Danielle Brantley to fill an unexpired term ending on February 29, 2024.

**Documents distributed before the meeting:**

* Agenda for November 8, 2022 Meeting
* October 11, 2022 meeting minutes
* **ACTION ITEM:** Integrated Prevention and Care Plan
* Integrated HIV Care and Prevention Plan 2022-2026 draft for Council review
* Council Expenditure Report FY2022 Q1-Q2
* November 8 Committee Report Summaries
* Executive Committee Review of the Council Bylaws
* **ACTION ITEM:** New Membership Election
* **ACTION ITEM:** Part A Reallocation Proposal
* Part A Reallocation Proposal

**Additional documents displayed during the meeting:**

* MCHACP Elements of Hard Topic Discussions

**CAN/cw**