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

**Tuesday, January 10, 2022**

**9 – 11 a.m.**

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

**Meeting Minutes**

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| **Council Members Present:** |  |
| Joseph Amrhein | Doug Peterson |
| Danielle Brantley | Angela Reed |
| Charlotte Detournay | Sarah Schiele |
| Calvin Hillary Hylton | Tyrie Stanley (council co-chair) |
| Annalise Jackson, RN, MSN, PH | Gage Urvina |
| Larry McPherson | John Vener, MD |
| Amy Miller | McKinzie Woelfel (council co-chair) |
| Lesa Nelson (council co-chair) |  |
| **Council Members Absent:** | |
| Antwon Davis | Julian Hines |
| Alissa Fountain | Stephen Jensen |
| Megan Higdon | Jay Orne |
| **Community Members/Guests/Consultants:** |  |
| Shea Amaro, DHS | Emily Petran, MATEC |
| Nyonbeor Boley, Community Member | Cody Raasch, Hennepin County |
| Michael Grewatz | Darin Rowles, DHS |
| Hannah Kass-Aten, MDH | Josh Stillwell |
| Allison LaPointe, MDH | Jo Ann Vertetis, Community Member |
| Kathryn Long | Carissa Weisdorf |
| Trillian Patneau, DHS | Amy Yang |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| Jonathan Hanft | Thomas Blissett |
| **MDH (Prevention) Representative:** | **MCHACP Parliamentarian:** |
| Peggy Darrett-Brewer | Pat Reymann |
| **MCHACP Staff:** |  |
| Audra Gaikowski, Coordinator | Christine Ashley-Norberg (minutes) |

Quorum Present? **Yes**

1. **Call to Order, Welcome and Introductions**

* Tyrie Stanley called the meeting to order at 9:10 a.m. Introductions were made.
* The minutes from the December 13 meeting were revised to include Danielle Brantley as a council member. The revised minutes were approved.
* The proposed agenda was reviewed and approved as printed.

1. **Recipient reports.**

**A.** **Part A** *Jonathan Hanft, Hennepin County Ryan White Program*

* The HIV outbreak update was presented. There are 154 cases associated with the outbreak in the metro area, and 32 in the Duluth area.
* To get approval for carryover of unspent funds from this year into next year, an unobligated balances and carryover request estimate of underspending report was submitted to HRSA. The underspending amount is projected to be just under $400,000, partially due to underspending of the administration and quality management funds. The final fiscal year 2022 expenditures will be known by the end of June 2023.
* Jonathan displayed ***FY 2023 Appropriations for Federal HIV/AIDS Programs*** and gave a federal appropriations update.
* A council member asked who determines the appropriations amount for Ryan White.
  + Jonathan responded that it is determined by Congress.
* The annual Early Identification of individuals with HIV/AIDS (EIIHA) Stakeholder meeting takes place on January 12, 2023, 9:00-11:00 @ the Aliveness Project and virtually on Microsoft Teams. Audra will share a flyer with a link to register for the meeting in her follow-up email.
* There is a new Part A project officer and Council Co-Chairs, Jonathan and Audra will have an introductory meeting this Wednesday, January 11, 2023.
* The Council Administrative Specialist position will be open to anyone in the community to apply. Interviews for the Part A HIV Services Grant Supervisor position will start this week. The Quality Management Coordinator position will be open next week for internal transfer. If there are no applicants, it will be posted for open competitive.

**B. Part B.** *Thomas Blissett, Minnesota Department of Human Services HIV Supports*

* In State Fiscal Year (SFY) 2022 DHS HIV Supports earned significantly less rebate revenue than forecasted and has very high (non-ADAP) program expenditures.
* These variances in SFY 2022 means that the long-standing accumulated rebate will be expended earlier than forecasted.
* DHS has had to implement a significant funding decrease with MDH, reducing their budget to $1.6 million annually.
* DHS also had to implement a significant funding decrease to rebate funding passed to Hennepin County, reducing their upcoming grant, starting April 1, 2023, to $3.2 million.
* DHS completed their Noncompeting Continuation Part B Application (NCC) and has discussed the status of rebate resources with their Project Officer.
* Centralized Eligibility (CE) governance documents are now complete. The project team is continuing working on technical elements to prepare us for CE.
* ADAP/Program HH 2023 Open Enrollment season is near complete.
* The Eligibility Specialist position closed 01/03/2023 and interviews will start in the next 1-2 weeks. The process to backfill the Insurance Specialist role is still ongoing.
* All Part B Providers spending plans have been submitted to DHS.
* DHS is currently planning for the Annual Site Visit with Part B Providers. Part B Site visits will be conducted in March and April of 2023.
* DHS is currently reviewing how units of service are captured into CAREWare so that DHS can better report client level data to the community.
* The END HIV MN sponsor team, including DHS and MDH leadership, will be meeting in January to review the tactics and activities in the refreshed plan.
* Minnesota’s Strategy to End HIV Performance Report 2019-2022 is now available.

**C. Prevention:** *Peggy Darrett-Brewer, Minnesota Department of Health (MDH)*

* The prevention unit has been setting up grantee orientations and meetings as funds are encumbered for new grantees and closing out current prevention grantees.
* Reports to CDC around the STD and HIV grants are upcoming. Peggy will give a full programmatic and financial report for the year 2022 in the March MCHACP meeting.
* For the March council meeting, Peggy will be joined by the HIV testing coordinator and the syringe services programs (SSP) harm reduction person to do presentations on those programs, as well as a financial report.
* MDH will be hiring the HIV STD perinatal nurse to work with the FIMR board and congenital syphilis board.

1. **Committee reports:**

**Executive and Co-Chair Update.**

* The document ***January 3, 2023 Executive Committee biennial review of the council bylaws*** was displayed and five proposed bylaw amendments were reviewed with council members. The council will vote on them at the next council meeting. Additionally, the Executive Committee made edits to the bylaws which are included in the document.
* Lesa Nelson stated the Executive Committee forwards 8 action items for bylaw amendments today. The document ***January 10, 2023 Action Items for Bylaw Amendments*** was displayed.
* **Action item:** Bylaw amendment 1.2 b.
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the third bullet point under Bylaw 1.2 b. by inserting “to participate in a comprehensive engagement process.” After “Identify and collaborate with appropriate stakeholders in HIV prevention and treatment planning.”
* There was no discussion.
* **Vote:** The motion passed with a vote of 12 ayes and 0 nos.
* **Action item:** Bylaw amendment 2.8
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the third bullet point under Bylaw 2.8. by striking out “Members are required to attend 50% of meetings and cannot miss three consecutive regularly scheduled meetings in a rolling calendar year to maintain membership on the council.” and inserting “Members will automatically receive an attendance warning letter if they accrue:
  1. Two consecutive absences at regularly scheduled council meetings; or
  2. Two consecutive absences at regularly scheduled meetings of their assigned committee; or
  3. Six total absences from their assignments during the most recent 12-month period.
* There was no discussion.
* **Vote:** The motion passed with a vote of 12 ayes and 0 nos.
* **Action item:** Bylaw amendment 2.10
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the third bullet point under Bylaw 2.10 by striking out “If a member accrues two consecutive absences, or five total absences during the most recent twelve-month period, whether it is from the full council or their assigned committee meetings, they will automatically receive a warning letter. If a member misses three consecutive meetings, or six total absences during the most recent twelve-month period, they will automatically be removed from the council.” and inserting “Members will be removed from the council if they miss:

1. 3 consecutive regularly scheduled council meetings; or
2. 3 consecutive regularly scheduled meetings of their assigned committee; or
3. A combination of 7 council and committee meetings in the most recent 12-month period”

* There was no discussion.
* **Vote:** The motion passed with a vote of 12 ayes and 0 nos.
* **Action item:** Bylaw amendment 3.1

**MOTION:** Lesa Nelson read the action item rationale and moved to amend the third bullet point under Bylaw 3.1 by striking out “two community chairs” and inserting “a minimum of two, and up to three, council members serve as co-chairs of the council.”

* There was no discussion.
* **Vote:** The motion passed with a vote of 11 ayes and 0 nos.
* **Action item:** Bylaw amendment 3.1
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the third bullet point under Bylaw 3.1 by striking out “The representative of MDH on the council shall serve as a third chair in accordance with the requirements of a CDC HIV planning guidance, and shall be appointed by MDH’s STD/HIV/TB Section Manager. The term limit of the MDH appointed chair shall be at the discretion of the appointing authority.” and striking out Bylaw 3.4 Roles of the MDH Appointed Co-Chair.
* There was no discussion.
* **Vote:** The motion passed with a vote of 11 ayes and 1 no.
* **Action item:** Bylaw amendment 4.2 a.
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the third bullet point under Bylaw 4.2 a. by inserting “Council members who wish to participate on additional committees may do so. They are eligible to vote on issues brought before a committee once they have satisfied the committee’s membership requirements for community membership.”
* There was no discussion.
* **Vote:** The motion passed with a vote of 9 ayes and 0 nos.
* **Action item:** Bylaw amendment 4.2 b.
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the third bullet point under Bylaw 4.2 b. by striking out “members” and inserting “council members and will need to regain their voting rights on their committee if they miss three consecutive meetings or seven meetings in the most recent 12-month period”.
* There was no discussion.
* **Vote:** The motion passed with a vote of 10 ayes and 0 nos.
* **Action item:** Bylaw amendment 5.1
* **MOTION:** Lesa Nelson read the action item rationale and moved to amend the third bullet point under Bylaw 5.1 by inserting “and excludes any member who is on a leave of absence.” after “A quorum is defined as one-third plus one of the seated membership.”
* There was no discussion.
* **Vote:** The motion passed with a vote of 9 ayes and 0 nos.

**Community Voices Committee (CVC).** Danielle Brantley provided the update.

* The last meeting was on Monday, January 9th from 4-6pm at the Aliveness Project.
* The committee is in discussion to plan a World AIDS Day breakfast on December 1, 2023.

**Disparities Elimination Committee.** Sarah Schiele provided the update.

* DEC received a presentation on Cope Mental Health Emergency services.
* Planning for mental health and psychosocial support services forum to take place in May during Mental Health Awareness month.

**Needs Assessment and Evaluation Committee**. Joe Amrhein provided the update.

* The committee is conducting their Biannual Council and Committees Operation Evaluation. Audra will send an evaluation link to Council members in her follow up email.

**Membership and Training Committee.** Calvin Hillary Hylton provided the update.

* Two interviews for council membership for the upcoming term starting on March 1, 2023 were conducted.
* The committee discussed recent interviews.
* Committee member attendance was reviewed, and committee members were selected to contact council members who had missed meetings.
* The committee is seeking applications from people who fill the following vacancies:
  + Hospital planning agency or health care planning agency
  + State Medicaid agency

**Planning and Allocations Committee**

* Did not meet.

1. **Midwest AIDS Training and Education Center (MATEC) Update.** Emily Petran presented an update.
2. **Council staff report:** Audra Gaikowski provided the report.

* Annual co-chair election will take place at the February council meeting.
* Committee co-chair elections will take place in the March council meeting.
* Jim Mitulski accepted a pastor position in Oakland, California, and will be moving on January 17. Jim has resigned from serving on the council.
* February is last meeting of the fiscal year and there are 5 members terming off. There will be a recognition of 5 council members terming off at the February MCHACP meeting.

1. **Unfinished Business / New Business**

* Larry McPherson asked Pat Reymann, Parliamentarian, if there needs to be a motion made about changing the “hard topics discussions” to “council conversations”. Pat said that it should be discussed and motioned in the Executive Committee meeting to remove hard topics conversations from the Minnesota Council for HIV/AIDS Care and Prevention work plan and voted by the Council in the February MCHACP meeting.
* **MOTION:** John Vener moved to have a speaker on aging and AIDS at the February council meeting and extend the meeting by 30-60 minutes to include a council conversation. The motion was seconded.
* **Discussion:** Joe Amrhein discussed the option of inviting members of the public for a presentation in the evening.
* Two council members said to have it for the council first and then open the conversation up to the broader community, and perhaps have this be an event with the Community Voices Committee.
* **Vote:** The motion passed with a vote of 8 ayes and 0 nos.

1. **Open Forum.** There was no open forum.
2. **Announcements**

* DHS monthly provider connection meetings will include MCHACP announcements in a scrolling message.
* Pay Reymann announced the MN State Association of Parliamentarians Annual Seminar will be on Jan 28th via Zoom meeting format. The $15 registration fee can be paid by the council.

1. **Adjourn:** Tyrie Stanley adjourned the meeting at 11:01 a.m.

**Meeting Summary**

* The council amendments to council bylaws
  + **Action item:** Bylaw amendment 1.2 b. was adopted.
  + **Action item:** Bylaw amendment 2.8 was adopted
  + **Action item:** Bylaw amendment 2.10 was adopted
  + **Action item:** Bylaw amendment 3.1 was adopted
  + **Action item:** Bylaw amendment 3.1 was adopted
  + **Action item:** Bylaw amendment 4.2 a. was adopted
  + **Action item:** Bylaw amendment 4.2 b. was adopted
  + **Action item:** Bylaw amendment 5.1 was adopted
* MATEC attended to provide an update on their work as a Part F funded AIDS Education and Training Center.

**Documents distributed before the meeting:**

* December 13, 2022 Meeting Minutes
* January 10, 2023 Agenda
* January 10 Committee Report Summaries
* 2023.01.03 Executive Committee Review of the Council Bylaws
* ACTION ITEM: 2023.01.03 Action Items for Bylaw Amendments
* Part B Council Update
* 2022 EIIHA Flyer

**Additional documents displayed during the meeting:**

* Part A Update
* FY 2023 Appropriations for Federal HIV/AIDS Programs
* Part B Council Update (Revised)
* MATEC MN Council Presentation January 2023
* Parliamentary Seminar Notice 2023

**CN/ag/cw**