

**Minnesota HIV Services Planning Council Meeting**  
**July 9, 2013**  
**9:00am – 12:00noon**  
**Health Services Building, Room L15**  
**525 Portland Ave S, Minneapolis**  
**Minutes**

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**Council Members Present:**

Darin Rowles	Hank Jensen (Council Co-Chair)
Sokun Bobson	Lesa Nelson
Al Fredrickson	Tom Bichanga
Kris Hammes (Council Co-Chair)	Scott Bilodeau
Andy Ansell	Winston Cavert
Debbie Gazett	Loyal Brooks
Michael Brooks	Valentine Momo
Jonatan Gudino	Joan Carchedi

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**Council Members Absent:**

Mike Behl	Michele Boyer
Skye Davis	Mary Gulley
Bashir Hers	Ami Lazo
Rob Pioli	Craig Schmidt
Shanasha Whitson	

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**Guests/Consultants:**

Susan Palchick - Hennepin County	Alisa Johnson - Hennepin County
Karin Sabey – HCMC (community member)	Monica Yugu – Children’s Hospital and Clinics

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**G-HAT:**

Rob Kacheroski – DHS	Jonathan Hanft - Hennepin County
Thuan Tran - Hennepin County	Sheila Murphy – Hennepin County
Nick Metcalf – DHS	

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**Planning Council Staff:**

Tim Sullivan	Wendi Johnson (minutes)
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Quorum Present? **Yes**

**I. Call to Order**

Hank stated he would be presiding and called the meeting to order at 9:11 am.

**II. Lighting of the Candle**

Andy lit the candle for the Red Ribbon Ride. The ride starts next Thursday and is a 3 day, 400 mile bike ride that raises funds for HIV service providers. This is the 11<sup>th</sup> year of the ride.

**III. Welcome and Introductions**

Introductions were made.

**IV. Consideration and Approval of Proposed Agenda**

The agenda was approved by unanimous consent.

**V. Review and Approval of June 11, 2013 Minutes**

The minutes were approved by unanimous consent.

**VI. Co-Chair Update**

- A. Kris and Hank will be attending a joint planning training in August and will report back to the full Council.
- B. Kris will be attending the US Conference on AIDS and will report back to the full Council.

- C. Meeting Guidelines – Hank asked that the Council review the guidelines which are printed on the back of the agenda and posted on the projector. The Co-Chairs plan to review several of the guidelines at each meeting to keep them present in member’s minds.

**VII. Part A, Jonathan Hanft, Hennepin County**

Jonathan distributed a document titled *Part A Update July 9, 2013*.

- A. HSPHD Reorganization – Susan Palchick and Alisa Johnson attended the meeting to discuss the organizational changes at Hennepin County. Ryan White used to be part of the Human Services and Public Health Department (HSPHD) but Public Health has now been put into a new Health line of business. This change will help with collaboration across County programs. Operationally, Health is still under HSPHD for contracts and other centralized functions. Susan is the Public Health Director. Alisa Johnson is the Service Area Manager for Public Health Protection & Promotion. She will be working to start up some new programs and initiatives.
- B. Notice of Grant Award – Part A has received their notice of grant award. Jonathan referenced a document titled *Part A Grant Awards: 2013 vs. 2012*. The award was reduced by 4.6%.
- C. 2012 4<sup>th</sup> Quarter Expenditure Report – Jonathan distributed a document titled *Ryan White Combined Parts A & B and Federal Rebate Spending*. This document was handed out last month but there was not enough time to review it. 98% of Part A funds were spent and all of Part B funds were spent. Questions/Comments:
- Hank asked if this is the final report for last grant year. Jonathan said this is the final document for Part A but Part B may have small adjustments because there are still invoices coming in.
- D. FY2012 Part A Expenditures, Unobligated Balances and Carryover – Jonathan distributed a document titled *2012 into 2013 Carry Over*. Questions/Comments:
- Al asked why all of the MAI carry over is going to Medical Case Management (MCM). Jonathan said MCM and Outpatient/Ambulatory Medical Care are both funded by MAI. There has been underspending in Primary Care so it doesn’t make sense to allocate carry over funding to it.
  - Kris asked if HRSA has the option to keep any unspent funds. Jonathan said they could but they have never done this.
  - Darin asked if the carry over request is included in the allocations proposal to be considered today. Jonathan said carry over money is not included in the allocations plan to be considered later today.
  - Jonatan asked about the core medical services waiver and why the MAI funds are only going to MCM and Primary Care. Jonathan said these are the service areas the Council allocated the MAI funds to.
- E. 2014 Appropriations – Jonathan distributed a document titled *AIDS Budget and Appropriations Coalition*. This document shows how federal HIV funds have been allocated over the years.

**VIII. Part B Update, Andy Ansell, DHS**

Andy distributed a document titled *Part B Update*.

- A. Notice of Grant Award – Part B has received their notice of grant award. Overall DHS received a 3.5% decrease. Questions/Comments:
- Loyal asked why MAI received an increase. Jonathan thinks it is because the incidence among people of color (specifically African American MSM) has gone up.
  - Jonathan said Ryan White funding is not keeping up with prevalence.
  - Winston asked if the coalition’s recommendations are often far off from the appropriations. Jonathan said yes but the gap is increasing at a much faster rate.

**IX. Committee Reports**

The Council received a document titled *Committee Report Summaries*

- A. Community Voice –
- a. The committee met in April to provide feedback on the Medical Case Management standards update. There is another meeting set for July 25<sup>th</sup> to go over the changes made based on community feedback. All HIV+ Council members are encouraged and welcome to attend. Questions/Comments:

- Hank asked how long the MCM standards update document is. Thuan said it is about 40 pages and he will be sending it out prior to the July 25<sup>th</sup> meeting.
- B. Executive – no verbal update.
- C. Needs Assessment & Evaluation – no verbal update.
- D. Operations –
  - a. Action Item: Membership Recommendations – **MOTION:** The committee recommended Krissie Guerard, Michael Hargrave, and Carol Backstrom for Council membership and a second is assumed. Paper ballots were distributed and all three candidates were approved for membership unanimously with a vote of 15-0. Michael's term begins immediately, Carol's term begins August 1<sup>st</sup>, and Krissie's term begins October 1<sup>st</sup>. All terms end on February 28, 2015.
- E. Planning & Priorities –
  - a. Action Item: FY2013 Post Award Allocations Proposal – The committee met last week to review the post award allocations proposal. **MOTION:** The committee forwarded the allocations proposal for consideration. A second is assumed. The Council took a break to consider the proposal.

**Kris stated he would be presiding for the remainder of the meeting**

**X. Continued Discussion of FY2013 Post Awards Allocations Proposal**

The Council continued review of the post awards allocations proposal. Questions/Comments:

- Jonathan reviewed the Council's process, developed by the Planning & Priorities committee several years ago, for allocating funds when there is a funding reduction.
- Hank asked if the allocations proposal takes reallocation into account. Jonathan said no, the proposal always goes back to the base allocation from the previous year.
- Jonathan reviewed the services where there was underspending last year.
- Tim asked Jonathan to note the error on the document distributed at the Planning & Priorities committee. Jonathan said there was an error in the Health Insurance Premium line item and it has been fixed.
- Andy gave a synopsis of the proposal discussion that took place at the Planning & Priorities committee. Since the committee came up with the funding reduction guidelines this proposal truly is the Council's proposal and not the grantees proposal.
- Loyal commended the Council for putting plans in place to allocate funds in times of unknowns and funding shortfalls.
- Darin asked about the reduction to EFA. Last year it was 100% spent and received a 4% cut. Outreach, in contrast, was underspent by \$31,000, but is receiving a 7% cut. Jonathan said step two in the process is to reduce a service area by their underspending. The cut to EFA is proportional to the cuts made to the other service areas.
- Karin said the expenditure report under Quality Assurance are not named the same and the dollar amounts don't match. She thinks this makes the reports difficult to read and match up.
- Lesa asked why there would be underspending. Tim said some areas are heavy on staff costs and there could be vacancies and it is hard to make up that money. Other services may have lower utilization than expected. This means some service areas are very easy to predict spending and others fluctuate. Jonathan added that reallocation helps with some of this underspending.
- Hank asked why we don't consider reallocation as part of the allocations proposal. Tim said the allocation/reallocation process for last year was different because the award was so late which means that reallocation was considered.
- Kris restated the motion on the table that the allocations proposal be accepted as presented. Discussion:
  - Tim reminded the Council that this document is based on the allocations plan they approved. If money is recommended to be shifted to another service area then that money will need to come from another service area
  - Andy said the Planning & Priorities committee discussed several line items and considered moving less than \$15,000 but later realized that there are opportunities for reallocating smaller amounts of money when the need presents itself.

- Al asked about the Mental Health Service area. There is over spending from last year but they are looking at a cut this year. Andy said the way billing for the Mental Health Services works is a fee for service and providers have 12 months from the appointment to bill.
- Debbie asked if the \$15,000 from Outreach could go back to EFA and Food Bank to reduce the impact to those services. Tim said the underspending from Outreach has already been taken away.
- Al asked about Substance Abuse – Outpatient because they were underspent last year but will be receiving an increase because of carry over funds. **AMENDMENT:** Al made an amendment to cut \$2200 from Substance Abuse – Outpatient services and move it to Legal services. Loyal seconded the motion. Discussion:
  - Jonatan asked where the data is because there are a lot of treatment centers available. Tim clarified that this service provides access to Rule 25 assessments and Karin added that many of the treatment coordination work is not reimbursable.
  - Jonathan said there was additional funding to Substance Abuse - Outpatient so the original allocation was spent.
  - Hank sees that this move as a step away from Step 2 of the Council's allocation plan.
  - Darin clarified that Legal Services was underspent by \$1100 so Al's amendment would lessen the blow to Legal Services.
  - Darin stated his conflict as a provider and said budget shifts to smaller programs have a big impact.

The Council took a 5 minute break to consider the proposal and amendment on the table.

The Council reconvened and continued discussion. Discussion:

- Kris noted that there was over \$2 million in unspent ADAP/Rebate funds.
- Monica thinks this small shift of funds will do a lot for the Legal Services program and there is always time for the Council to reallocate.
- The question was called and passed by majority with a vote of 9-5. (yes: Loyal, Valentine, Al, Lesa, Debbie, Tom, Scott, Darin, Sokun; no: Andy, Jonatan, Joan, Michael, Hank).
- The Council returned to the original motion which includes the approved amendment.

Questions/Comments:

- Jonatan asked Tim to speak more about the ADAP/Rebate funds Kris mentioned. Tim said rebate funds are used to cover the shortfall in ADAP funds. The Council only allocates rebate dollars that DHS does not need for ADAP or other programs/administrative purposes. Tim was asked if rebate funds can be used to cover the shortfall/funding cut to Part A and B funds. DHS would have to approve the use of rebate funds in this manner.
  - Andy said rebate funds are used for ADAP shortfalls and the account is used to pad that shortfall.
  - Tim said if the Council asks DHS to use rebate funds to cover this shortfall it is likely the same request will be made in the future and it will eventually drain the rebate account to the point that they will be unavailable for their intended use – ADAP.
- Monica asked what the funding cut projection is in the next three to five years. MN is the only state where there is no ADAP waiting list and this is because of the rebate funds. Data shows that when people are in care and on medications their viral loads are reduced and transmission is reduced. She does not want the Council to get into a situation where too much rebate money is being used to cover service shortfalls and then there isn't enough money to keep ADAP solvent.
  - Tim thinks the Council will not be looking at any increases in the foreseeable future since sequestration is in place for multiple years unless Congress takes action.
  - Debbie asked how much money is in the rebate account. Tim isn't sure but thinks the last report said it is solvent through 2016. Debbie then asked what restrictions are put on rebate. Andy said federal rebate goes into one pot of money and has to be used on ADAP and has to be spent first. The state rebate account is what can be used and carried forward from year to year.
  - Hank isn't sure discussing the rebate account is appropriate. The Council has always had a very good relationship with the Part B grantees. He thinks there are a lot of unknowns and continued cuts and doesn't think rebate should be used to cover the immediate shortfall need.

- Rob K. asked what we are doing for the undocumented clients once ACA is implemented. Because CDC is recommending PrEP, PEP, and starting treatment early in a client's diagnosis, the number of clients utilizing the ADAP/rebate account will grow and become overwhelming.
- The amended question was called and passed unanimously with a vote of 14-0 (yes: Valentine, Michael, Loyal, Al, Lesa, Debbie, Tom, Scott, Darin, Sokun, Andy, Jonatan, Joan, Michael,).

**XI. Staff Update**

A. Meetings – Council meetings are on the printed schedule, on the website, Wendi's voicemail, and Facebook. Assume a meeting is happening unless you hear otherwise.

**XII. Open Forum**

None

**XIII. Announcements From the Floor**

- Red Ribbon Ride is next week. Opening ceremonies are at MOA at 6:45am on Thursday and closing ceremonies are at the Capitol on Sunday in the afternoon. There is a friends and family night in Northfield on Saturday night.
- Positive Care Center is doing a consumer education event specific to women this week. Lunch will be provided. Please email Karin or Chris Waller if you are interested.

**XIV. Adjourn**

The meeting was adjourned at 11:43am.

**Meeting Summary:**

- The Council reviewed the 4<sup>th</sup> quarter expenditure report from the grantees. There may be several small updates to the Part B spending based on outstanding final invoices.
- The Council approved Michael Hargrave, Carol Backstrom, and Krissie Guerard for Council membership.
- The Council approved the post award allocations proposal as amended with a \$2,200 shift from Substance Abuse-Outpatient to Legal Services.

**Documents Distributed Before the Meeting:**

- Agenda
- Minutes from June 11, 2013
- Ryan White Combined Parts A & B and Federal Rebate Spending
- Committee Report Summaries

**Documents Distributed/Available At the Meeting:**

- Part A Update July 9, 2013
- Part A Grant Awards: 2013 vs. 2012
- 2012 into 2013 Carry Over
- AIDS Budget and Appropriations Coalition
- Part B Update

WJ/tds