

**MN HIV Services Planning Council Meeting**  
**April 14, 2015**  
**9 am-12 pm**  
**Health Services Building, Room L15**  
**525 Portland Ave. S., Minneapolis**  
**Minutes**

<b>Council Members Present:</b>	
Andy Ansell	Florence Kulubya-Nabeta
Scott Bilodeau	Joe Larson
Loyal Brooks	Midnight
Winston Cavert, M.D.	Valentine Momo
Jared Erdmann	Lesla Nelson
Al Fredrickson	Asneth Omare
Debbie Gazett (Council Co-Chair)	John Salisbury
Krissie Guerard	Craig Schmidt
Bielca Guevara	Aaron Wittnebel
Keith Henry, M.D.	Monica Yugu
Marvin Innes	
<b>Council Members Absent:</b>	
Michael Graham	Matt Toburen
Hank Jensen (Council Co-Chair)	
<b>Community Members/Guests/Consultants:</b>	
Emil Angelica, CCG	Karin Sabey, HCMC
Emily Dale, Hennepin County	Thuan Tran, Hennepin County
Terral Ewing, Community Member	Josh Wiechmann, Hennepin County
Linda Hoskins, CCG	
<b>Part A Representatives:</b>	
Jonathan Hanft, Hennepin County	<b>Part B Representatives:</b>
	Nick Metcalf, DHS
<b>Planning Council Staff:</b>	
Sirry Alang, Coordinator	Carissa Weisdorf, Administrative Specialist (minutes)

Quorum Present? **Yes**

**I. Call to Order and Introduction**

Debbie called the meeting to order at 9:05 am and introductions were made.

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

The agenda was approved by unanimous consent.

**III. Review and Approval of March 10, 2015 Minutes**

Marvin motioned to approve the minutes and Asneth seconded; the minutes were approved by unanimous consent.

**IV. Co-Chair Update**

None

**V. Part A Report**

*Jonathan Hanft, Hennepin County*

- The Ryan White Services Report, required by HRSA, was submitted on March 30. The purpose is to show how Ryan White is doing and to evaluate programs. National Ryan White Treatment Cascades come from this data. The report was submitted with information from CAREWare.

- We are hoping to receive our final award in the next month; Part B has received theirs. Ideally the council will vote on reallocations in May if we receive our award in April.
- HRSA released the draft outline of the comprehensive plan due in 2016. It is a required joint plan with prevention and planning. HRSA is seeking feedback on the released outline; the CAEAR Coalition is preparing a response to the outline and we will email it to everyone to receive Planning Council feedback.
  - Jonathan said the CAEAR Coalition advocates for Parts A and C and Hennepin County is a member.
- We were approved to send two Planning Council members to the upcoming USCA, using grant funds. One Planning Council participant will be from greater MN and one from the TGA. There are requirements/preferences for participants and we will distribute paper copies of the application today and will also email it. We are looking for two Planning Council volunteers for the reviewing committee. Debbie said she can be the greater MN representative for the committee.
  - Completed applications are due to staff by May 12.

## VI. Part B Report

*Andy Ansell, DHS*

- DHS received their full grant award; Andy referred to the **Part B Update**, it is a .1% increase so basically flat funding.
- The Formulary Committee which is a standalone committee is meeting on April 29. It is part of ADAP/Program HH and consists of community members, physicians and pharmacists. The purpose is to review new medications on the market for the program HH formulary and projects as needed, i.e. the tier system for medications. Hepatitis C medications will be reviewed during the upcoming meeting. Meetings are open to anyone who wants to attend and applications to join the committee are available.
  - Aaron suggested we have a pharmacist sit on the Planning Council.
  - Krissie said Kristin can provide data about MDH's Hepatitis C surveillance data. Andy suggested the Planning Council discuss what are we doing around providing services with people who are co-infected.
- May 4 community planning meeting for rebate. Flyer is available. Rebate forecast will be available.
  - Aaron asked if greater MN consumers will have transportation to this meeting. This doesn't fall under Ryan White so transportation is not provided.
- Part B site visits will be complete by the end of the month.

## VII. Prevention Update

*Krissie Guerard, MDH*

- The upcoming HIV data release will include data about HIV co-infection with Hepatitis C.
- The STD data release is 2 pm on Thursday.
- The HIV data release is 2 pm on Thursday, April 30.
- MDH will present the new data to the Planning Council in May.
- Aaron asked how many STDs MDH tracks, Krissie did not know the exact number at the time but later provided the answer is almost 90 diseases.

## VIII. Integrated Planning Update

- The workgroup continues with bi-monthly meetings; we are making good progress and identified the first action steps the government agencies need to take.
- The workgroup reviewed our current intergovernmental agreement (IGA) and began updating the document that was created when the first Planning Council was created.
- We recognize that there is a short timeline; January 1, 2016 the new planning body will convene.
- We are combining the bylaws of both planning bodies and will request feedback from both groups.

- It was decided in the workgroup that the grantees (Hennepin County, DHS and MDH) will “build the car” and new members will “drive” and have the opportunity to make changes/adjustments after the start of the body. This is due to the tight timeframe.
- All members will have to reapply and the membership selection will be done in a membership selection committee. Three volunteer members from both CCCHAP and the council will form the membership selection committee.
  - The new planning group will have between 30 and 33 members. Members of the selection committee will abstain from voting for themselves.
- Dr. Henry asked about outside expertise to build a world class approach. New York City, King County in Washington and San Francisco used innovative approaches for integration; he is worried that we are not looking at best practices around the council and recommends consulting an advisor.
  - Krissie said we consulted with a lot of outside groups including TA from NASTAD. We are different because we are already incorporating Parts A and B and adding prevention that comes through the state to Part A and Part B is the first of its kind.
  - Sirry said we have talked with other jurisdictions like LA county that have gone through some kind of integration
- Loyal asked if we going to lose Planning Council members with the integration. Krissie said this is a new group and not the merging of two groups; therefore, members will need to apply for the new group.
  - Debbie said this is good discussion for the facilitated discussion on Integrated Planning later in the meeting.
- Aaron asked if the administration (CEO) has reviewed this since this since he or she appoints terms. He suggested all members serve out their current terms and then reapply once terms expire. Rather than eliminating people who did not fill their term, it creates overlap.
  - Krissie said we are dissolving two bodies and starting a new one so she doesn’t feel like this applies. Aaron disagrees and said it could alienate people. We don’t want any group to feel like they were taken over by the other group.
- Feedback from the facilitated discussion today will be brought back to the planning group. We will continue to update both groups and seek feedback. We will listen and consider feedback but probably cannot consider everything.
- Reflectiveness requirements will remain the same.
  - Karin asked how many members overlap in the two groups. Two: Krissie and Andy.
- Monica said the forming of the new body may need more time; we could complete the joint plan which is federally required prior to merging the two bodies. She thinks this is an up-down process and not down-up.
- Marvin asked what time the next meeting is and if it is open to the public.

#### **IX. Staff Update**

- The 2015 Needs Assessment Survey launched and promotional materials are provided at today’s meeting. Please take copies with you and sign up for more materials if you need them.
- We are seeking survey ambassadors to go to provider agencies and help clients take the survey and distribute the gift card incentives. Staff will provide instructions and a short training so please let us know if you are a consumer of services and interested in being an ambassador.
- CCG is in attendance today to provide training on managing conflict of interest. We want to ensure a consistent policy.

#### **X. Conflict of Interest Training**

- Emil and Linda from CCG presented a PowerPoint to provide training on managing conflict of interest (COI) and Andrea Jackson, our HRSA project officer, is on the phone to answer any questions and to clarify the policy if needed.
- The Operations Committee has an action item today to change the bylaws.
- Loyal asked for an example when there is a COI but money is not involved.

- Dr. Henry asked if it is a COI if you are employed by an agency that receives funding allocated by the Planning Council. Yes, that is an example of having a COI.
- Bielca asked how consumers are affected by this, we will discuss this thoroughly today.
- This is a federal legislation requirement and is part of the Ryan White Act.
- COI occurs when there is a vote. You can talk about issues without a vote. If a motion is on the table and there is a discussion, then you are in COI because it is directly tied to a vote.
  - Karin said you can note your COI and continue with the discussion. Emil said no and will explain this; it could mean if someone has a COI he or she should not even be present in the room.
  - Terral asked if this applies to interviewing Planning Council applicants. Jonathan said there is not a COI to interview an applicant but if a motion is made to recommend membership then possibly.
- Consumers are part of “large classes” so consumer are not in conflict with services they receive and can vote on services they receive.
  - The only exception is if you are the only person who receives a service then you are in conflict. It is very unlikely that this will occur.
  - Dr. Henry said “large classes” of people could include medical professionals; however, Emil said no, if you are employed with an agency then you are in conflict.
    - You can ask yourself if your organization or agency will directly benefit or be affected by a vote. If the answer is yes then you are in conflict.
- Asneth asked if you can still vote if your organization provides all of the services tied to a vote. Emil replied legally possibly but we should be squeaky clean with COI and err on the side of “let’s not do it” because we don’t want to damage the perception of the council.
- Karin is worried about not participating in a discussion because of a COI; she has seen the bulk of a discussion happen after a motion is made.
  - This is a practice that the Planning Council can change to ensure discussion takes place before a motion is made. Operations Committee with add that to practical procedures for managing COI.
- Dr. Cavert said the council rarely votes on funding and thinks a recent issue with COI was related to a discussion, not a vote and everyone participating in the discussion stated their COI. There needs to be a vote and financial gain to be considered a COI.
  - Al reiterated that we are dealing with perception. Members should put the council ahead of themselves; if someone thinks they are in conflict, they probably are.
- Terral said there are fewer organizations in greater MN serving people with HIV.
- Aaron said providers can be intimidating to a consumer and agrees providers with a COI should leave the room after a motion is made. The Operations Committee has to clarify this.
- If the council is voting on the entire allocations then no one is in conflict.
- We are providing the council and community members with a new conflict of interest form to fill out. We will collect them today and at the May Planning Council meeting. The new form states: if you are employed by an agency, on the board or are a paid consultant or have a close relationship to someone who is then you are in conflict with service areas that agency provides. If you receive services you are not in conflict. Only paid or board positions, not volunteers or consumer advisory boards.
  - The form will be updated annually unless your COI changes.
- The other change is to reporting. The new form asks members to check which service areas they are in conflict. A grid will be printed on the back of the Planning Council agenda. Others can remind you of your conflict.
- It is a show of good faith to leave the room after a motion is made and you have a COI but you will not be asked to leave.
  - Craig said we should clarify this policy and not leave it to individual decisions.
  - Possibility of leaving the room during the vote and not the discussion.
- If we have quorum at the beginning of the meeting then quorum will remain. This is consistent with other Planning Councils’ policies. Sirry said this is part of the reason we have the 1/3 unaligned consumers mandate.
- Part of this policy is also to keep it fair for providers who are not at the table or in the room.

**XI. Committee Reports (also provided in written form)**

**a. Community Voice (CVC)**

No meeting/no report

**b. Executive**

No additional report

**c. Needs Assessment & Evaluation**

No additional report

**d. Operations**

**Action Item:** Bylaws Revision. This is a change to the wording of the bylaws; a "Planning Council member must recuse him or herself and note a conflict of interest on any matter in which he or she has an interest." **MOTION:** Marvin motioned to approve and no second is needed. **DISCUSSION:** Asneht wants Operations to look at the procedure of how motions are made in regard to discussion and COI. Debbie abstained due to facilitation and Dr. Henry said he has a COI and abstained. The council voted **19-0**. Motion passes.

**Action Item:** Membership Recommendation. There are five applicants on the ballot for Planning Council membership and ballots were distributed. No discussion. The Quality Management Coordinator and two Operations Committee members tallied up the ballots and all five applicants were approved for membership.

**e. Planning & Priorities**

**Action Item:** EIS Service Standards. Aaron motioned to approve and no second is needed. No discussion. Debbie abstained due to facilitation and Dr. Henry said he has a COI and abstained. The council voted **19-0**. Motion passes.

**BREAK**

**XII. Facilitated discussion on Integrated Planning**

Amy Dusek from Hennepin County Integrated Planning & Analysis and Michelle from Hennepin County Business Planning & Facilitation joined the meeting to have a focused conversation about members' feedback about how the integration process is going so far, the level of communication and any suggestions for the workgroup. Members of the Integrated Planning workgroup left the room for this discussion and will review the results at their next meeting.

**XIII. Open Forum**

None

**XIV. Recognition/Announcements from the Floor**

None

**XV. Adjourn**

The meeting adjourned at 12 pm.

**Meeting Summary:**

- The 2015 Needs Assessment Survey launched; promotional materials are available and ambassadors are needed to assist with the survey.
- The council received training on Conflict of Interest (COI) and approved the Operations Committee Action Item changing the bylaws regarding COI. Operations Committee will clarify whether persons in conflict should leave the room when there is a vote.
- The council approved the Operations Action Item for new membership.
- The council approved the Planning & Priorities Action Item for EIS Service Standards.
- The council participated in a facilitated conversation regarding Integrated Planning.

**Documents Distributed Before the Meeting:**

- Proposed Agenda
- Minutes from March 10 meeting
- Committee Report Summaries
- Part A Update
- **Action Item:** Bylaws Revision
- **Action Item:** Membership Recommendation
- **Action Item:** Standards of Care for Early Intervention Services (EIS)
- EIS Service Standards

**Documents Distributed At the Meeting:**

- Part B Update
- May 4 SCSN/Rebate Revenue Planning meeting flyer
- 2015 Needs Assessment Survey promotional flyers and business cards
- New Member Ballot
- Revised Conflict of Interest form
- Application to attend the US Conference on AIDS (AIDS) September 10-13, 2015

**cw/sa**