

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

<b>Council Members Present:</b>	
Alejandro Aguilera	Joe Larson
Andy Ansell	Midnight
Scott Bilodeau	Valentine Momo
Loyal Brooks	Florence Kulubya-Nabeta
Winston Cavert, M.D.	Lesla Nelson
Daphne Cooper	Asneth Omare
Jared Erdmann	Rob Pioli
Terral Ewing	John Salisbury
Al Fredrickson	Craig Schmidt
Krissie Guerard	Matt Toburen
Keith Henry, M.D.	Gwen Velez
Marvin Innes	Aaron Wittnebel
Hank Jensen (Council Co-Chair)	Monica Yugu
<b>Council Members Absent:</b>	
Michael Graham	Bielca Guevara
<b>Community Members/Guests/Consultants:</b>	
Nick Bowlin, MAP Intern	Ashley Ray Kershaw, MAP Intern
Brett Burnham, Hennepin County Intern	Jim Mara, Hennepin County
Emily Dale, Hennepin County	Mary McCarthy, RAAN
Amy Dusek, Hennepin County	Karin Sabey, HCMC
Brady Hanson, Rainbow Health Initiative Intern	
<b>Part A Representatives:</b>	<b>Part B Representatives:</b>
Jonathan Hanft, Hennepin County	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**

Hank called the meeting to order at 9:00 am and introductions were made.

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

The agenda was approved unanimously.

**III. Review and Approval of May 12, 2015 Minutes**

The minutes were approved unanimously.

**IV. Co-Chair Update**

- Hank reminded everyone to raise your hand so you are addressed by the facilitator; you may be asked to leave the meeting if you do not raise your hand.
- Hank said he is serving on the board of Clare Housing; he previously abstained from a vote tied to the housing standards even though at the time he was not on the board.
- Craig asked about requirements for the new co-chair; Hank stated one co-chair needs to be from the TGA and one co-chair needs to be open about their HIV status. There are no other requirements such as one provider and one consumer.

**V. Part A Report**

*Jonathan Hanft, Hennepin County*

- Jonathan referred to the **Part A Update**; we received our Part A final award and the information was emailed to the council last week.
  - We received a .7% decrease to the award; it is very close to flat funding which was expected.
  - The formula funding decreased and Jonathan suspects the formula funding is based on the 2012 incidence data and Minnesota had a decline in HIV incidence in 2012.
  - The supplemental funding and MAI went up slightly.
  - Jonathan has a proposal for the \$2000 in MAI funding and will ask the council to consider and approve it today.
  - The reductions to total funding will be absorbed through administration and quality management costs so the council will not be asked to make a lot of post award allocations or changes.
  - Jonathan proposes the \$2000 go to one service area: Outpatient Ambulatory Medical Care (OAMC) for Latinos or Medical Case Management (MCM) for Latinos and African Americans. His suggestion is that it goes to OAMC. A motion by the council can be made today.
    - Craig asked if this is due to overspending and Jonathan replied it was increased utilization.
  - **MOTION:** Jared moved to allocate \$2000 to OAMC for Latinos and Lesa seconded. **DISCUSSION:** Craig asked where it goes; it targets Latinos, this funding is for minority populations. Council members in attendance during the vote:

<b>Name</b>	<b>COI?</b>	<b>Vote</b>	<b>Name</b>	<b>COI?</b>	<b>Vote</b>
Andy Ansell		Yes	Joe Larson		Yes
Scott Bilodeau		Yes	Lesla Nelson		Yes
Loyal Brooks		Yes	Asneth Omare		Yes
Daphne Cooper		Yes	Rob Pioli		Yes
Jared Erdmann		Yes	John Salisbury		Yes
Krissie Guerard		Yes	Craig Schmidt		Yes
Keith Henry		Yes	Matt Toburen		Yes
Marvin Innes		Yes	Gwen Velez		Yes
Hank Jensen		Abstain (facilitation)	Monica Yugu		Yes
Florence Nabeta		Yes			

**18-0, 1 abstained. Motion carries.**

- There is an upcoming webinar with the metropolitan division and the integrated planning guidance comes out on June 21.
- We are required to provide performance measures for services and we are hoping to get the data from CAREWare.
- Jonathan is attending the CAEAR Coalition Strategic Planning Retreat this week. The CAEAR Coalition is a national organization that advocates for Part A and Part C funding and sub-grantees. During the retreat they will discuss all of the changes due to the ACA, what their role is as an advocacy organization and the role of Ryan White in the future.

## **VI. Part B Report**

*Andy Ansell, DHS*

- DHS is rebranding their unit to the Part B HIV Care Services because the name gives a better idea of what they are actually doing. The change applies to all of the Part B Grant Management team and they are working on rebranding existing documents.
- Their Customer Care position is being reassigned to the Program HH Operations team from Part B HIV Care Services. Andy said they believe this position is integral to parts of the care continuum; many Planning Council members have interacted with this position, therefore, they are soliciting positive feedback to take back to DHS. Provide the feedback to Andy during the next week and a half.
- Andy provided a follow-up to last month's discussion about the rebate forecast. The report indicated \$12 million is held in reserve and this differed from legislative report. Andy said he misspoke and the remaining \$8 million is in the fiscal operating budget to be spent in 2 years; \$4 million is in reserve.
- \$12 million is state and \$13 million is federal.
- \$660,000 for insurance purchasing, \$4.8 million for drug purchasing.
- June 28 grant due for Part B MAI funding and Supplemental Grant (for ADAP, above and beyond what is in their grant; Nick said it is based on need).
- ADR report sent yesterday; this is the former ADAP report and is an annual report.
- 43 new clients have enrolled in ADAP since raising FPG to 400%.
- Dr. Henry said DHS' new name could be confusing to some people since DHS does not provide clinical care and suggested Care Payer Services.
- Aaron asked how people on private insurance will learn about the raise in FPG for ADAP. Andy said they are relying on the community to get the word out and if a patient goes to HIV specific care they should learn about it. No plans for a marketing campaign. Hank said social workers know this.
- Dr. Cavert asked how the 'leftover' funding in the bottom right corner will be used for the operating budget. Andy didn't have the document in front of him so Dr. Cavert said he will email him.
- Hank reiterated getting feedback about the customer care position to Andy/DHS. Asneth asked about the specific changes: the position is in a new work area with a new supervisor and he thinks it is integral that this person still works directly with clients and is not part of a call center or different area with DHS with a message that clients will receive a call back in 48 hours. One bad experience at a pharmacy could be last time a person tries to get their medication. Craig asked the reasoning, Andy does not know.

## **VII. Prevention Update**

*Krissie Guerard, MDH*

- MDH is focusing on section planning and Krissie thanked everyone who submitted their input. Their section manages HIV, TB, Gonorrhea and Syphilis and it is exciting to see where people want their direction to go.

## **VIII. Staff Update**

- Sirry welcomed Gwen Velez and Terral Ewing to the council; Gwen previously served on the council.
- A reminder to return your updated conflict of interest (COI) form to staff and let us know if you have questions.
- We recently learned we will need to include ages of council members to ensure reflectiveness in the Part A grant application. We will pass around notecards today to get your name and birthdate.
- Planning & Priorities are developing standards for health education/risk reduction and home based services. Part of the development process is to get feedback from unaligned consumers and the meeting for consumers is June 29. The meeting will also include a 2<sup>nd</sup> listening session for the Hennepin County HIV strategy. A flyer is available today and we will also email it.
- Mary asked if the input meeting for providers was scheduled and Sirry replied not yet.

- CCCHAP approved the use of the Planning Council logo for the new integrated planning body.
- A reminder that we are holding a naming contest for the new planning body. Submit your ideas to Carissa and the winner will receive a \$50 gift card.
- We will announce during the Integrated Planning update the upcoming Integrated Planning workgroup meeting that is open to everyone in order to provide feedback about the new bylaws.
- Dr. Cavert asked for an update from Matt on the legislature; Matt said he will do this during Open Forum.

## **BREAK**

Marvin is now facilitating and those who arrived late to the meeting introduced themselves.

## **IX. Committee Reports (also provided in written form)**

- **Community Voice (CVC)**
  - Marvin said CVC met on May 19 and discussed outreach for the comprehensive needs assessment survey. Ambassadors spent time administering the survey at Clare Housing (NE and Midtown), Aliveness, Minnkota support groups, Camp Benedict, SAYFSM, and Westside. They discussed promotion for the survey and suggested an ad in Lavender and/or City Pages.
    - Aaron suggested Minnpost for greater MN. Or through social media/websites.
    - Mary is sharing the info with greater MN and is not sure if it needs to be publicized on dating apps.
- **Executive**
  - No further update.
- **Grievance Committee**
  - Jared said the Grievance Committee convened because of a grievance filed involving a few members at a meeting; the committee discussed it and resolved the grievance.
    - Loyal asked about the specifics. Jared said it was between council members and happened during a CVC meeting and Planning & Priorities meeting; the person felt their opinion was not being heard. They discussed the issue at hand, what was being tried to communicate, how it was handled and how it could have been handled better. They made recommendations for the person and the person will make their own appropriate actions moving forward.
    - Craig asked if a person is notified if there is a grievance filed about him or her and he wants more information about the process. Hank said our bylaws state actions of the Planning Council are grievable and not the actions of individuals so you can look at the bylaws.
    - Loyal asked if this affects our work do we need to know more. Jared said it was discussed that it was appropriate to discuss among those involved but to make it broader so it does not become a bigger issue. The Grievance Committee is an ad-hoc committee and hadn't been convened for over 10 years.
    - Loyal asked why is it closed, Jared said the notes and minutes are available to the public and can be requested.
  - Andy said previously we held elections for the Grievance Committee and it is a 2 year commitment. Sirry said the meeting was convened with members who had previously been elected to the Grievance Committee and one additional member was sought. You can review the policy in the bylaws and a new procedure has been developed to address specific grievances.
  - Jonathan said committee minutes are not regularly posted on the website so if you would like to request any committee minutes you can ask staff.
  - It is a legislative requirement that Planning Councils have a grievance process and members are elected for 2 year terms at the beginning of the fiscal year; typically council members volunteer for the committee. In this specific case people brought the complaint to staff and then it was brought to the Executive Committee.
    - Jared said he was the only one who was not elected.

- Joe said typically grievances are confidential as it could affect both parties and he questions if it should be public. Aaron said as a state board you are not allowed to keep it confidential unless it involves staff.
- Karin said the council has been told what they need to know if you feel like you really need to know more then request the minutes.
- Gwen said if it is a personal matter and is made public then it doesn't feel like a safe place to bring issues to so it should be confidential. Jared agrees that if he filed a grievance he would not want it to be public.
- Aaron said the Operations Committee established a policy for member conflict.
- **Needs Assessment & Evaluation**
  - No further update.
- **Operations**
  - Hank is now facilitating.
  - Scott said we have an opening for the council co-chair position; Operations reviewed the list of candidates and forwarded them to Executive. Each candidate will have one minute to address the council, in alphabetical order.
    - Marvin said he has been HIV+ for 6 years with an AIDS diagnosis. His new path in life is an HIV advocate, educator and friend. We are on the cusp of something great in the next 5 years.
    - Lesa said this is her third time running and has served on the council for over 2 years. She has served as the Planning & Priorities co-chair for the last 6 months. She has been positive for 10 years and is from greater MN. She said this will be a good learning experience and she will do a great job.
    - Midnight said he believes we need more extraordinary people such as himself and the council is about the community. He is a young person of color to represent the people of the council and sits on CVC.
    - Aaron said he has a background in public and private sectors, government and non-profit. He is from greater MN and floats between the cities and greater MN. He said he knows about how the government operates. He is working with consumers to fill out the survey and we need more consumer input to be able to listen and take feedback. He hopes to boost consumer involvement in the new planning group.
  - Ballots were distributed and Emily Dale and Scott will tally the votes.
  - Craig asked if we need someone from greater MN; no that is not a requirement.
  - It was asked when the end date for this term is; the elected co-chair will serve through the end of the year.
  - **Action Item:** Co-chair election. The ballots were counted; Lesa received 9 votes, Aaron received 8 votes, Marvin received 4 votes and Midnight received 3 votes; one vote was not counted because it was unclear if it was a vote for Lesa or Marvin. Lesa was announced as the new Planning Council co-chair.
- **Planning & Priorities**
  - No May meeting.
- **Hennepin County HIV Strategy:**
  - Jonathan said Hennepin County is developing a strategy to guide Hennepin County's work. They are determining how we as a county can ensure that anyone living with HIV or is unaware of their status can get the services and care they need.
  - An HIV Strategists workgroup is developing goals for implementation; about 10 Planning Council members are part of this workgroup.
  - Listening sessions with people who are HIV+ and live or receive services in Hennepin County are being held to inform the strategists and information from these sessions will be used in developing a strategy.
  - A vision statement is being developed and will be focused on eliminating new infections and people living with HIV/A will live healthy lives.

- Hank said Clare and MAP are working on something similar and asked how this is different. Matt said they have been advocating for a statewide strategy but nothing has been developed yet so this is exciting.

#### **X. Integrated Planning Update, Membership and Structure Committee Selection**

- Amy introduced herself as the project manager for the integration effort. If you have questions for the project manager you can use the half sheets of paper, it includes Amy's email address. You can email her at any time or any of the workgroup members.
- Amy answered questions that were received last month.
  - Are the SARS necessary to develop? Yes, they will be used for the allocations process in 2016. Jared said some people may not know what SARS are; they are summaries of each service area prioritized by council and include qualitative and quantitative info. We will update the FAQ with this additional info.
  - Who decides who is elected to the new body? The Membership Selection Committee will and we are going to vote for 3 members to join the committee today.
  - Why are there no consumers in the workgroup or inclusion of consumer in process? This should be consumer driven. In the initial discussions with staff and co-chairs it was decided that government staff will drive the efforts and seek input at key points. Hank said the process has been long term and discussions started in November 2013. The timeline is posted on the council website; the first listening session was in fall 2013 and was the first step in determining how the community felt about the process. Hank said there were overwhelming votes to integrate.
  - Craig asked if HRSA wanted this to happen. In 2013 there was a letter issued by HRSA saying they want integration for prevention and care planning and a comprehensive HIV prevention and care plan is required. Guidance for the integrated comprehensive plan comes out on June 21 and it is due in the fall of 2016.
  - How soon will Part C and D have a part in the process? We are seeking input from all council members on the IGA, bylaws, committee structure committee and membership committee.
  - Amy is working on a process map/flow chart which is one page and different than the workplan. It will depict the process visually.
  - Jared asked about the discussion about overlapping time frames so there isn't a gap period. It was discussed. Will elections occur during a Planning Council meeting? This will be done in the membership selection committee. There will be an end date in late fall for the Planning Council.
  - Alejandro suggests continuing to bring information to the council and not wait until it's perfect. He doesn't see how the FAQ sheet has changed; Amy said changes were made to the document and we will start highlighting the updates so people know the changes.
  - Aaron asked the dates that people are voting on the plan and what the deadlines are. Jonathan said the IGA is required by law and needs to include any county or jurisdiction with 10% or more of the HIV cases. The current IGA needs to be revised but the entities are the same. The IGA creates the planning process and creates cooperation between government agencies. It is currently being reviewed by the county's legal department and then it will go to the state legal department. The IGA will minimally state what the new planning body will look like.
  - Karin said people don't know what the structure will look like, i.e. meeting schedule and committee structure. This information is coming including announcements made today.
  - Krissie said a rough draft of the bylaws is being developed and should answer more questions. On Monday June 15 everyone will receive a rough draft of the IGA and bylaws and June 25 is an open Integrated Planning workgroup meeting to give comment.
  - Monica asked about the integrated plan for MN, it is not on the workplan. Are we considering who else is missing, i.e. social security or the department of education? Krissie said the new integrated body will help develop the plan after the guidance comes out in June. Jonathan said the new plan is due in September 2016 but it might change; there is a lot more focus on the HIV care continuum. Monica wants to know if the process of forming the body will overshadow the process of the development of the comprehensive plan. Jonathan thinks the Planning Body will strengthen the comprehensive plan; some work on the plan may happen before the new

planning body convenes, depending on when the guidance comes out. Every responsibility that the Planning Council has will continue- with the treatment piece integrated with the prevention piece. CCCHAP and Planning Council will continue their responsibilities until the integration, not starting from scratch.

- Jared said it will be helpful to give updates about the Hennepin County HIV strategy at Planning Council meetings and have it as a standing agenda item. The Hennepin County HIV strategists are also developing a plan; there is a lot of planning and change but where are the connections?
- Craig said change is hard and we may need to let go a little bit. He questioned if a January date is realistic and said he didn't know it would be seated in January. The workgroup said this has always been the plan.
- Midnight said there is not a lot of transparency and also thought the body would be seated later. There are a lot of unanswered questions and he said some things were already submitted. The workgroup said only a draft IGA was submitted to legal and this is one of the first steps; we need a draft and the legal language can't change but some of the content can change based on community feedback.
- Aaron asked what contingency is if the IGA is not accepted by all parties and the selection process needs to be complete by December; if it not agreed on will we keep our current structure. Jonathan said he is not concerned that it will not be agreed on because the government entities are in agreement. If it looks like it will not be fully signed then a contingency will be made but perhaps we will just go ahead and convene.
- On June 25 please attend the Integrated Planning workgroup meeting to provide input on the IGA and bylaws. Topics that will be discussed are term limits and federal requirements. A lot of work has been done and drafts of the documents are completed, we will make additions based on input.
  - Midnight said this is not transparency if things are already in place; there are certain factors in place such as 33 members and who has been selected. Amy said the membership has not been decided on are we are receiving feedback on things like the number of members.
  - Terral said there are HIV+ people involved in the process but they are representing an agency or government body and the unaligned consumer input is missing. CAC is dissolving at the end of the year and it was representing greater MN so there will not be consumer involvement at DHS. The other two planning bodies are coming together and one is dissolved.
    - Hank said this new body will need to meet government requirements such as membership reflectiveness. Hank said he resents that people living with HIV employed with an agency are not considered consumers. Aaron said unaligned is different.
    - Terral said the planning process is not inclusive of consumers.
  - Asneth said we have gotten away from the Integrated Planning update which was supposed to tell us where we are and we can't give input on something that doesn't exist. Amy will continue answering questions.
  - Sirry expanded on consumer involvement in the process. The draft so far includes the federal requirements and we want feedback on items not federally mandated.
- We want to elect 3 members to the Membership Selection Committee and 3 members to the Structure Committee. Carissa went through requirements for the membership selection committee and asked for nominations. Midnight, Loyal, Terral, Lesa and Marvin volunteered to sit on the committee so the council will vote on the 3.
  - Terral said the 33% consumer membership reflectiveness should be a guideline and we should aim higher. He feels like this is a merger and membership should be merged until the end of their terms. He suggested we see who is closest to the end of their terms on both bodies and ask if they will step down.
  - Hank said aiming for more than 33% consumer membership is a valid point that can be discussed at a later time. Operations has difficulty maintaining the consumer reflectiveness but about half of the Planning Council membership are people living with HIV/AIDS.
  - Karin asked what criteria for someone to be considered aligned. A person is aligned if he or she works in Ryan White care services. We may have more unaligned representation if people are receiving prevention services.

- Maintaining structure and governance will need to be part of a committee.
- Since we are running out of time any additional questions can be asked on the orange half sheets of paper.
- Sirry asked for volunteers to join the Structure Committee. This committee will determine the committee structure of the new body, responsibilities and meeting schedule; all of which have not yet been determined. The council voted on their top three choices and we will tally them up and email the results because we are running short on time.

**XI. Open Forum**

- Matt will give a report on the legislative update and special session next month with time on agenda.

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

- Free breakfast and lunch for kids under 18 in the HCMC cafeteria on the 3<sup>rd</sup> floor. It is for clients and individuals and meals must be eaten in the cafeteria. Food bags are available to take with you.
- June 18 community project, Check Yourself at the High School for Recording Arts. Theme is loving me and community and they are looking for sponsorship from organizations; HIV/STDs will be highlighted. There are flyers available today with contact info.
- The Needs Assessment & Evaluation Committee has evaluations for today's meeting. The purpose of these quarterly evaluations is to ensure the needs of the council are being met, including training needs.
- The date for the open Integrated Planning workgroup meeting is Thursday, June 25.
- Sirry announced she is leaving the Council Coordinator position on August 8 because she has accepted a tenure tract faculty position at a University in Pennsylvania.
- Alejandro is facilitating a workshop at MAP about kink and fetish; everyone is welcome, it is catered mostly to men. 7-8:30 pm on June 11 and 18.
- Please stay for listening session for the Hennepin County HIV Strategy if you live or receive HIV services in Hennepin County.

**XIII. Adjourn**

Marvin adjourned the meeting at 11:55 am.

**Meeting Summary:**

- The council allocated \$2000 to Outpatient Ambulatory Medical Care for Latinos.
- Lesa Nelson was elected co-chair of the Planning Council.
- Terral, Loyal and Lesa were elected to the Membership Selection Committee.
- Alejandro, Asneth and Aaron were elected to the Structure Committee.

**Documents Distributed Before the Meeting:**

- Proposed Agenda
- Minutes from May 12 meeting
- Part A update
- Part B update
- Committee Report Summaries
- **Action Item:** Co-chair election
- Integrated Work Plan
- Integration FAQ

**Documents Distributed At the Meeting:**

- June 9 Meeting Evaluation
- Standards and Listening Session flyer

cw/sa