

**MN Council for HIV/AIDS Care and Prevention (MCHACP) Meeting**  
**February 9, 2016**  
**9 am-12 pm**  
**Health Services Building, Room L15**  
**525 Portland Ave. S., Minneapolis**  
**Minutes**

<b>Council Members Present:</b>	Valentine Momo
Robert Andrews	Florence Nabeta
Tom Bichanga	David Neller
Colleen Bjerke	Lesa Nelson
Loyal Brooks	Gelli Overton
Kyle Dular	Rob Pioli
Roger Ernst	Val Rubin-Rashaad
Terral Ewing	Karin Sabey
Al Fredrickson	Matt Toburen
Robert Gillum, Jr.	Thuan Tran
Bielca Guevara	Gwen Velez
Marvin Innes	John Vener, MD (phone)
Rick Laska	Rob Yaeger
Larry McPherson	Monica Yugu
<b>Council Members Absent:</b>	
Alejandro Aguilera	Tim Kapischke
Mike Behl	
<b>Community Members/Guests/Consultants:</b>	
Bonnie Rossow, DHS	Phillipe Cunningham
Kip Alms, Hennepin County	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Jonathan Hanft	Andy Ansell (phone)
<b>MDH (CDC) Representative:</b>	
Krissie Guerard	
<b>MCHACP Staff:</b>	
Patrick Tschida, Coordinator	Carissa Weisdorf, Administrative Specialist (minutes)

Quorum Present? **Yes**

**I. Call to Order and Introduction**

Rob called the meeting to order at 9:09 am and introductions were made.

**II. Lighting of the Candle**

Rob said the lighting of the candle was a tradition of CCCHAP and the Planning Council and to let staff know if you are interested in lighting the candle at future meetings. The purpose is to honor those who we've lost; Rob lit the candle to light our way for the work we are doing together to create a better future.

**III. Welcome and Introductions**

Patrick introduced himself as the MCHACP coordinator. He said every member received a three ring binder to organize their council materials. He reminded everyone to silence your phones and leave the room if you need to take a call. Members have assigned seats today because we seated new members with experienced council members.

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

Loyal motioned to approve the agenda and Marvin seconded. The agenda was approved unanimously.

## V. Co-Chair Update

- We will hold a co-chair election today.
- We have provided signs that came from previous CCCHAP meetings; please hold on to the signs and bring them to future meetings. The signs say “Please speak up” and “Ditto”.

## VI. Part A Report

*Jonathan Hanft, Hennepin County*

- Jonathan introduced himself as the Part A Grantee; Part A receives funding for the Transitional Grant Area (TGA) which is the 13 county metro area.
- The intergovernmental collaborative agreement (IGA) is between DHS, MDH, Hennepin County, Ramsey Co and City of Minneapolis; it will be fully signed today.
- Co-chairs elected today are acting co-chairs until the IGA is fully signed; once the IGA is approved the official appointment letters will go out and we will be fully operational. We will post the signed IGA on the council website.
- Reports submitted: Minority AIDS Initiative (MAI) report, \$330,000 received for MAI. Carryover funds, need to estimate how much we are not going to spend before the end of the fiscal year. Jonathan displayed the **Carryover Table**, \$119,978 was unspent which is less than 2% of our funding. Propose to use for Outpatient Ambulatory Medical Care (OAMC). Increased spending in OAMC over last year, the council will approve the carryover request once we know the exact amount.
  - Marvin requested a copy of the carryover table.
  - Loyal asked if 30% of this is competitive, Jonathan said we have to make a case to keep the funds. It is based on the epi profile of MN and prevalence of other co-occurring conditions.
  - Robert A. asked if we receive less funding because we are a low incidence state, yes, we are considered a TGA and not EMA.
- The FY16 grant award is delayed, it takes 6 months after congress determines appropriations. Received partial award which is 80% of 2015 funding. 2015 funding was about \$2.5 million. Council will need to make an adjustment once the remaining amount is determined. Last year care services were not affected because we absorbed the difference with administrative expenses.
- Hennepin County is a member of CAEAR coalition (Communities Advocating for Emergency AIDS Relief) which is made up of Part A and Part C grantees and they advocate for HIV funding through Ryan White. Jonathan will attend the March meeting and visit with Capitol Hill.
- Presented the **Third Quarter Expenditure Report**. Required to spend 75% of funds on core medical services. The council doesn't allocate funds to ADAP because there is enough to cover through ADAP and rebate funds.
  - Marvin asked about the variance between quarters, Jonathan responded it is due to a billing delay; since Ryan White is the payer of last resort, insurance needs to be billed first so it is common to see low spending in quarter 1.
  - David asked if carryover funding is new, Andy said there was a change in how they could spend rebate money. Changed in last FY, rebate needs to be spent within 12 months of when the revenue was generated.
  - We should be about 75% spent by end of 3<sup>rd</sup> quarter. Impact of ACA, if people have access to insurance then Ryan White spending may go down. Council needs to keep an eye on these service areas because redistribution may need to occur. Most of Ryan White support services are not covered by insurance. Greater MN providers can propose a list of services that are needed in their area, this is the greater MN set aside.
  - Funds for council and grants managements are admin costs.
  - The third quarter expenditure report was only partially printed today by mistake but everyone received it by email.
    - Larry requested a hardcopy of the report.
  - Kyle asked how the service areas are allocated, they are prioritized by the council.

## VII. Part B Report

*Andy Ansell, DHS*

- DHS is in the process of filling open positions: ADAP coordinator, quality management coordinator, contract manager and Part B supervisor. Will post online and send the links to the council as the positions are posted.
- Andy is finishing up open enrollment, he will have the final summary done by Friday and then will share with the council.
- Today will be Andy's last council meeting, he is done working at DHS at the end of March but will be on vacation during next month's meeting.
- RFP, will focus on housing services.
- Initiating capacity building strategies, stigma and transportation in greater MN.

## VIII. Prevention Update

*Krissie Guerard, MDH*

- Finishing amended contract between DHS and MDH. Will partly pay for statewide HIV strategy, funded by rebate dollars. Will hire a principal planner to lead the endeavor.
- Will hire a contract manager, PrEP coordinator to increase capacity and create a training program, principal planner, epi person, TB entry level positions and HPR (health program rep).
- Japhet Nyakundi worked on the PrEP RFP but he is no longer with MDH.
- Krissie provided a **Funding** handout, it shows major grant funding from CDC over the past 5 years. State funds are not included.

## IX. Staff Report

*Patrick Tschida, Hennepin County*

- Patrick said committees meet this month, and committee co-chairs will be elected. Co-chairs will attend Executive Committee meetings.
- We are electing co-chairs for the council today and a parliamentarian.
- Code of Conduct, COI form need to be turned into staff. We have extra copies.
- Carissa reviewed the mileage reimbursement policy and requested those submitting mileage reimbursement provide their valid driver's license today.

## BREAK

## X. Reintroductions

## XI. Council Co-Chair Elections

- We need to elect two co-chairs today, one co-chair needs to be an unaligned consumer and one needs to reside in the TGA.
- Some people already accepted nominations and we will also take open nominations today. Loyal nominated Bielca Guevara and she accepted.
- The co-chair candidates were all asked to speak for about a minute about why they want to serve as co-chair. In alphabetical order:
  - Roger Ernst: Roger lives in the TGA. He would be delighted to serve and is retired. Important to have a good solid start and would like to help.
  - Bielca Guevara: Has a desire to help and will need to rely on other member's skills.
  - Marvin Innes: Living with HIV for 6.5 years, will represent each and every person living with the disease. Politically active and talks about HIV/AIDS with local legislators. Wants to see an end to HIV/AIDS by 2020.
  - Larry McPherson: Lives in TGA, brings to the table knowledge and input and is easy to get along with. Picks things up and is easy to work with. Living with HIV and wants to find an end to the disease.

- Lesa Nelson: Wants to continue learning, she previously served as the council co-chair and learned and experienced a lot.
- Krissie and Patrick collected the ballots. Kip Alms and Krissie tallied the votes.
  - Rob announced the election results: Roger received 15 votes, Bielca 13, Larry 10, Marvin 8 and Lesa 6.
  - Roger Ernst and Larry McPherson were elected co-chairs of the council; although Bielca received more votes than Larry the bylaws state one co-chair must be an unaligned consumer.
- Parliamentary election: Rob explained the role; it is a 2 year term. We currently operate under Robert's Rules of Order (RRO) and the parliamentarian may be asked to craft a new easier and gentler system.
  - Bielca Guevara nominated Matt Toburen, Matt did not accept.
  - Kyle nominated Val Rubin-Rashaad, Val did not initially accept but then decided to run for parliamentarian.
  - Marvin nominated himself.
  - Karin said the parliamentarian should have knowledge of RRO and meeting conduct. **MOTION:** Terral motioned to postpone the parliamentarian election until next month and Kyle seconded. The vote was **20-1**, motion passes.
  - Patrick displayed the job description for parliamentarian. We will provide training but it is helpful if you have experience.
  - Rob added there will be training for co-chairs.
  - Val asked if she has a one year term should she run for parliamentarian, yes because you can renew your term.
  - Rob Y. said we will vote next month and send out a description.
  - Rick said we should elect this position today so there is adequate time to learn their role. Those who proposed the motion did not retract the motion to postpone.

## **XII. Looking ahead in 2016**

- Jonathan presented the PowerPoint **2017-2021 Integrated HIV Prevention and Care Plan**.
- Jonathan said this year the council needs to complete:
  - 2017-2021 comprehensive plan
  - Prioritize populations
  - Ryan White service prioritization
  - Allocations for Part A and B

## **XIII. Open Forum**

- Matt said Tuesday, March 29 is AIDS Action Day 2016 at the state capitol. Will send out registration forms soon. \$4 million cut from DHS HIV programs in the past 4 years. Legislation needs to hear from people that HIV is still a problem.
  - Matt said since the capitol is closed it is 500 N in the state office building.
  - Rick asked for an agenda or talking points, Matt said they will be finished soon and will be sent out.

## **XIV. Announcements**

- Rob Andrews said Camp Benedict applications are available early this year, email Rob or Terral to receive an application. Received a number of registrations already. Camp is the 2<sup>nd</sup> week in June.

## **XV. Adjourn**

Rick motioned to adjourn the meeting and Marvin seconded. The meeting adjourned at 11:30 am.

**Documents Distributed Before the Meeting:**

- Proposed Agenda
- FY15 Quarter 3 Expenditures
- **Action Item:** Council Co-Chair Election
- **Action Item:** Parliamentarian Election

**Documents Distributed At the Meeting:**

- MDH Funding
- Co-chair election ballots

**cw/PAT**