

**MN Council for HIV/AIDS Care and Prevention (MCHACP) Meeting**  
**March 8, 2016**  
**9 am-12 pm**  
**Health Services Building, Room L15**  
**525 Portland Ave. S., Minneapolis**  
**Minutes**

<b>Council Members Present:</b>	
Alejandro Aguilera	Rick Laska
Robert Andrews	Valentine Momo
Tom Bichanga	Florence Nabeta
Colleen Bjerke	David Neller
Loyal Brooks	Lesla Nelson
Kyle Dulgar	Val Rubin-Rashaad
Roger Ernst (Council Co-Chair)	Karin Sabey
Al Fredrickson	Matt Toburen
Robert Gillum, Jr.	Gwen Velez
Bielca Guevara	John Vener, MD (phone)
Tim Kopischke	Rob Yaeger (Council Co-Chair)
<b>Council Members Absent:</b>	
Mike Behl	Gelli Overton
Terral Ewing	Rob Pioli
Marvin Innes	Thuan Tran
Larry McPherson (Council Co-Chair)	Monica Yugu
<b>Community Members/Guests/Consultants:</b>	
Iyene Ekah, Hennepin County	Agness Mumba, Hennepin County
Keith Henry, MD, Positive Care Center	
<b>Hennepin County (Part A) Representative:</b>	
Kip Alms	<b>DHS (Part B) Representative:</b>
	Andy Ansell (phone)
<b>MDH (CDC) Representative:</b>	
Chrissy Jones	
<b>MCHACP Staff:</b>	
Patrick Tschida, Coordinator	Carissa Weisdorf, Administrative Specialist (minutes)

Quorum Present? **Yes**

**I. Call to Order**

Rob called the meeting to order at 9:15 am and introductions were made. Alejandro read the 6 guiding principles aloud.

**II. Lighting of the Candle**

The candle was lit for Johnny Anderson who passed away on February 9 and for two clients of the Positive Care Center who passed away recently.

**III. Welcome and Introductions**

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

Matt motioned to approve the agenda and Al seconded. The agenda was approved unanimously.

**V. Consideration and Approval of February 8 Meeting Minutes**

- Roger requested to amend the minutes to include the results of the Council Co-Chair election since it was not clear.

- Rick motioned to approve the minutes, with the change, and Florence seconded. The minutes were approved unanimously.

## VI. Co-Chair Update

- Rob said the co-chairs met this past week with grantee staff. These meetings will continue in the future. Discussed making the meetings run smoother and put together today's agenda.
- The next Executive meeting will include a meeting facilitation training.
- There is a webinar called ***Integrated HIV Epi Profiles for HIV Prevention and Care Planning Training*** on Thursday at 1 pm. The registration link was emailed to council members.

## VII. Part A Report

*Kip Alms, Hennepin County*

- Kip provided the Part A report in Jonathan's absence.
- March 1 is the start of the new fiscal year for Part A; we are in Year 21 of our funding.
- We received a partial grant award, waiting for the rest of 2016 funding.
- Reviewed the ***AIDS Budget and Appropriations Coalition Chart***; this shows the coalition is ignoring the president's request.
  - Matt explained DASH (Division of Adolescent and School Health) and suggested we request someone from DASH speak to the council. 10-12 school districts were selected to reform comprehensive sexual education and it includes an entire school approach from nurse to principal to superintendent. MN receives funding.
  - Matt can invite Amy Marsicano to speak to the council.
- The Ryan White Quality Management Coordinator position closes on March 11.
  - MDH also has an opening for a grant manager (admin role), a PrEP coordinator and a planning person for a statewide HIV strategic plan.

## VIII. Part B Report

*Colleen Bjerke, DHS*

- DHS released an RFP for HIV housing services; the deadline in March 31.
- Working on getting contracts in place through agencies awarded through the Hennepin County RFP.
- Contract manager is returning on March 31.
- Andy's position is extended through the end of April.
- Planning for site visits.
- Contract manager training for MCM certification training in Omaha.
- Developing ADAP forecast, will present to council next month.
- Andy prepared the ***2015 Open Enrollment Summary for 2016 Coverage***; the open enrollment period is now closed. This is a summary report on their success rates and Andy is available to answer questions. Andy thinks they did a fairly good job with open enrollment although the numbers are not as high as last time.
  - Roger said this document explains well the steps taken along the way and the options available to people as well as people accessing insurance outside of open enrollment.
  - Robert G asked about the clients who failed to reapply; Andy replied that everyone is required to enroll in Program HH annually and prove their income eligibility. They send out the application 2 months in advance then follow up with a letter after 30 days stating their Program HH benefits will expire in 30 days. Eligibility specialist follows up with a client's case manager or a Ryan White benefits counselor will follow up with them. Andy said often times these clients have moved but they try to determine if they are using their Program HH benefits.
  - Loyal asked when the next formulary committee meeting; Andy said it will be in May.
  - Bielca asked if we will ever have a national registry to check if patients are receiving services in other states. Andy doesn't think we will ever have a tracking database, there could be privacy issues.

- Chrissy Jones said surveillance tracks when someone is diagnosed in another state and moves to MN so it is not considered a new case in MN. HIV Surveillance person follows up with the individual. Once they establish care in MN there is a rider so states can talk to each other.
- Karin said the Ryan White Program in MN is great for people who are in care but is not set up to find people who are out of care.
  - Gwen added people who are case managed have additional support because someone can go to their house, etc. and find them.
  - Karin said the standards limit those who really need case management; these cases get closed because case managers can't meet the standards. Matt dittoed.
- Matt said this is a great discussion and he hopes it continues with this council, we need to identify barriers for people being in care.

## **IX. Prevention Update**

*Chrissy Jones, MDH*

- The RFP is postponed until next year; current contracts are extended one year. 4 years ago CDC changed their RFP guidance and they anticipate it could change again. Likely will include more PrEP services, connection and engagement in care.
- Looking for input about the direction for MDH's HIV Unit. Funding has decreased by \$1 million in past 5 years; currently receive under \$2 million. Need ideas for capacity building (education, PrEP). Grant manager positions will be in a capacity building role.
- Hiring a PrEP program manager, the purpose is to increase PrEP in MN.
- Gwen asked if MDH can apply for sources of funding besides CDC. Chrissy said MDH looks at other sources of funding and asked people to call them if they see funding opportunities that are based on state agency funding. We are a low incidence state so don't receive as much funding.

## **X. Council Staff Update**

*Patrick Tschida, Hennepin County*

- The first Executive Committee meeting is Tuesday, April 5 from 12-3 pm; it will include a facilitator training for council and committee co-chairs. The trainers can provide one-on-one feedback as well. All council members are welcome to attend, it will be in room L15 at HSB.
- There is also an additional meeting for facilitation training, please respond to the survey with your availability. Emil Angelica and Linda Hoskins from CCG will provide the training.
- A council contact sheet will be distributed after the action items.

**BREAK**

## **XI. Reintroductions**

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

**A. Executive-** No report, no meeting

**B. Community Voices (CVC)**

- Rick said they had a great meeting and community members were present; he thanked Bielca for her outreach.
- The committee discussed standards of care for Medical Nutritional Therapy.
- Rick and Bielca were nominated to serve as co-chairs. They want to engage more people from diverse communities and are looking into ways to use technology to get more voices.
- CVC holds quarterly meetings; David said monthly meetings were difficult for members to attend. Karin said previous challenges included no clear charge for the committee. Meetings have been held at HSB but we are looking into holding meetings in the community and in greater MN.

- Gwen thinks this is an important committee and wants to increase its visibility. Roger said it may be helpful for this committee to let people know where to go to find resources if they are not HIV positive but affected by HIV.
- Al said CVC can help to inform the gaps and barriers for the comprehensive plan development.
- The next meeting is Tuesday, May 17.

#### **C. Membership & Training**

- Lesa said Loyal and Lesa were nominated as co-chairs.
- The committee discussed openings on the council and outreach to fill them.
- They brainstormed training ideas.

#### **D. Needs Assessment & Evaluation (NA&E)**

- Karin said the purpose of the committee is to take the data and present it to the council so they can make data driven decisions.
- Worked on Service Area Review Summaries (SARS) preparation, these will provide data for each service area which will be prioritized by council.
- Karin and Alejandro were nominated as co-chairs.
- Colleen asked if NA&E will look at prevention needs; Karin said they will want to look into this. There has been discussion about incorporating prevention needs but no decisions were made.
- Alejandro said NA&E is quantitative and there is qualitative data that can come from CVC.

#### **E. Planning & Allocations and Disparities Elimination**

- Gwen said these committees have met twice, they are holding all day meetings twice a month in order to complete the work for the comprehensive plan.
- The last meeting included identifying gaps and barriers in HIV services, care and treatment and prevention; looking at themes. Determining the focus of their work.

### **XIII. Action Items: Consideration and Nomination of Committee Co-Chairs**

- **MOTION:** Alejandro motioned to approve Karin Sabey and Alejandro Aguilera as co-chairs for the Needs Assessment & Evaluation Committee. No discussion; the council voted unanimously; motion passes.
- **MOTION:** Al motioned to approve Tim Kopischke and Marvin Innes as co-chairs for the Planning & Allocations Committee. No discussion; the council voted unanimously. Motion passes.
- **MOTION:** David motioned to approve Gwen Velez and Robert Gillum as co-chairs for the Disparities Elimination Committee. No discussion; the council voted unanimously. Motion passes.
- **MOTION:** Matt motioned to approve Lesa Nelson and Loyal Brooks as co-chairs for the Membership & Training Committee. No discussion; the council voted unanimously. Motion passes.
- **MOTION:** Lesa motioned to approve Rick Laska and Bielca Guevara as co-chairs for the Community Voices Committee. No discussion; the council voted unanimously. Motion passes.

### **XIV. Action Item: Nomination and Election of Parliamentarian**

- Rob said we use Robert's Rules of Order to keep track of the business, votes, etc. The other reason is to ensure everyone has a voice and no one is excluded. It can be complicated and cumbersome so the role of Parliamentarian is useful.
- **MOTION:** Rob motioned to extend the vote for parliamentarian until the next meeting so the need can be discussed in Executive and Loyal seconded. No discussion. The council voted unanimously; motion passes.

### **XV. Consideration & Election of Grievance Committee**

- This is an ad hoc committee in case there is a grievance filed against the council.
- Six people serve on the committee and we need three people to volunteer today to serve on the committee. The other three people will include the council's community co-chairs and a committee co-chair who will be selected in case there is a grievance filed.
- Alejandro volunteered.
- Gwen asked why the grievance committee isn't part of the duties of the Membership & Training Committee.
- **MOTION:** David motioned to not hold the vote until Executive discusses the possibility of the Membership & Training Committee absorbing these duties and Loyal seconded. **DISCUSSION:**
  - Karin said the bylaws would need to be revised and the bylaws require a 20 day review period; therefore, it could be discussed in Executive but the bylaws will not be changed right away.
  - Alejandro said it is a checks and balances process to have a random mix up of members. Since there are no grievances there are no preconceived notions before joining. This committee has convened twice in 12 years.
  - Colleen said this committee likely won't meet and proposed to keep the vote the same.
  - Rob Y is now chairing; Roger said it seems awkward to change the bylaws and agrees with Alejandro that this should be set apart from normal committee duties.
  - David said members should not be aligned politically just to the group.
  - Roger is chairing again. Rob Y said the bylaws don't prohibit this being part of the membership committee.
  - Patrick said HRSA has guidance about this: bylaws are required and a grievance procedure; Patrick will refer to the Primer.
  - Matt called the question. The council voted **9-9** so the chair will break the tie. Roger voted in favor of the motion. Motion passes.

#### **XVI. Consideration & Approval of MCHACP Bylaws**

- **MOTION:** Rick motioned to approve the bylaws and Lesa seconded. **DISCUSSION:**
  - Matt said the COI policy was adopted by the Planning Council and this is different than what CCCHAP had; he felt like we were still working through its operational procedure. He doesn't want to change anything but there could be future conversations.
  - Patrick said there was significant revision from Hennepin County attorneys from the past policy.
  - Matt said there will need to be training.
  - Gwen said there will be future opportunity to change or revise the bylaws. Tim added we would need to wait the 20 day period for future changes. Patrick agreed and said it will be a month to go through our internal processes, 30 days to go through HC attorneys and then brought to the council.
  - Matt called the question. The council voted **17-0**, 1 abstention. Motion passes.

#### **XVII. Open Forum** None

#### **XVIII. Announcements**

- Matt said March 29 is AIDS Action Day at the State Capitol, Congressman Keith Ellison is scheduled to attend as well as other special guests. Will send the registration link. Room 500N.
- Positive Women's Network Webinar
- Keith Henry, MD said a new HIV drug is available and testers are needed; it is an injection every two months.

- Membership list is being passed around; it is not available electronically due to privacy.
- Roger said we can continue to read the guiding principles at the start of each meeting; it should be added to every agenda.

**XIX. Adjourn**

Al motioned to adjourn the meeting and Rick seconded. The meeting adjourned at 11:55 am.

**Documents Distributed Before the Meeting:**

- Proposed Agenda
- February 9 Meeting Minutes
- Part A Update
- FY17 AIDS Budget and Appropriations Coalition Chart
- 2016 Open Enrollment Summary
- **Action Item:** CVC Co-Chair Election
- **Action Item:** M&T Co-Chair Election
- **Action Item:** NA&E Co-Chair Election
- **Action Item:** PAC Co-Chair Election
- **Action Item:** DEC Co-Chair Election
- **Action Item:** Parliamentary Election
- **Action Item:** Grievance Committee Election
- **Action Item:** Bylaws
- Committee Report Summaries

**Documents Distributed At the Meeting:**

None

**cw/PAT**