

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

Council Members Present:	
Alejandro Aguilera	Valentine Momo
Mike Behl	Florence Nabeta
Tom Bichanga	David Neller
Colleen Bjerke	Lesla Nelson
Loyal Brooks	Gelli Overton
Roger Ernst (Council Co-Chair)	Karin Sabey (phone)
Terral Ewing	Matt Toburen
Al Fredrickson	Thuan Tran
Bielca Guevara	Gwen Velez
Marvin Innes	John Vener, MD
Rick Laska	Monica Yugu
Larry McPherson (Council Co-Chair)	
Council Members Absent:	
Robert Andrews	Tim Kopischke
Kyle Dular	Val Rubin-Rashaad
Robert Gillum, Jr.	
Community Members/Guests/Consultants:	
Kip Alms, Hennepin County	Coral Garner, Minneapolis Health Dept.
Andy Ansell, DHS (phone)	Keith Henry, MD, Positive Care Center
Tim Bergeland, MN AIDS Project	Stephen Jensen, Community Member
Carol Cavazos, Hennepin County	Nigel Perrote, Minneapolis Health Dept.
Patrick Connelly, MN AIDS Project	Tyrie Stanley
Nic Dehning, MN AIDS Project	Anika Walz, Hennepin County
Hennepin County (Part A) Representative:	
Jonathan Hanft	DHS (Part B) Representative: Colleen Bjerke
MDH (Prevention) Representative:	
Krissie Guerard	
MCHACP Staff:	
Amy Dusek, Interim Council Coordinator	Carissa Weisdorf, Administrative Specialist (minutes)

Quorum Present? **Yes**

- I. **Call to Order & Reading of the Guiding Principles**
 Larry called the meeting to order at 9:10 am and thanked members for their support. The tables are arranged in groups for the SARS exercise. Rick read the 6 guiding principles aloud.
- II. **Welcome and Introductions**
- III. **Consideration and Approval of Proposed Agenda**
 Rick motioned to approve the agenda and Al seconded; the agenda was approved by unanimous consent.
- IV. **Consideration and Approval of June 14 Meeting Minutes**
 Marvin motioned to approve the minutes and Mike seconded; the minutes were approved by unanimous consent.
- V. **Co-Chair Update**
 - The council co-chairs met with CCG to review and revise the agenda for the August allocations retreat.

- The council charter was reviewed and updates will be made; will review again in September.
- Roger said the June 14 meeting evaluation results were reviewed and the general consensus was the council is operating well and that particular meeting went well. There were comments that there is a tendency to drift off subject which consumes time and we have important business to conduct. Roger spoke about a suggestion from the Harvard Business Review to use the word *jellyfish* to signal the meeting is drifting off and it's time to get back to the agenda. The word is silly but the concept is good; we can discuss the idea more during open forum.

VI. Part A Update

Jonathan Hanft, Hennepin County

- Jonathan referred to the **Part A Update**.
- Upcoming due dates for reports due to HRSA/HAB. Financial report will close out fiscal year, determines amount of funding spent in 2015; we have \$200,000 unspent and will request \$180,000 for carryover. Part A will provide a final expenditure report most likely at the August meeting.
- We are a little behind in completing the comprehensive plan but we have someone who is facilitating the process and will help write the plan.
- Patrick left the county and Amy Dusek will serve as interim council coordinator for the next two months while a coordinator is hired. Amy previously served as interim council coordinator in 2014 and was the project manager for the integration period. The coordinator position will be posted as a lateral transfer internally and then open competitive.

VII. Part B Update

Colleen Bjerke, DHS

- Colleen referred to the **Part B Report**. Part B has similar reports due but one month later.
- Open positions at DHS; supervisor position will be posted soon and there are a number of other open positions.
 - Terral asked when the community will feel like HH is complete again; Colleen doesn't have this information but will convey it.
- Andy provided an update on the formulary expansion; letters were sent to clients enrolled in HH and they are sorting through requests to add additional medications. The process is moving along smoothly.
 - Jonathan asked if the HH formulary mirrors the MA formulary; Andy replied it will mirror it with the exception of controlled substances.
 - Terral asked why it doesn't include controlled substances; a lot of people are taking these because of HIV. Andy said the formulary committee debated it many times and providers are reluctant because of the possibility of abuse. Terral said this punishes those who take the meds responsibility. Andy said they are keeping a list of these requests and suggests people who are passionate should attend the next formulary committee meeting. The next meeting is TBD and will occur once a new ADAP coordinator is hired. Loyal said a lot of the work is done electronically.
 - Bielca asked if medical marijuana is included; Andy said it can't be covered by the program because it breaks federal law and is not part of state's Medicaid formulary which is only FDA approved medications.
- Andy will be in town for the Red Ribbon Ride and is hoping to stop by the PAC meeting.

VIII. Prevention Update

Krissie Guerard, MDH

- Krissie referred to the **Prevention Update**.
- Alvine Laure will start on August 1 in the State HIV Strategy position. She will attend a future council meeting.
- The position that will serve as the MDH appointed council co-chair closed and interviews will start soon.
- The intermediate epi position is posted and the CAREWare position will be posted soon. We will send it out to the council.
- Guidance received for the prevention grant, due Sept 1. Continuation on 5 year grant, in 6th year.

- Gwen asked when the RFP for agencies is; Krissie said it will be next year after new guidance comes out and they know what is expected.
- Krissie will attend the NASTAD Prevention and Care Meeting in Washington, DC and will present the work of integrating Part A, Part B and prevention which is unique in MN.
- Dr. Henry asked when the new HIV Care Continuum will come out; Krissie said this month.

IX. Council Staff Update

Carissa Weisdorf, Hennepin County

- Carissa reported a 100% return on the paired comparison for core medical services. The process to prioritize the support services will be the same and will be emailed out today or tomorrow. The due date for the support services paired comparison is Friday, July 22.
- The location for the July 27 Planning & Allocations Committee meeting was changed to HSB room 917.

X. Committee Reports (provided in written form)

A. Executive

B. Community Voices

C. Membership & Training

- **Action Item: Membership Recommendation.** Loyal and Terral interviewed a potential member who fills reflectiveness the council needs and there is an action item today for membership recommendation. **MOTION:** Loyal motioned to nominate Tyrie for membership. **DISCUSSION:** David asked Tyrie to say something; we referred to his personal statement on the ballot. Anika Walz and Kip Alms counted the ballots and Larry read the results; Tyrie was elected **21-0**; motion passes.

D. Needs Assessment & Evaluation

- The committee reviewed the results of the June 14 meeting evaluation; people liked the small group activities but there were concerns over the physical arrangement of the tables and chairs. Alejandro said we need to sit in groups for today's meeting but please make yourself comfortable. Results also indicated side conversations are a problem; we encourage asking questions quickly to your neighbor during the meeting. The evaluations also indicate more transparency is needed from the government agencies.
- The results were discussed in the Executive Committee and NA&E asked the Membership & Training Committee to review the results as well.

E. Planning & Allocations

F. Disparities Elimination Committee

BREAK

XI. Assessment of Administrative Mechanism

Jonathan Hanft, Hennepin County

- Jonathan referred to the **Assessment of the Administrative Mechanism** PowerPoint. One of the major responsibilities of the council is to complete the Assessment of the Administrative Mechanism, which is an evaluation of the grantee on the implementation of the council's plan. This is coming up next month so we are providing an overview today; it will be sent out by email in August. The purpose of today's overview is to discuss what it is and how it works. We will email this out and provide a hard copy if requested. The results are included in the Part A grant application.
- If you indicate an objective is unmet additional suggestions or comments need to be included as to why it was unmet.
- The instrument will be sent out prior to the August council meeting and returned by the end of the 3rd week in August.
- Gwen asked who reviews the results; Jonathan replied Council members and HRSA as it is reported in the grant application.

- Terral asked if HRSA joined any of the new council meetings. We have a monthly call with our HRSA project officer and the council co-chairs and they called in last December when the last council sunsetted. Co-chairs will meet with our project officer at Ryan White Care Conference. Alejandro said our involvement and concern is taken seriously by them. Jonathan said they get involved if there is a request or need clarification about policy. David said in 2012 they attended to discuss their reorganization.

XII. Support Services SARS Discussion

Alejandro Aguilera & Roger Ernst, Needs Assessment & Evaluation Committee

- Karin joined the meeting by phone to answer questions during the presentation.
- Alejandro projected the HRSA/HAB website; it has data from 2010-2013 for all Ryan White parts in MN and can be used to review trends.
- Based on the council's request, the Greater MN numbers were added to the SARS. Roger said there are rural areas of the TGA so it isn't metro vs. rural.
- Roger said the instructions for the small groups is to look at the SARS and take 10 minutes to discuss the data points. Pull out important data about the service area and then present it to the other groups in a minute or less. Similar to last month's process. Also ask questions if you don't understand.
- The committees deliberated and then reported back to the council about their specific support service area.
- Roger asked how the paired comparison process worked for the council. Most people found it easy to do. Gwen said she wanted to know how her services were ranked while she was completing it; Kip said the totals are at the bottom and the highest numbers are your highest ranking. Loyal asked how we rank services when don't have data. Alejandro said after the CVC meeting we decided to include all of the HRSA allowable services in the prioritization process but we don't have data on them because they were not previously prioritized. This happened with core medical services as well.
 - We use different versions so services are not ranked by bias.
 - Alejandro said to think about what this data means to get us to the goal of no new HIV infections. We will send the results prior to the next council meeting.
 - Contact NA&E co-chairs with questions and staff can assist.

XIII. Open Forum

- Matt presented the Robert's Rules of Order (RRO) tidbit on amending a motion and provided a half sheet ***When a Motion Causes Emotion: How to Amend a Motion***. Use a friendly amendment if you misspoke or want to change your motion slightly; only the maker of the motion can accept a friendly amendment. Both motions must be voted on (main and amended motion). If an amendment is a different topic it is out of order and needs to be a separate motion. We will practice this today in preparation for next month's allocations retreat.
- Roger reintroduced the *jellyfish* idea and asked what the council wants to do. We could use signs or it could be up to the chair to monitor it. Marvin said side conversations increased with the small group setup; Alejandro said he explained why we are set up in this arrangement today. Monica said the word doesn't make sense to her. We can bring it back to the co-chairs/Executive Committee to think of another word to use.

XIV. Announcements

- There was confusion when signing the card for Rob P. so we will sign a new card next month.
- Terral said there is a survey for clients over the age of 50 and he asked agencies to please send to your clients. Aging with HIV in rural counties, contact Terral with questions or go to mcw.edu/cair/thrive.htm.
- Dr. Henry said there is a public television program discussing getting to zero and each episode focuses on different jurisdictions.
- Amy (Dusek) Liebl said she will be stepping in as interim coordinator and wants to put a face to the name.
- Gwen announced the Red Ribbon Ride is July 21-24. There is still time to sign up as a volunteer by going to the website. You can also see the riders off at MOA.

XV. Adjourn

The meeting adjourned at 12:00 pm.

Meeting Summary:

- The council received an overview on the Assessment of the Administrative Mechanism.
- The Needs Assessment & Evaluation Committee presented the Support Services Service Area Review Summaries (SARS).
- The council approved the Action Item for Membership Recommendation.

Documents Distributed Before the Meeting:

- Proposed Agenda
- June 14 Meeting Minutes
- Part A Update
- Part B Update
- Prevention Update
- Committee Report Summaries
- **Action Item:** Membership Recommendation
- Support Services Service Area Review Summaries (SARS)
- Instructions for Paired Comparison Analysis (Support Services)

Documents Distributed At the Meeting:

- When a Motion Causes Emotion: How to Amend a Motion
- New Member Ballot

cw/ad