

**MN Council for HIV/AIDS Care and Prevention Meeting**  
**April 11, 2017**  
**9 am-12 pm**  
**Health Services Building, Room L15**  
**525 Portland Ave. S., Minneapolis**  
**Minutes**

<b>Council Members Present:</b>	
Alejandro Aguilera (phone)	David Neller
Robert Andrews	Lesla Nelson
Lisa Behr (phone)	Gelli Overton
Tom Bichanga	Val Rubin-Rashaad
Roger Ernst (Council Co-Chair)	Tyrie Stanley
Terral Ewing	Matt Toburen
Robert Gillum, Jr.	Thuan Tran
Rachel Heule	Gwen Velez (phone)
Ejay Jack	John Vener, MD
Stephen Jensen	Johnnie Williams
Florence Kulubya-Nabeta	Monica Yugu
Valentine Momo	
<b>Council Members Absent:</b>	
Bielca Guevara	Loyal Brooks
Lenny Hayes	
<b>Community Members/Guests/Consultants:</b>	
Paul Allwood, MN Department of Health	Jason Canfield, Currant Health
Idil Ahmed, Hennepin County Intern	Nigel Perrote, City of Minneapolis
Emil Angelica, Community Consulting Group	Aaron Peterson, Hennepin County
Dennis Anderson, Community Member	Jared Shenk, MDH
Jan Callison, Henn. County Board of Commissioners	Walter Urey, Hennepin County
	McKinzie Woelfel, MDH
<b>Hennepin County (Part A) Representative:</b>	
Jonathan Hanft	<b>DHS (Part B) Representative:</b>
	Rachel Heule
<b>MDH (Prevention) Representative:</b>	
Krissie Guerard	<b>MCHACP Parliamentarian:</b>
	Pat Reymann, PRP
<b>MCHACP Staff:</b>	
Carissa Weisdorf, Coordinator	Rhoda Chaffe, Temp. Office Specialist (minutes)

Quorum Present? **Yes**

**I. Call to Order, Reading of Guiding Principles, Introductions, Lighting of the candle**

Roger Ernst called the meeting to order at 9:03 a.m. and Florence Nabeta read the guiding principles. Introductions were made.

- Terral Ewing gave a eulogy on the passing of Michael Hargrave. The service will be held on 4/29 at 11A in Glenwood, MN. He will provide this information to Carissa by the end of the week for dissemination to the Council. Roger added that Michael served as a Council member and caregiver.

**Consideration and Approval of Proposed Agenda**

- Roger motioned to approve the agenda; the agenda was approved by unanimous consent.

**Consideration and Approval of March 14 Meeting Minutes**

- Roger motioned to approve the minutes; the minutes were approved by unanimous consent.

**II. Remarks by Jan Callison, Chair of the Hennepin County Board of Commissioners**

- Jonathan Hanft introduced Jan Callison, CEO of the Hennepin County Ryan White Program and provided background on her professional service within Hennepin County.
- Jan congratulated the Council on its work over this past year. She highlighted the Guiding Principles as vital to the work of the Council and concluded, the numbers are staggering and personal.

### III. Co-Chair Update

- Krissie G. introduced Paul Allwood, Assistant Commissioner with the Minnesota Department of Health. Paul thanked the Council for its accomplishments over the last year in pushing towards the goal of zero infection and re-infection rates. He thanked all members who are leaving the Council for their service and those who are coming on board. He summarized, it is important to be mindful that we all have good intentions and should always ask, “Why?”
- Roger queried the council on the “Planning Council Assessment: Key Findings and Implications” webinar participation and asked McKinzie to provide an update. McKinzie expressed that the presentation was hard to follow and called for input from other attendees.
  - Roger provided a brief overview of the HRSA study. He summarized that the study area was comprised of large metro and statewide areas. He noted that the three parts were unified for a comprehensive overview.
    - Jonathan added that this study was presented in August at the All Grantee Meeting in DC. All participants were members of Part A planning bodies, a few integrated their local plans and council staffs varied.
  - Carissa announced she will provide the link to the study once it becomes available from HRSA.
  - Ejay Jack shared that it was helpful to learn how councils are built and the funding levels were interesting.
  - Rachel Huele noted the integration of Part A was impressive.
- Roger announced that he attended the HIV Strategy Board meeting and provided an overview. He informed the Council that the meeting is held on the third Monday of each month and includes a broad community base of support in the areas of new infections and diagnosis. He noted, this is a duplication of what is done here; but they are taking the structure beyond what we do at Council. They will be gathering community feedback on a comprehensive statewide strategy and holding two types of meetings within communities – small community meetings and larger forums within agencies working in the field.
  - Matt Toburen informed the Council that these meetings are open to the public and a website is being created. He summarized, time is spent at a high level on vision and goals, 15-20 years and compiling goals to create a vision statement. He brought attention to the documents that have been done, and emphasized that identifying action steps is the goal of these meetings.
  - Roger suggested having a special meeting of the Council, possibly dispersing within communities and drafting a statewide plan with the following parameters:
    - First draft between now and October 2017
    - Second draft to State Legislature in January 2018 for state status
    - Work on sub-steps in January 2018
  - Matt added, the plan is moving forward regardless of MDH, DHS activities; they will present a report of recommendations on what they can do at the state level to the legislature. He noted, there is no state stamp of approval; this plan is not dependent on legislation.
  - Roger invited the Council to ask questions following the meeting.

### IV. Parliamentary Procedure/Robert’s Rules of Workshop

*Pat Reymann, Professional Registered Parliamentarian*

- A.** Pat Reymann presented “How to Avoid Motion Sickness” and pointed out the availability of Robert’s Rules of Order, the newly revised 11<sup>th</sup> Edition (Robert’s Rules of Order). Some of the highlights of her presentation included:
- Guidelines are set up to be fair/democratic and a line of authority
  - If motioning, it is necessary to be recognized by the meeting Chair/Co-chair, and must state, “I move.” The person seconding, does not need to be recognized by the Chair/Co-Chair.
    - It was noted that if the recommendation is coming from a committee, a second is not necessary.
  - During debates, address all remarks to the meeting Chair; the Chair cannot participate in the debate. Move to amend during the debate. The Chair must announce the result.
    - Roger questioned if there must be a second before debating can commence.

- Pat responded, the Chair/Co-chair will coordinate the discussion and debate.
  - Jonathan clarified that a hand count is acceptable as stated in the MCHACP Council Bylaws.
  - Tyrie questioned if a motion is potentially harmful in some way, could a member object.
    - Pat responded that the motion could then go back into a debate.
- Members in conflict of interest may participate in discussions, but must leave the room after a motion is made and prior to the debate.
  - Matt questioned how the Council determines whether there has been enough discussion. He questioned if there can be a vote to close the discussion.
    - Roger responded, the motion can be held by the Chair until enough discussion has taken place.
    - Pat suggested adding another rule and reiterated the importance of having confidence in your meeting Chairs/Co-chairs.
    - Gelli expressed that Robert's Rules are more of a barrier to young people and other groups.
      - Roger responded, this is important to distinguish for discussion.
  - Pat added, this rule balances the law to ensure that those who have a conflict of interest are invited to leave the meeting prior to the debate.
    - Roger questioned when the rule of asking people to leave the room started.
      - Jonathan responded, due to conflict of interest not being dealt with appropriately at the time, it was determined that it had to be better managed. Un-aligned consumers expressed concern over providers being present and the potential for votes being cast contrary to their voice.
    - Matt responded, this has been in place for a short period of time; there was a lack of understanding of the process. Multiple funding streams and conflict of interest need to be re-addressed.
    - Rachel clarified that decisions are created in sub-committee and final decisions are approved in Council meetings.
    - Roger added, there are funding caveats for Parts A & B.
    - Jonathan responded that it is difficult to separate funding; conflict of interest applies to those seeking funding as well as allocation decisions.

## V. Grantee Reports

### • **Part A Update**

*Jonathan Hanft, Hennepin County*

- Jonathan Hanft provided an update on the progress of the waiver request for core medical services reporting successes and additional resources needed. He noted 2017 allocations approved by the council in August will need to be adjusted. Re-allocations are due to under-spending; there is more flexibility in re-allocating funds. The next steps are drafting the narrative and providing the waiver request by May 1.
- Jonathan announced that the Ryan White Services Report to HRSA was submitted the third week of March and this information goes to Congress.
  - New staff member update:
    - Administrative Specialist, Jeremy Stadelman will be starting Monday, April 17. The Council received an overview of Jeremy's professional experience.

### • **Part B Update on Open Enrollment 2017**

*Rachel Heule, DHS*

- Rachel announced that 421 were enrolled with 91% enrollment effectiveness reported.
  - DHS is currently looking at the un-enrolled; an update is forthcoming.
  - They are also looking at drops from previous years and considering immigration policy and returned information that was received post open enrollment deadline as factors. DHS will be focused on getting enrollments in on time.
- Rachel thanked the enrollment counselors for their efficient work.

- Jonathan questioned if the report included all insured, including those with less than 15% premiums assistance.
  - Rachel responded, not if under 15% per policy. Rachel noted that the report includes Medicare clients. DHS will be coming out with a more comprehensive report.
- Rachel informed the Council that the prescription piece has shifted; they are looking at expanding co-pays, e.g., employer-sponsored premiums on increased co-pays. They are figuring out where the gaps are and then filling them in.
  - Terral questioned HH provider collecting rebates and starting own programs, program 340B.
    - Rachel responded that she will check on this, and added that HH clients can fill prescriptions where Medicaid is accepted; a prescription can be purchased at a discount. She informed the committee that they receive rebate funds from manufactures that must be spent before grant funds.
  - Matt thanked staff for their work on open enrollment in spite of all the barriers. He asked what best practices have been successful for hard-to-reach clients.
    - Rachel responded, making sure there are agencies/clinics that clients feel comfortable in. They embrace communities that run into administrative barriers. They get many enrolled and look at what is preventing them for getting enrolled.
- **Prevention Update**  
*Krissie Guerard, MDH*
  - Krissie Guerard announced that the Statewide Strategy website is now available. Carissa stated that she will send out information.
  - Krissie reminded the Council the 2016 epi data release is taking place on Thursday, April 20.
  - Krissie announced that the Prevention with Positives RFP was released last Tuesday; it is available online.
  - Federal funds received a 7% cut; as a result, our revised award was \$70,000 less. Prevention and surveillance grants will be out in June; we will provide the range for funding, five-year cycles at that time. There will be no significant reductions. She noted that all federal grants were cut .69%, so the 7% cut was not anticipated.
  - Krissie announced the “Moving Forward: The Future Begins Now,” Minnesota and North Dakota STD/HIV/TB/Hepatitis conference (see flyer) and invited questions. She informed the Council that MDH can send someone to provide more detailed information to their organization.

## VI. Staff Update

*Carissa Weisdorf, Hennepin County*

- Carissa provided an overview of the June 6 Facilitators Training that will be held from 12 noon – 2:00 p.m. and Executive Committee meeting from 2:00 - 3:00 p.m. She asked members to let her know if they are not part of the Executive Committee but would like to attend and stated that one-one training is available.
- Terral pointed out that Camp will be occurring during this time.
- Council member updates:
  - Monica Yugu is stepping off the Council; she has identified a replacement.
  - Marvin Innes has resigned from the Council; a thank-you card was provided for Council members to sign.
  - Roxanne Anderson will not be joining the Council.
- The Council Contact List was distributed to Council members for their reference (only).
- Carissa informed the Council that the Membership & Training Committee has requested adding the personal pronouns to the name tents. Council members were asked to write their pronouns on the tents.
- Carissa announced that the annual signing of the Conflict of Interest form will be done following the presentation from Community Consulting Group (CCG). She requested Council members fill out the Conflict Of Interest form (unless you completed it at new member orientation) and submit them to her.

**BREAK**

## VII. Committee Reports (also provided in written form)

### A. Executive Committee

- **Action Item:** MDH-Appointed Member Election
  - Roger provided an overview on Action Item: MDH-Appointed Member Election to elect McKinzie Woelfel to MDH-Appointed member of MCHACP Council.
- **MOTION:** I, Roger move to approve Action Item: MDH-Appointed Member Election of McKinzie Woelfel. The ayes have it, the motion is adopted, and McKinzie Woelfel is elected as MDH-Appointed member.

### B. Community Voices

- No update.

### C. Disparities Elimination

- Carissa referred to committee summaries.

### D. Membership & Training

#### a. **Action Item:** Committee Co-Chair Election

- Lesa provided an overview on Action Item: Committee Co-Chair Election of Stephen Jensen for review by the Council.
  - Lesa stepped down due to her commitment as Council Co-Chair. Stephen Jensen volunteered to be a Co-Chair of the Membership and Training Committee.
- **MOTION:** I, Lesa move to approve Action Item: Committee Co-Chair Election of Stephen Jensen. The ayes have it, the motion is adopted, and Stephen Jensen is elected as Membership and Training Committee Co-Chair.

### E. Needs Assessment & Evaluation

#### a. **Action Item:** Committee Co-Chair Election

- Lesa provided an overview on Action Item: Committee Co-Chair Election of Ejay Jack for review by the Council.
- **MOTION:** I, Lesa move to approve Action Item: Committee Co-Chair Election of Ejay Jack. The ayes have it, the motion is adopted, and Ejay Jack is elected as Needs Assessment and Evaluation Committee Co-Chair.

### F. Planning & Allocations

#### a. **Action Item:** Committee Co-Chair Election

- Roger provided an overview on Action Item: Committee Co-Chair Election of Tyrie Stanley for review by the Council.
- **MOTION:** I, Florence move to approve Action Item: Committee Co-Chair Election of Tyrie Stanley. The ayes have it, the motion is adopted, and Tyrie Stanley is elected as Planning and Allocations Committee Co-Chair.

## VIII. Conflict of Interest Policy & Procedure Presentation

*Emil Angelica and Linda Hoskins, Community Consulting Group*

- Emil Angelica provided a Conflict of Interest Policy and Procedures presentation to the Council. He prefaced the presentation with a brief review of the Conflict of Interest form. Emil pointed out that the conflict of interest checklist was developed with the assistance of Pat Reymann, Parliamentarian and this information will be added to a matrix. He explained the background and descriptor of being in conflict of interest and emphasized that a conflict of interest is not doing something wrong, it is individuals 'wearing different hats' coming into conflict. Examples of conflict of interest and non-conflict of interest situations were discussed. Emil clarified that if conflict of interest applies, this/these attendee/s can participate in discussions prior to a motion; however, once a motion is made and debate begins, this/these attendee/s must leave the room. In summary, Emil emphasized that provider and service area meetings provide opportunities for input prior to voting on funding, and perception is paramount; trust is imperative.

- Matt questioned how this affects someone from a large service category.
  - Emil responded, the difference between consumers who would benefit from the financial vote is either known or not at the time of the vote.
  - Monica expressed that conflict of interest applies more to service areas.
    - Jonathan, responded that funding allocations could benefit an agency.
  - Gelli brought attention to the three statements that proceed the signature area on the conflict of interest form and how they differentiate and identify conflict of interest situations.
  - Matt stated, as providers we cannot decide on applications until we participate in discussions.
    - Emil clarified that if an attendee is uncertain if their organization is applying for funds, they are not in conflict of interest.
- Jonathan reiterated, committee meetings afford consumer and providers opportunities to provide input on Ryan White funding allocations.
- Q&A - Emil invited the Council to ask further questions.
  - Roger questioned how long Robert's Rules of Order have been included in the Council Bylaws.
    - Jonathan responded, since the beginning.
- **MOTION:** I, Gwen move to form a committee to revisit the Council Bylaws and bring back a recommendation to Council by the end of the year.
  - Matt recommended sending the motion to committee for further review.
  - Jonathan noted that the Council needs 30 days to review changes prior to a vote and two-thirds of the Council (ayes) would be needed for approval.
  - Roger recommends taking a month to form a motion that speaks well to the Council and meets government requirements.
    - **MOTION:** I, Gwen move to amend the motion to strike out the Council Bylaws and insert Robert's Rules of Order to be reviewed by a committee to bring to Council in September. Matt seconded.
  - Pat pointed out that the Special Rules of Order can supersede Robert's Rules of Order; Special Rules of Orders can be adopted by the Council.
  - Roger spoke against the amendment advising the Council to designate a time and date for further discussion of this item and suggested the next Executive Committee meeting.

#### IX. Open Forum

- None.

#### X. Announcements

- None.

#### XI. Adjourn

- **MOTION:** I, Ejay move to adjourn and review the amendment and motion under unfinished business; Tyrie seconded. The meeting adjourned at 12:26 p.m.

#### Meeting Summary:

- The council approved the **Action Item:** Membership & Training Committee Co-Chair Election.
- The council approved the **Action Item:** Needs Assessment & Evaluation Committee Co-Chair Election
- The council approved the **Action Item:** Planning & Allocations Committee Co-Chair Election
- The council approved the **Action Item:** MDH-Appointed Member Election
- The council received a Robert's Rules of Order/Parliamentary Procedure presentation by Pat Reymann, MCHACP Parliamentarian.
- The council received the Conflict of Interest Presentation from Emil Angelica and Linda Hoskins, Community Consulting Group

#### Documents Distributed Before the Meeting:

- Proposed Agenda
- March 14 Meeting Minutes

- **Action Item:** MDH-Appointed Member Election
- **Action Item:** Membership & Training Committee Co-Chair Election
- **Action Item:** Needs Assessment & Evaluation Committee Co-Chair Election
- **Action Item:** Planning & Allocations Committee Co-Chair Election
- Conflict of Interest Training 2017
- MCHACP Conflict of Interest Policy
- Conflict of Interest Policy and Procedures Checklist
- Committee Assignments
- Needs and Assessment Committee Service Area Presentation
- Committee Report Summaries
- 2017 Council Meeting Schedule
- MCHACP Motion Sickness
- MCHACP Make a Motion
- MDH Prevention Update

**Documents Distributed At the Meeting:**

- Council Contact List
- Part A Update
- Moving Forward: The Future Begins Now flyer
- MDH Call for HIV Prevention with Positives Proposal Review Team Participants Memorandum
- Program HH Insurance Open Enrollment 2017 Summary

**RC/cw**