

MN Council for HIV/AIDS Care and Prevention
Virtual Meeting
July 14, 2020
9:00 am – 11:00 am

Meeting Summary/Minutes

Council Members Present:	
Dennis Anderson	Teresa Jones
Andrew Bauman	Tom Kelly, Jr.
Lisa Behr	Larry McPherson (Council Co-Chair)
Thu Danh	Javier Andrews-Mendoza
Alissa Fountain	Nafula Namuninia
Raymel Givens	Fred Ndip
Alfredo Rincon-Gonzales	Asneth Omare
Cree Gordon (Council Co-Chair)	Sarah Schiele
Destiny Holiday	Jo Ann Vertetis
Stephen Jensen	McKinzie Woelfel (Council Co-Chair)
Council Members Absent:	
Michael Brooks	James McMurray
Charlotte Detournay	Austin Phillips
Tom Kennedy	
Community Members/Guests/Consultants:	
Emil Angelica	
Aaron Peterson	Jeremy Stadelman
Gayle Caruso	Jill Moody
Anika Kaleewoun	Jacob Melson
Ann Bensen	Alejandro Aguilera
Audra Gaikowski	Jessie Saavedra
Bill Tiedemann	Jared Shenk
Miranda Kunz	Tyrie Stanley
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Thuan Tran	Darin Rowles
MDH (Prevention) Representative:	MCHACP Parliamentarian:
None	Pat Reymann, PRP
MCHACP Staff:	
Richard Puella (minutes)	
Carissa Weisdorf, Council Coordinator	

I. WELCOME AND INTRODUCTIONS: Cree Gordon called the meeting to order at 9:03AM. Introductions were made, and the guiding principles were read. The agenda, along with the June 9th minutes were approved by unanimous consent.

II. Committee Reports (also provided in written format)

- **Executive and Co-Chair Updates:** Larry McPherson presented the action item as written. **Action Item:** The Executive Committee recommends that the Council deem Terral Ewing ineligible for Council membership and/or participation on a committee as a community member for a period of one year (June 2, 2020 – June 2, 2021) due to Mr. Ewing’s code of conduct violation found by

the Executive Committee on June 2, 2020, specifically “(a)cts which may reflect negatively upon the council or create the appearance of impropriety.” As required by law Mr. Ewing will be eligible to attend Council meetings that are open to the general public, so long as he complies with the Council’s code of conduct and other rules of attendance at such meetings.

- There was no debate on accepting the revised language. With no opposition, the ayes have it and the motion passed.
 - **Action Item:** Executive Committee moved to have Jeremy Stadelman be elected to the council to fill the membership vacancy for Part A. With no debate, ballots were sent out to everyone via Survey Monkey. After a tally of the ballots, 18 out of 18 returned ballots voted to elect Jeremy Stadelman.
- A. Community Voices:** No additional updates were provided.
- B. Disparities Elimination:** No additional updates were provided:
- C. Membership & Training:**
- **Action item:** The Membership & Training Committee forwards the recommendation to elect Tom Kelly, Jr. and Tyrie Stanley as co-chairs of the Membership and Training Committee. No discussion or debate followed, and ballots were sent out to everyone via Survey Monkey. After a tally of the ballots, a total of 17 responses were received, 15 for Tyrie and 17 for Tom. Both Tyrie Stanley and Tom Kelly will serve as co-chairs of the Membership and Training Committee.
- D. Needs Assessment & Evaluation:**
- **Action item:** The Needs Assessment & Evaluation Committee forwards the recommendation that Lesa Nelson and Asneth Omare be elected to serve as co-chairs of the Needs Assessment and Evaluation Committee. After a tally of the ballots, 16 out of 16 votes were received to elect both Lesa Nelson and Asneth Omare as co-chairs for the Needs Assessment and Evaluation Committee.
- E. Planning & Allocations:** Tyrie Stanley provided the Planning and Allocations (PAC) update. PAC reviewed the Disparities Elimination Committee’s (DEC) proposal for Minority AIDS Initiative (MAI) funds. After review PAC sent the proposal back because new funding and grant information was provided which DEC did not have at the time of its decision.
- **Action Item:** Larry McPherson presented the medical case management (MCM) service standards and reminded those who have a conflict of interest must step away after a motion has been made.
 - PAC moves to adopt the attached MCM services standards. Those with a conflict of interest stepped out. There was no debate or discussion followed, and with no opposition the MCM service standards will be adopted.
 - **Action Item:** Planning & Allocations forwards a recommendation that Andrew Bauman and Michael Brooks be elected to serve as co-chairs of the Planning & Allocations Committee. No discussion or debate followed. After a ballot tally, 16 responses were received, 16 for

Andrew and 15 for Michael. Both Andrew Bauman and Michael Brooks will serve as co-chairs of the Planning and Allocation Committee.

III. Training on Robert's Rules of Order (Amending a motion)

- Pat Reymann presented *Amending a Motion*.
- There were no questions or comments after the training.

IV. 2020 HIV/AIDS Needs Assessment update: Miranda Kunz provided an update on the 2020 HIV/AIDS Comprehensive Needs Assessment. She reminded everyone that this was a collaborative project between the Department of Human Services, Hennepin County, and the Minnesota Council for HIV/AIDS Care and Prevention. Amidst the COVID-19 pandemic a three-pronged approach has been developed for the survey: online, phone, and a paper survey.

- Promotional materials have been sent out to Ryan White providers for the online survey. For phone interviews, Ryan White subrecipients reach out to clients to obtain initial consent to contact clients. English and Spanish version of the survey are available, and other languages are offered via the assistance of the language line. The first phone interviews were conducted on June 24, 2020. As of Monday, July 13, 2020, 128 survey have been completed.
- There have been challenges engaging African-born clients, particularly with an interpreter as most of the communities are small and tight-knit.
- Next steps include an extension of the timeline from August 31, 2020 to October 31, 2020. Phone interviews will continue with a focus on engaging African-born clients, and continued promotion of the online survey will continue.

V. Part A assessment of the administrative mechanism training:

- Carissa Weisdorf conducted a training on completing the *Part A Assessment of the Efficiency of the Administrative Mechanism*.
- Alejandro Aguilera reiterated the importance of completing the assessment, as this is one of the ways the Council can create change.

VI. Recipient Updates:

- **Part A:** Thuan Tran provided an update on behalf of Part A. The fiscal year 2020 program terms and submissions reports have all been completed successfully. This includes the lists of contracts, allocations table based on the Council's allocation plan, the Council co-chairs' assurance letter, and the Council roster and reflectiveness.
- The fiscal year 2019 final Federal Financial Report (FFR) is due July 30, 2020. It is anticipated that a request for \$20-\$30,000 dollars in carryover will be requested, which is 1/3 of what was requested the previous year. He also announced that the Minnesota HIV Quality Management Advisory Committee (QMAC) is seeking applicants for 2 vacancies. African American and African-born women who reside in the Transitional Grant Area (TGA) are encouraged to apply.
- **Part B:** Darin Rowles provided an update on behalf of DHS. Part B also successfully submitted their program terms report. The ADAP Data Report (ADR) was submitted to HRSA last week. With the continued extension of the peace time emergency declaration, recertification will continue to be on pause.
- Under the COVID-Cares award, Part B received \$ 197,040.00. Food vouchers will receive \$130,520 dollars that will enable clients 4 extra months of food vouchers in the year. Utility assistance, specifically

for phone expenses, will receive \$60,000 to support clients in maintaining phone service for telehealth and teleservices.

VII. Council Staff updates: Carissa Weisdorf had two updates for the council. She asked those who have not yet completed the prioritization worksheet to please do so. She also asked those who have not filled out their conflict of interest form to send those to either Richard or Carissa.

VIII. Developing Directives Training:

Carissa Weisdorf, Priority Setting and Resource Allocation: Developing Directives.

- There was a question about what is being done to address disparities in Greater Minnesota. Darin Rowles and Fred Ndip will work together and come back with more information about addressing disparities in Greater Minnesota.

IX. Unfinished Business/New Business:

- The Membership and Training Committee discussed ways to stay connected during COVID-19 and came up with a suggestion to start meetings 15-20 minutes early for anyone who wants to participate in an informal discussion. In the interest of time, the Council asked anyone who may be interested in joining meetings early to email Carissa.
- Destiny Holiday recommends that the Membership and Training Committee review co-chair qualifications, and come back with bylaw recommendations regarding the co-chair selection process. The committee has this on their work plan for October.

X. Open Forum: There was no discussion in open forum.

XI. Announcements: No announcements were made.

XII. Adjourn: Meeting adjourned at 11:15am

Documents Distributed for the Meeting:

- MCHACP Agenda
- June 9th MCHACP minutes
- Committee Report Summaries
- Action item: Revision to the Code of Conduct Violation
- Action item: Membership recommendation
- Action item: Medical case management services standards
- Final MCM standards
- Broad Changes to the 2013 MCM standards
- Final Acuity
- Acuity assessment survey results
- Action item: PAC co-chair election
- Action item: M&T co-chair election
- Action item: NA&E co-chair election
- Amend a motion presentation
- FY 2019 Council Expenditure Report
- Assessment of the Efficiency of the Administrative Mechanism presentation
- Developing Directives presentation

RP/cw