

**MN Council for HIV/AIDS Care and Prevention
Executive Committee (Remote mtg.)**

September 1, 2020

1:00 pm – 3:00 pm

Meeting Summary/Minutes

Executive Committee Members Present:	
Dennis Anderson (Disparities Elimination)	Megan Mueller (Disparities Elimination)
Andrew Bauman (Planning and Allocations)	Asneth Omare (Needs Assessment)
Tom Kelly Jr. (Membership and Training)	Tyrie Stanley (Membership and Training)
Larry McPherson (Council Co-chair)	
Executive Committee Members absent	
Cree Gordon (Council co-chair)	Lesla Nelson (Needs Assessment & Evaluation)
James McMurray (CVC)	McKinzie Woelfel (Council Co-chair)
Hennepin County (Part A) Representative:	
Jonathan Hanft	DHS (Part B) Representative:
	Fred Ndip
MDH (Prevention) Representative:	
None	MCHACP Parliamentarian:
	Pat Reymann, Parliamentarian
Guests and Community Members:	
	MCHACP Staff:
	Richard Puella (minutes)
	Carissa Weisdorf (Council coordinator)

Quorum Present? **Yes**

- I. WELCOME AND INTRODUCTIONS:** Larry McPherson called the meeting to order at 1:05 p.m. and introductions were made.
- II. Review and approval of the agenda and past meeting minutes:** The proposed agenda and past meeting minutes were unanimously approved.
- III. Co-chair update:** Larry McPherson reported that we will have a Part A housing update at the October Council meeting, and at the December Council meeting there will be an update from the HIV and Aging Coalition. At next week's Council meeting the Council co-chairs will inform the council on the carryover plan, which was approved by the Executive Committee.
- IV. Committee Reports:**
- A. Membership & Training Committee:** Tom Kelly provided an update on behalf of the Membership and Training (M&T) and shared the two action items with the committee.
- **Action Item: Membership election:** According to the Intergovernmental Cooperative Agreement, each governmental unit shall be represented on the council. Ramsey County, a governmental unit included in the Intergovernmental Cooperative Agreement, submitted a nominee to the council via the open nominations process. On July 17, 2020 the Membership and Training Committee approved a motion to hold a special election on September 8, 2020 for Jessie Saavedra to replace Lisa Behr on the council as the representative from Ramsey County.
 - **MOTION:** Tom Kelly moved the M&T recommendation that Jessie Saavedra be considered for membership. No further discussion or debate followed.
 - **VOTE:** With no objections the motion is unanimously approved.

B. Needs Assessment & Evaluation Committee: Asneth Omare noted that Needs Assessment & Evaluation did not meet and has no updates to provide.

C. Planning & Allocations Committee: Andrew Bauman reported on behalf of the Planning & Allocations Committee (PAC) and presented an action item.

- **Action item: Co-chair election:** Tyrie Stanley meets the eligibility requirements as defined in the bylaws and has been nominated to serve as co-chair by the Planning and Allocations Committee, forwarded to the council by the Executive Committee, and has agreed to serve in that capacity, and as a member of the Executive Committee.
- **MOTION:** Andrew Bauman moved that the Planning and Allocations Committee forwards the recommendation that Tyrie Stanley is elected to serve as co-chair of the Planning and Allocations Committee. No further discussion or debate followed.
- **Vote:** With no objections the motion was unanimously passed.

D. Disparities Elimination Committee: Megan Mueller updated the committee and shared her concern with engagement and participation with the members of Disparities Elimination Committee (DEC). She also mentioned that Sarah Krier from JustUs Health provided a presentation on the AIDS line.

E. Community Voices Committee: No updates were provided.

V. Recipient Reports:

A. Part A: Jonathan Hanft provided an update and mentioned that the final federal financial report has been submitted to Health Resources & Services Administration (HRSA) which summarizes the total spending for the Part A FY 2019. Jonathan was happy to announce that this has been the best year on record for spending and spent ninety nine percent of the Part A grant. He mentioned that the carry over request has been submitted, and the co-chairs will inform the Council at next week's meeting. He noted that because the Council couldn't meet before the plan needed to be submitted the Executive Committee did approve the carry over plan.

- The plan that the Executive Committee approved was essentially to have the formula funds that were not spent (\$10,811) will be used for Food bank/home delivered meals. Which will allow service for an additional eight clients.
- The Minority AIDS Initiative (MAI) carryover will go to outpatient ambulatory health services, which will help provide health care to an additional three clients who are not insured or under insured.
- Asneth Omare asked how the staff at Hennepin County (HC) determines where the carryover funds get placed. Jonathan explained that determination of funding placement is based on client utilization and cost of services.

Jonathan also reported that the team is working on the 2021 Part A grant application, which is due October 7, 2020. The ceiling amount will be roughly 6.1 million dollars. He noted that HC always applies for the full ceiling amount, and hopefully by March 2021 HC will find out what the award amount is. Jonathan also mentioned that we will be getting a new project officer sometime in October.

B. Part B: No updates were provided.

C. Prevention Quarterly updates: No updates were provided.

VI. Council staff update: Carissa Weisdorf reported that Greg Fox has not attended any meetings since being elected and staff have not been able to reach him, and due to the attendance policy, he is no longer on the Council.

- Michael Brooks indicated that he has conflicting priorities and would not have the time needed to participate on the Council and has resigned.
- Destiny Holiday who was a Council member and the co-chair of the Community Voices Committee (CVC) has also resigned.
- Membership and Training has been actively engaging in outreach activities and interviewing potential candidates, and hopefully will have a new slate of people to consider at the next election period in October.
- The assessment of the administrative mechanism survey was sent out by Richard Puella last week. She reminded the committee that completing the assessment is a requirement that each council member must complete. As of today, there have only been five responses and the deadline is Friday, September 11, 2020.
- An evaluation was created in partnership with the Needs Assessment & Evaluation Committee (NA&E) of the priority setting and resource allocation process. Overall, the results were very positive, despite the limitations of working in a virtual environment.

VII. Unfinished business/new business: Tyrie Stanley, asked staff if any decision has been made to reimburse council members for expenses (e.g. access to internet and equipment). He feels that Council membership has dropped because there are no reimbursements to consumers. He also asked the representatives of Part B if the COVID funds have been disbursed to the community yet, and if so, what program would receive those funds.

- Carissa Weisdorf addressed the reimbursement issue and noted that at the time meetings went virtual a survey was sent out asking if people would be able to attend meeting online. The results of that survey determined that everyone would be able to access the meetings. She noted the guidance from Health Resources & Services Administration (HRSA) is that Ryan White is still the payer of last resort, and if people can join the meetings without Ryan White funding then that is what must be done first. At this point there is no reimbursement available for internet services.
- She noted that Richard Puella will be sending out a quick survey to each Council member asking if members would like to receive hard copies of documents for each meeting. Based on the results, Richard can mail documents to those who request hard copies to save on printing expenses.
- Asneth Omare mentioned that since a survey will be going out, it would be a good idea to include a question asking members if they are experiencing difficulties attending meetings.
- Larry McPherson suggested adding this to next month's agenda under unfinished business, so that adequate time and conversation is given on this topic, and with that the committee agreed.

VIII. Co-Chair facilitation Training: Emil Angelica, from the Community Consulting Group, presented a training on ["Council Co-chair virtual facilitation."](#)

XI. Adjournment: Announcements: No announcements were made.

Meeting Summary:

- The membership recommendation action item from the Membership and Training Committee was forwarded to the council for approval.

September 1, 2020

- The co-chair action item from the Planning and Allocations Committee was forwarded to the council for approval.
- The committee agreed to add an additional question about member access to virtual meetings to the survey about printed materials.
- Heard reports from each standing committee, council co-chairs, recipients, and council staff.

Documents Distributed for the Meeting:

- 2020.09.01 Executive Agenda
- 2020.07.07 Executive Minutes
- 2020.09.08 action item_ membership election
- 2020.09.08 action item_ PAC_ co-chair election

RP/cw