

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

**November 3, 2020**

**1:00 pm – 3:00 pm**

**Meeting Summary/Minutes**

<b>Executive Committee Members Present:</b>	
Dennis Anderson (Disparities Elimination)	
Andrew Bauman (Planning and Allocations)	Larry McPherson (Council Co-chair)
Cree Gordon (Council co-chair)	Lesa Nelson (Needs Assessment & Evaluation)
James McMurray (CVC)	Tyrie Stanley (Membership and Training)
<b>Executive Committee Members absent</b>	
Megan Mueller (Disparities Elimination)	McKinzie Woelfel (Council Co-chair)
Asneth Omare (Needs Assessment)	
<b>Hennepin County (Part A) Representative:</b>	
Jonathan Hanft	<b>DHS (Part B) Representative:</b>
	Fred Ndip
<b>MDH (Prevention) Representative:</b>	
Peggy Darrett-Brewer	<b>MCHACP Parliamentarian:</b>
	Pat Reymann, Parliamentarian
<b>MCHACP Staff:</b>	
Richard Puella (minutes)	Carissa Weisdorf (Council coordinator)

Quorum Present? **Yes**

**I. WELCOME AND INTRODUCTIONS:** Larry McPherson called the meeting to order at 1:00 p.m. and introductions were made.

**II. Review and approval of the agenda and past meeting minutes:** The proposed agenda and October meeting minutes were unanimously approved.

**III. Co-chair update:** Cree Gordon provided the co-chair update. They mentioned that they will facilitate next Tuesday's council meeting and noted that there are a lot of action items so the committee reports may take longer than usual.

**IV. Committee Reports:**

- **Membership & Training Committee:** Tyrie Stanley presented two action items on behalf of the Membership and Training (M&T) Committee.
  - **Action Item:** Tyrie Stanley moved that the Membership and Training Committee recommends the following individuals for consideration of membership to fill unexpired terms ending on February 28, 2022 (in alphabetical order): Calvin Hylton and Bill Tiedemann. No debate or discussion followed. **Vote:** The motion was passed unanimously.
  - **Action Item:** Tyrie Stanley moved that the Membership and Training Committee forwards the recommendation that James McMurray be elected to serve as co-chair of the Membership and Training Committee. No debate or discussion followed. **Vote:** The motion was passed unanimously.
  - **Action Item:** Tyrie Stanley moved that the Membership and Training Committee recommends adding to section one of the attached MCHACP practice and procedures document, "Community members who have completed a full term on the council within the last year do not need to go through the interview process. However, if applicants

are interested in going through the interview process, then they shall be allowed to do so.” No debate or discussion followed. **Vote:** The motion was passed unanimously.

- Tyrie Stanley mentioned that M&T is looking into the possibility of amending the council bylaws regarding members chairing more than one committee. The concern being if one person is able to represent more than one committee’s interest at the Executive Committee.
- **Needs Assessment & Evaluation Committee:** Lesa Nelson provided the update and discussed the status of the comprehensive needs assessment survey.
  - Over 796 completed surveys have been collected.
  - Additional responses are needed from the African Born, African American, Hispanic, Latinx communities and greater Minnesota.
  - Survey close date has been extended to November 30, 2020.

Lesa mentioned that the NA&E committee is working on developing a training on the data dashboard and how the committee will present that training to the council.

- **Planning & Allocations Committee:** Andrew Bauman presented an action item for the Planning and Allocations Committee.  
**Action Item:** At the six-month mark for fiscal year 2020, there is lower than expected spending in early intervention services, mental health, substance abuse – outpatient, medical case management and Part A MAI-funded medical case management. Providers reported it is largely due to reduced utilization related to the COVID-19 pandemic. The Planning and Allocations Committee recommends the council reallocate \$96,500 from the above-mentioned services to outpatient ambulatory health services, linguistics, and food bank/home delivered meals. Additional funding to outpatient ambulatory health services ensures Part A clients have access to core medical services and no waiting list. Additionally, linguistics services have higher than budgeted utilization due to increased use of interpretation services over the telephone during medical appointments. Finally, with an aging population, home-delivered meals continue to increase in demand and the COVID-19 pandemic has greatly increased the need for the service due to stay at home orders and self-isolation.
- **Motion:** Andrew Bauman moved that The Planning and Allocations Committee recommends that the council approve the FY 2020 Reallocation Proposal of Part A funds. No debate or discussion followed. **Vote:** with 5 (yes) 0 (No) the motion carries.

Name	Aye/ No
Andrew Bauman	Aye
Cree Gordon	Aye
James McMurray	Aye
Lesa Nelson	Aye
Tyrie Stanley	Aye

- **Disparities Elimination Committee:** Co-chairs were unavailable to provide an update.
- **Community Voices Committee:** James McMurray noted that there were no updates from the CVC other than co-chairs and staff will begin planning for the December meeting.

**V. Recipient Reports:**

**A. Part A:**

Jonathan Hanft reported that the carryover request was approved, and work has begun to adjust contracts to add those funds that were approved by the council. \$4,746 will be MAI funding that will go to outpatient ambulatory health services, and \$10,811 will be for home delivered meals.

- Jonathan mentioned that there will be second quarter Part A expenditure report at the next council meeting which will accompany the reallocation plan.
- Work has started on the core medical services expenditure waiver for FY 2021.
- The public input meeting will follow the December 8, 2020 council meeting.
- Planning for the Hennepin County Ryan White Program's 25-year anniversary celebration has started, and a save the date is forth coming.

**B. Part B:** No updates were provided.

**C. Prevention Quarterly updates:** Peggy Darrett-Brewer announced that she will have more information on condom distribution at the December council meeting. Peggy agreed to provide a COVID update at the December council meeting.

**VI. Council staff update and review council meeting agenda:** Carissa Weisdorf noted that recruitment for new members is a big project that staff are working on. She asked those who are currently a community member and would like to apply for membership to please submit an application, which can be found on the council website.

- After review of the work plan, Carissa suggested ending the council meeting at 10:30am, so the public input meeting can start at 10:30am.
- Carissa reviewed the agenda for the November 10, 2020 council meeting and noted the following:
  - Zelda Tobias-Kotyk and Emily Petran from MATEC will provide an update for Part F.
  - Letter of Support for "Underutilized Funding in Ryan White for Co-Occurring Services"

Carissa Weisdorf shared the "Role of Executive Committee Members" document with the committee. After review, Pat Reymann suggested some edits to the document which Carissa noted.

- Carissa suggested that the Executive Committee's roles and responsibilities should be discussed during the bylaw review at the January 5, 2021 meeting.

**VII. Bylaws review:**

- Carissa Weisdorf presented *Biennial MCHACP Bylaws Review – 2020*, which includes a list of possible bylaws changes that have been discussed since the last review in 2018. This month the committee reviewed section **5.6 Procedures and Process to Address Misconduct**, and discussed the following additions:
  1. Add language that if complaint is against a co-chair they automatically sit out of the meeting(s) if there is an investigation
  2. Executive Committee makes decision about action for code of conduct violation and then reports it to the council (8/7/20 EC)
- 5.6 c. Carissa proposed adding the language, "if the alleged misconduct/violation of the code of conduct involves a co-chair, the individual(s) will automatically sit out of any meetings that involve an investigation."

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- 5.6 d. Carissa proposed striking out, “a recommendation as to proposed actions, if any, will be made by the Executive Committee to the council,” and “In the event the council is unable to meet, the Executive Committee may take action as allowed in bylaw 4.3d.” and insert, “The Executive Committee will decide on the course of action and report the action to the council.”
- **Motion:** Cree Gordon moved to adopt the updated language for bylaw 5.6 c. as presented. The motion was seconded by James McMurray. No debate or discussion followed. **Vote:** with 0 Nays, the motion carried unanimously.
- **Motion:** Cree Gordon moved to adopt the updated language for bylaw 5.6 d as presented. No debate or discussion followed. **Vote:** with 0 nays, the motion carried unanimously.

**VIII. Unfinished Business/New Business:** No unfinished or new business was discussed.

**XI. Announcements:** No announcements were made.

**X. Adjourn:** Larry McPherson adjourned the meeting at 2:17 p.m.

**Meeting Summary:**

- Heard reports from each standing committee, council co-chairs, recipients, and council staff.
- All three action items from the Membership and Training Committee were approved and will be forwarded to the council for approval.
- The committee amended sections 5.6 c and 5.6 d. of the council bylaws and will forward to the council in January for approval.

**Documents Distributed for the Meeting:**

- 2020.11.03 Executive Agenda
- 2020.10.06 Executive Minutes
- 2020.11.10 action item Membership recommendation
- 2020.11.10 action item\_M&T\_co-chair election
- 2020.11.10 action item\_revision to MCHACP practices and procedures
- 2019.12.10 MCHACP Practices and procedures
- Role of Executive Committee members
- 2020.11.03 bylaws review
- 2020.11.10 action item\_Part A reallocation proposal
- 2020.10.28 Reallocation Redistribution Proposal for PAC

RP/cw