

Executive Committee
Tuesday, February 2, 2021
1 – 2:30 p.m.
Microsoft Teams
Meeting Minutes

Executive Committee Members Present:	
Cree Gordon (Council co-chair)	Lesa Nelson (Needs Assessment & Evaluation)
James McMurray (Membership and Training, Community Voices)	Tyrie Stanley (Planning and Allocations, Membership and Training)
Larry McPherson (Council Co-chair)	
Executive Committee Members Absent	
Dennis Anderson (Disparities Elimination)	Megan Mueller (Disparities Elimination)
Andrew Bauman (Planning and Allocations, Community Voices)	McKinzie Woelfel (Council Co-chair)
Guests:	
Teresa Jones	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Jonathan Hanft	Fred Ndip
MDH (Prevention) Representative:	MCHACP Parliamentarian:
Peggy Darrett-Brewer	Pat Reymann, Parliamentarian
MCHACP Staff:	
Carissa Weisdorf, Council Coordinator (minutes)	

Quorum Present? **Yes**

I. Welcome and introductions

- Larry McPherson called the meeting to order at 1 p.m. and introductions were made.

II. Review, approval of minutes from January 5 meeting and proposed agenda

- The minutes were approved by unanimous consent.
- The proposed agenda was approved by unanimous consent.

III. Council co-chair update

- The action items for the bylaws amendments and new Special Rule of Order were sent to the Executive Committee to ensure everyone agrees with the background, rationale, and recommendation for each action item. The committee has already approved the amendments and does not need to go through each individual action item today. Next week, the council will vote on each individual action item.
- The committee discussed the most efficient way to vote on adopting the individual action items.
 - A two-thirds majority vote is needed so we cannot use a voice vote.
 - We can use a show of hands because that is visual. Pat Reymann said a rule of thumb for a two-thirds majority is twice as many in the affirmative than the negative.
 - We could use a roll call vote in order to ensure everyone's vote is accurately counted. However, with 13 action items that is time-consuming, and we may not get through the agenda.
 - Pat Reymann confirmed each action item must be voted on separately.

- It is an option to vote electronically, like we do for ballots. The link is added to the chat and emailed to members.
- The committee agreed to create one Survey Monkey survey and list individual action items with an aye or no vote. This is efficient and follows the practices.
- Carissa Weisdorf will draft it and send to Pat Reymann and the council co-chairs for review.
- The committee reviewed all action items and agreed to move them forward to the council.

IV. Committee Reports

a. Membership and Training Committee

- **Action Item: New membership election**
 - **MOTION:** James McMurray moved the slate of names for the new membership election. No discussion. **VOTE:** The motion was approved unanimously.
- **Action Item: Returning membership election**
 - **MOTION:** James McMurray moved the slate of names for the returning membership election. No discussion. **VOTE:** The motion was approved unanimously.
- **Action Item: Council co-chair election**
 - **MOTION:** James moved the names of the nominated community co-chairs. No discussion. **VOTE:** The motion was approved unanimously.

b. Needs Assessment and Evaluation Committee

- Lesa Nelson said the committee discussed reporting needs for the 2020 HIV/AIDS Comprehensive Needs Assessment.
- The committee also reviewed the results of the 2020 council and committee meeting evaluation and the results will be presented to the Executive Committee today. This was added to new business on the agenda.

c. Planning and Allocations Committee

- Tyrie Stanley requested council staff provide the update since he was unable to attend the meeting.
- Carissa Weisdorf said the committee reviewed and updated the status report of the integrated plan monitoring table. The committee requested council staff present the report at the council meetings and she would like to use the time for council members to discuss the report rather than solely presenting the documents.
- There was a motion during the meeting to postpone the annual review of the service standards until next month since they were not ready for the committee's review.

d. Disparities Elimination Committee

- Cree Gordon provided an update in the absence of a co-chair of the committee.
- Brenda Senyana, Positively Hennepin Implementation Coordinator, presented work being done with Hennepin County's capacity building grant from HRSA.
- The committee discussed committee co-chair succession planning.

- They also discuss what the committee wants to work on to be more effective.
- Tyrie Stanley added that there was a data request made by the committee to receive a table indicating which services are administered by Part A and B.
- Additionally, council staff administered a survey about trainings and additional topics the committee would like to take on.

e. Community Voices Committee

- No meeting/no update.

V. Recipient Reports

a. Part A

- Jonathan Hanft reported Part A received a partial grant award for fiscal year 2021. It was 34% of the formula funds and 22% of MAI funds, based on what was received last year. Jonathan anticipates the full award will be received after the start of the fiscal year, possibly April. At that time, we will know if the grant award is flat funding or has an increase or decrease.
- Notification was received from HRSA that CARES funding received last year can be spent through 2021. Part A received the funding in March 2020 and the fiscal year started April 1, 2020. At this time, \$379,700 is unspent and Part A can request a no-cost continuation to spend the remainder of the funds in 2021. 59% of the total funds were spent at the end of last calendar year.

b. Part B

- No update was provided.

c. Prevention (Quarterly updates: update in March)

- Update in March.

VI. Council staff update and review council meeting agenda

- Carissa Weisdorf asked the committee if they would like to re-elect Pat Reymann to serve as parliamentarian for the next year. The council co-chairs and committee agreed to do this in March.
- The committee reviewed **Minnesota IHAP TAC survey** from the HealthHIV assessment team. There was no feedback or changes. Carissa Weisdorf said members can take additional time to review it and send feedback to her by email. Council members will receive the survey after the council meeting next week.
 - The HealthHIV team wants 100% participation in the survey so co-chairs should encourage their committees to complete it.
- Tyrie Stanley asked staff to announce the upcoming new member orientation during the staff update at the council meeting. Carissa Weisdorf agreed to do this.
- The committee reviewed **Draft agenda for February 9 council meeting**; there was no feedback or changes.

VII. Unfinished Business/New Business

- Carissa Weisdorf referred to **Council and committee meeting evaluation scored results** and **Summary of December 8 council and committee meeting evaluation results**. These documents were reviewed and discussed in the Needs Assessment and Evaluation

Committee meeting and they identified five items that they would like to be discussed further. They recommended using small groups to discuss the items.

- Carissa Weisdorf read the five items and added them to the chat.
 1. Improving the council reputation in the community
 2. Improving use of virtual tools (meetings)
 3. Feeling disrespected by other members (Executive Committee)
 4. Ability of committees (CVC) to steer their own work / meet monthly
 5. Ask members to come prepared by reading all of the documents and be ready for discussion (Executive Committee)
- The Needs Assessment and Evaluation Committee suggested the Executive Committee assign committees to address the items. They suggested the Executive Committee address items three and five.
- Larry McPherson thinks the items should go to all of the committees.
- Tyrie Stanley thinks number one should go to Community Voices Committee and number five should go to every committee and the council.
- Jonathan Hanft wondered if number one should be assigned to Membership and Training since they are responsible for recruitment and promotion of the council. For example, what is the council and what does it do.
 - Tyrie Stanley suggested this is a responsibility of the Membership and Training Committee and Community Voices Committee.
- Jonathan Hanft suggested number five is an expectation of membership and suggested it be included in the new member orientation and in membership recruitment. It could be part of the membership responsibilities.
- Cree Gordon said the message that members come prepared to meetings can be made at the start of the new fiscal year.
- Lesa Nelson said the committee struggled with what is meant by number one and Carissa Weisdorf agreed that it was hard to interpret.
- It was asked how new members are recruited. Carissa Weisdorf said it is a shared responsibility with the Membership and Training Committee, other council committees, and staff. Recruitment materials are sent to providers and we table at events. Tyrie Stanley suggested we look at who is receiving these notifications; what if you are not on Facebook or the email list.

VIII. Announcements

- None

IX. Adjourn

- Larry McPherson adjourned the meeting at 2:20 p.m.

Meeting Summary:

- The committee will forward action items for each bylaw amendments and the new special rule of order to the council.
- The committee forwards the action items from the Membership and Training Committee.
- The committee reviewed the Minnesota IHAP TAC survey.

- The committee reviewed the results of the 2020 council and committee meeting evaluation.
- Heard reports from each standing committee, council co-chairs, recipients, and council staff.

Documents Distributed for the Meeting:

- Proposed agenda
- December 1 meeting minutes
- **Action item:** bylaws amendment 2.9 (1)
- **Action item:** bylaws amendment 2.9 (2)
- **Action item:** bylaws amendment 2.14.b
- **Action item:** bylaws amendment 2.14.c.
- **Action item:** bylaws amendment 2.15 (1)
- **Action item:** bylaws amendment 2.15 (2)
- **Action item:** bylaws amendment 4.2
- **Action item:** bylaws amendment 4.3.d. (1)
- **Action item:** bylaws amendment 4.3.d. (2)
- **Action item:** bylaws amendment 5.4
- **Action item:** bylaws amendment 5.6 (1)
- **Action item:** bylaws amendment 5.6 (2)
- **Action item:** bylaws amendment Special Rule of Order #2
- **Action item:** returning membership election
- **Action item:** new membership election
- **Action item:** council co-chair election
- Council and committee meeting evaluation scored results
- Summary of council and committee meeting evaluation results
- Minnesota IHAP TAC survey

Documents displayed during the meeting:

- Draft agenda for February 9 council meeting

cw