

**MN Council for HIV/AIDS Care and Prevention**  
**February 09, 2021 9am – 11am**  
**Virtual Meeting**

**Meeting Summary/Minutes**

<b>Council Members Present:</b>	
Thu Danh	Tom Kennedy
Charlotte Detournay	James McMurray
Alissa Fountain	Larry McPherson (Council Co-Chair)
Raymel Givens	Javier Andrews-Mendoza
Cree Gordon (Council Co-Chair)	Nafula Namuninia
Calvin H. Hylton	Fred Ndip
Stephen Jensen	Jessie Saavedra
Teresa Jones	JoAnn Vertetis
<b>Council Members Absent:</b>	
Dennis Anderson	Austin Phillips
Andrew Bauman	Sarah Schiele
Alfredo Rincon-Gonzales	McKinzie Woelfel (Council Co-Chair)
Jeremy Stadelman	
<b>Community Members/Guests/Consultants:</b>	
Alejandro Aguilera	Jacob Melson
Anika Kaleewoun	Sara Horton
Eliza Beth	Jared Shenk
Johan Baumeister	Thuan Tran
Marissa Tonelli	Tyrie Stanley
Mary McCarthy	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Jonathan Hanft	Colleen Bjerke
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Parliamentarian:</b>
Christine Jones	Pat Reymann, PRP
<b>MCHACP Staff:</b>	
Carissa Weisdorf, Council Coordinator	Richard Puella (minutes)

**I. Call to order and Introductions, Read Guiding Principles and Agenda and January minutes approval:**

Cree Gordon called the meeting to order at 9:00am. Introductions were made, and the guiding principles were read. After review, the agenda was approved. Johan Baumeister noted that he was at the last meeting in January and asked that his name be reflected in the attendance on the January minutes. With that, the minutes were approved.

**II. Launch of HIV Planning Body Assessment**

*Eliza Beth, Marissa Tonelli, and Grace Hazlett, Integrated HIV/AIDS Planning Technical Assistance Center (IHAP TAC)*

- Marissa Tonelli and Eliza Beth presented the “*HIV PLANNING BODY ASSESSMENT Minnesota Council for HIV/AIDS Care & Prevention.*”
- Marissa discussed the goals of their assessment and noted the following.

- **Goals:** Identify key strengths and areas for improvement related to the effectiveness of an HIV planning body's operating structure, policies and procedures, membership, and stakeholder/consumer engagement.
- **Outcome:** Clear, actionable findings and implications based on a confidential survey, key informant interviews, and document review presented back to the planning body to facilitate reflection and strategy development.
- A question was raised asking if the survey times out.
  - Marissa Tonelli confirmed that it does not but expressed the importance of not completing the online survey more than once on different devices (e.g. phone, laptop).
- For questions and or concerns contact Eliza Beth at [Eliza@healthhiv.org](mailto:Eliza@healthhiv.org)
- Tyrie Stanley asked if the survey is open to community members. Marissa confirmed that it is intended not only for council members but also key stakeholders like community members.

### III. Committee Reports (also provided in written format):

**A. Executive and Co-Chair Update:** Larry McPherson provided the update on behalf of the Executive Committee. He said last month notice was given of 12 proposed bylaws amendments and one new Special Rule of Order. Today he will move each action item, and the facilitating co-chair will call for debate and the vote on whether to adopt them will be taken by Survey Monkey.

- **Action Item:** Bylaws amendment 2.9 (1)
  - Larry McPherson moved to amend Bylaw Article 2.9 by inserting "or five total absences during the most recent twelve-month period" between "absences" and "whether." No debate.
  - Cree Gordon announced the results of all action items during unfinished business. **VOTE:** 15 (aye), 0 (no). Motion passes.
- **Action Item:** Bylaws amendment 2.9 (2)
  - Larry McPherson moved to amend Bylaw Article 2.9 by inserting "or six total absences during the most recent twelve-month period" between "meetings" and "they." No debate.
  - Cree Gordon announced the results of all action items during unfinished business. **VOTE:** 15 (Aye), 0 (No).
- **Action Item:** Bylaws amendment 2.14.b.
  - Larry McPherson moved to amend Bylaw Article 2.14b by adding "Members who claim lost wages may need to complete a form W-9." No debate.
  - Cree Gordon announced the results of all action items during unfinished business. **VOTE:** 14 (Aye), 1 (No)
- **Action Item:** Bylaws amendment 2.14.c.
  - Larry McPherson moved to amend Bylaw Article 2.14c by adding "Childcare providers may need to complete a form W-9." No debate.
  - Cree Gordon announced the results of all action items during unfinished business. **VOTE:** 14 (Aye), 1 (No).
- **Action Item:** Bylaws amendment 2.15 (1)
  - Larry McPherson moved to amend Bylaw Article 2.15 by inserting "Claims for expenses that are over 60 days old will not be reimbursed" as the new second sentence. No debate.
  - Cree Gordon announced the results of all action items during unfinished business. **VOTE:** 14 (Aye), 1 (No).

- **Action item:** Bylaws amendment 2.15 (2)
  - Larry McPherson moved to amend Bylaw Article 2.15 by striking out “within 15 working days of receipt of the voucher” and inserting “in a timely manner.” No debate.
  - Cree Gordon announced the results of all action items during unfinished business.  
**VOTE:** 14 (Aye), 1 (No).
- **Action Item:** Bylaws amendment 4.2
  - Larry McPherson moved to amend Bylaw Article 4.2 by inserting “at least one committee co-chair shall reside in the Minneapolis St. Paul TGA” as a new 3<sup>rd</sup> sentence. No debate.
  - Cree Gordon announced the results of all action items during unfinished business.  
**VOTE:** 13 (Aye), 1 (No).
- **Action Item:** Bylaws amendment 4.3.d (1)
  - Larry McPherson moved to amend Bylaw Article 4.3.d by striking out the word “develop” and inserting the word “review” in the 8<sup>th</sup> bullet point. No debate
  - Cree Gordon announced the results of all action items during unfinished business.  
**VOTE:** 13 (Aye), 1 (No).
- **Action Item:** Bylaws amendment 4.3.d (2)
  - Larry McPherson moved to amend Bylaw Article 4.3d by adding “and present amendments to the council for approval” in the 11<sup>th</sup> bullet point. No debate.
  - Cree Gordon announced the results of all action items during unfinished business.  
**VOTE:** 15 (Aye), 0 (No).
- **Action Item:** Bylaws amendment 5.4
  - Larry McPherson moved to amend Bylaw Article 5.4 by striking out the current language and inserting “A parliamentarian shall be selected by the council to work with the coordinator prior to and during the council and executive committee meetings. Their duties include advising the co-chairs on procedures and decision-making process, maintaining awareness of and compliance with the conflict of interest policy, and teaching parliamentary procedure as needed. If the Parliamentarian is a voting member of the council, their term shall be for 2 years. If outside parliamentarian is hired, they are not a voting member, and their term shall be for one year, renewable as needed.” No debate.
  - Cree Gordon announced the results of all action items during unfinished business.  
**VOTE:** 15 (Aye), 0 (No).
- **Action Item:** Bylaws amendment 5.6 (1)
  - Larry McPherson moved to amend Bylaw Article 5.6c by inserting a new 2<sup>nd</sup> sentence “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.” No debate.
  - Cree Gordon announced the results of all action items during unfinished business.  
**VOTE:** 15 (Aye), 0 (No).
- **Action Item:** Bylaws amendment 5.6 (2)
  - Larry McPherson moved to amend Bylaw Article 5.6d by striking out “a recommendation as to proposed actions, if any, will be made by the Executive Committee to the council” and inserting “the Executive Committee will make a decision on the course of action and report the action to the council.” Larry also moved to strike out the last sentence so it is not conflict: “In the event the council is unable to meet, the

Executive Committee may take action as allowed in Bylaw 4.3d.” A member asked who conducts the investigation(s) of a misconduct violation. Carissa Weisdorf noted that the bylaws state the Executive Committee does the investigation. Tyrie Stanley asked when will the revised bylaws be sent out and posted on the website. Carissa noted that it would be by the end of February.

- Cree Gordon announced the results of all action items during unfinished business.

**VOTE:** 13 (Aye), 0 (No).

- **Action Item:** Special Rule of Order Number Two

- Larry McPherson moved to adopt Robert’s Special Rules of Order Number two: If there is only one candidate for council membership, council co-chair, or committee co-chair, the council members shall vote by ballot for or against the candidate. A majority of affirmative votes is required for election. No debate.

- Cree Gordon announced the results of all action items during unfinished business.

**VOTE:** 13 (Aye), 0 (No).

**B. Community Voices:**

- James McMurray noted that the next meeting is on Monday, March 8, 4pm-6pm.

**C. Disparities Elimination:**

- No additional update.

**D. Planning and Allocations:**

- No additional update.

**E. Membership and Training:** James McMurray introduced and moved the following action items regarding returning membership elections, new membership elections and council co-chair elections.

- **Action item: Returning Membership Election:** James McMurray moved that the following members are considered for a second two-year term: Andrew Bauman, Charlotte Detournay, Larry McPherson, and Nafula Namuninia. The number of ballots cast is 15. The number needed for election (a majority) is 8. No debate. **VOTE:** Andrew Bauman (15), Charlotte Detournay (15), Larry McPherson (14), and Nafula Namuninia (15). All returning members received a majority vote and will serve a second term.
- **Action Item:** James McMurray moved that the Membership and Training Committee makes the following recommendation for consideration of membership for a term starting March 1, 2021 and ending on February 28, 2023 (in alphabetical order): Johan Baumeister, Nyonbeor Boley, Amy Miller, Lesa Nelson, Sue Purchase, Paul Skrbec, Tyrie Stanley, and Antony Statley. The number of ballots cast is 15. The number needed for election (a majority) is 8. No debate or discussion followed. **VOTE:** Johan Baumeister (15), Nyonbeor Boley (13), Amy Miller (15), Lesa Nelson (12), Sue Purchase (13), Paul Skrbec (14), Tyrie Stanley (13), and Antony Statley (15). All new members received a majority vote and will join the council.
- **Action Item:** James McMurray moved that the Membership and Training Committee reviewed the names of the nominated community co-chairs and forwards the following people for consideration in the election of co-chair of the Minnesota Council for HIV/AIDS Care and Prevention for a term of March 1, 2021 – February 28, 2022 (in alphabetical order): Cree Gordon and Larry McPherson. The number of ballots cast is 14. The number needed for election (a majority) is 7. No open nominations were received, and no discussion followed. **VOTE:** Cree Gordon (14), Larry McPherson (14). Both candidates received a majority vote

and will serve a second term as council co-chairs.

**F. Needs Assessment and Evaluation:**

- No additional update.

**IV. Report on goals 1-3 of the integrated plan monitoring table:** Carissa Weisdorf led the discussion on behalf of the Planning and Allocations Committee. Rather than presenting the two documents (monitoring table and the report on goals 1-3) which have been reviewed in three committees and emailed to all members, she wanted to open it up for discussion.

She proposed 3 questions to the council. Question 1: what stands out to members on the monitoring plan reporting table?

- Jonathan Hanft noted, reduction in new infections in some populations and meeting retention in care objectives and reducing some disparities. He thought it was great to see that among some populations, particularly African American women, African Born, and African Born women that new infections were coming down, and Ryan White was meeting most of the targets for retention in care.
- Cree asked MDH specifically, if there was any way that the council can help increase PrEP utilization that are funded by the Minnesota Department of Health (MDH). In the absence of a representative from MDH, Jonathan spoke to Cree's question about PrEP from Hennepin County's standpoint and noted, that resources are limited, for example the Red Door clinic's PrEP program has reached its capacity. However, there is a PrEP pilot project that will work to reach the homeless population.
- Colleen Bjerke mentioned that MDH has used rebate funds to fund a number of EIS programs.
- Jessie Saavedra mentioned that in Ramsey County, the syringe exchange offers the opportunity to get on PrEP.
- James McMurray noted, "Increase 30-day linkage to 85% we see an increase statewide."
- Jessie Saavedra noted that data on American Indians is missing and asked why that is.
  - Jared Shenk mentioned that the council did not include that population in this part of the plan. Jared mentioned that he can include that data if requested.
  - Jessie felt that data would be very valuable to have since the largest number of those affected by the recent HIV outbreak have been among Native Americans.

Question 2: What is missing in the report on goals 1-3?

- Cree mentioned that it can be difficult to come up with ideas in the moment and suggested that if anyone came up with ideas after the meeting to feel free to contact either Cree, Larry, Carissa or Richard.

Question 3: What should the council change in the next five-year integrated plan?

- Jonathan Hanft noted, "Need more effective ways to increase access and availability of RW services.
- Calvin Hylton notes, "Increase understanding of HIV among Indigenous Minnesotans; more granular data; increase prioritization of services."

**V. HIV outbreak update:** Sarah Jane Keaveny, RN, PHN, Hennepin County Public Health

- Sarah Jane presented, "*HENNEPIN-HealthCare for the Homeless Drug-Related Infectious Disease Outbreak Response.*"
- Joann Vertetis asked what the legislature might look like this year.

- Sarah Jane reminded members that she is a Public Health Nurse and policy is out of her realm of expertise.
- Jonathan Hanft mentioned that Senator Dibble has introduced legislation that would make PrEP an over-the-counter medication.

**VI. Recipient Updates:**

- **Part A:** Jonathan Hanft provided an update on Part A
  - FY 2021 core medical service expenditure waiver submitted to HRSA/HAB
  - FY 2021 partial award received (22.7% of 2020 total award) \$1,248,314 formula (34% of 2020 formula); \$84,550 MAI (22% of 2020 MAI).
  - COVID CARES Part A Grant eligible for no cost extension through 3/31/2022. Spending through 12/31/2020= \$255,579 (64.4% spent).
- **Part B:** Colleen Bjerke provided an update for Part B
  - Work continues Part B unobligated balance. She noted that there is some under spending is confident that spending goals will be met.
  - CARES funding is expected to be spent by March 31, 2021.
- **Prevention:** Update in March.

**VII. Council staff update:** Carissa Weisdorf updated the council and mentioned the following:

- Bill Tiedemann has resigned from the council due to time constraints.
- Asneth Omare has also stepped off the council as she has a new role at the Department of Human Services (DHS).
- The new member orientation will be on Friday March 5, 2021 from 8:00am-12:00pm, anyone interested is encouraged to attend.
- Richard Puella noted that the iPads that members requested have come in, and are currently with Hennepin County I.T. department being configured. Richard will follow up and give notice when the equipment is ready to be picked up.
- Carissa highlighted some of the accomplishments the council completed in 2020:
  - 836 people in the TGA and Minnesota completed the 2020 HIV/AIDS Needs Assessment. Data gathered from the needs assessment will inform the next integrated HIV prevention and care plan, service priorities and resource allocation
  - We completed our biennial priority setting and resource allocation process, prioritizing 12 core medical services and 16 support services and allocating funding to 20 service areas.
  - Service standards for medical case management were updated using the process developed by the Planning and Allocations Committee.
  - The first interactive data dashboard was developed with input from the Needs Assessment and Evaluation Committee.
  - The Community Voices Committee broadened our consumer input into activities like the 2020 Needs Assessment and priority setting.
  - The Membership and Training Committee recruited and interviewed prospective members and nominated twelve people from membership.
  - The council fulfilled our legislative mandates, including:
    - Allocating and reallocating resources
    - Completing an annual review of the integrated plan monitoring plan which assesses progress of the goals and objectives and created a plan to address the gaps.

- Completing the assessment of the administrative mechanism for Part A.
- Carissa recognized the following individuals for perfect attendance for the fiscal year (March-January):
  - **Council meetings:** Andrew Bauman, Alissa Fountain, Cree Gordon, Stephen Jensen, and Larry McPherson.
  - **Assigned committee meetings:** Andrew Bauman, Raymel Givens, Stephen Jensen, James McMurray, Larry McPherson, and Fred Ndip.

**VIII. Membership recognition:**

Cree Gordon presented certificates of appreciation to the following individuals thanking them for their time, dedication, and service on the council.

- Stephen Jensen
- Dennis Anderson
- James McMurray
- Fred Ndip
- Thu Danh

**IX. Unfinished Business/New Business:** Cree Gordon presented the results of the Survey Monkey ballots to the council (captured in the action items above).

**X. Open Forum:** Nothing was discussed for open forum.

**XI. Announcements:**

- Stephen Jensen asked if council staff can send the invite for the CVC meeting.
- Tyrie Stanley asked for the calendar invite for the new member orientation be sent out.
  - Richard Puella will send out invites for both the Community Voices Meeting (CVC) and the new member orientation.

**XII. Adjourn:** Meeting was adjourned at 11:01am.

**Meeting Summary**

- Marissa Tonelli and Eliza Beth presented the *“HIV PLANNING BODY ASSESSMENT Minnesota Council for HIV/AIDS Care & Prevention.”* to the council
- All amendments to the Bylaws proposed by the Executive Committee were approved
- The council approved Membership & Training’s recommendation for candidates returning for a second term
- The council approved Membership & Training’s recommendation and elected 8 new council members whose terms will start on March 1, 2021
- The council reelected Cree Gordon and Marry McPherson to serve a second term as council co-chairs
- The council discussed the report on goals 1-3 of the integrated plan monitoring table. Any additional comments on the report members were encouraged to contact either Cree, Larry, Carissa, or Richard.
- Sarah Jane Keaveny presented the, *“HENNEPIN-HealthCare for the Homeless Drug-Related Infectious Disease Outbreak Response”* to the council.
- Recognition for attendance was announced (for both council and committee)
- Highlights of accomplishments the council completed in 2020 were announced
- Certificates of appreciation were presented to members who completed their term with the council

**Documents Distributed before the Meeting:**

- 2021.02.09 MCHACP Agenda
- 2020.01.12 MCHACP Minutes
- February 9 committee report summaries
- 2021.01.05 proposed bylaws amendments
- 2021.02.09 action item\_bylaws amendment 2.9 (1)
- 2021.02.09 action item\_bylaws amendment 2.9 (2)
- 2021.02.09 action item\_bylaws amendment 2.14 b
- 2021.02.09 action item\_bylaws amendment 2.14 c
- 2021.02.09 action item\_bylaws amendment 2.15 (1)
- 2021.02.09 action item\_bylaws amendment 2.15 (2)
- 2021.02.09 action item\_bylaws amendment 4.2
- 2021.02.09 action item\_bylaws amendment 4.3 (1)
- 2021.02.09 action item\_bylaws amendment 4.3 (2)
- 2021.02.09 action item\_bylaws amendment 5.4
- 2021.02.09 action item\_bylaws amendment 5.6 (1)
- 2021.02.09 action item\_bylaws amendment 5.6 (2)
- 2021.02.09 action item\_bylaws amendment special rule of order number two
- 2021.02.09 action item\_ returning membership election
- 2021.02.09 action item\_ new membership election
- Council Co-Chair Position Description
- 2021.02.09 action item\_council co-chair election
- 2020.10.15 Monitoring Plan Reporting Table
- Report on Goals 1-3 for MCHACP

RP/cw