

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

**Meeting Summary/Minutes**

<b>Council Members Present:</b>	
Nyonbeor Boley	Nafula Namuninia
Charlotte Detournay	Lesa Nelson
Alissa Fountain	Sue Purchase
Raymel Givens	Jessie Saavedra
Cree Gordon (Council Co-Chair)	Sarah Schiele
Calvin H. Hylton	Paul Skrbec
Teresa Jones	Jeremy Stadelman
Larry McPherson (Council Co-Chair)	Tyrie Stanley
Javier Andrews-Mendoza	JoAnn Vertetis
Amy Miller	
<b>Council Members Absent:</b>	
Johan Baumeister	McKinzie Woelfel (Council Co-Chair)
Antony Stately	
<b>Community Members/Guests/Consultants:</b>	
Stephen Jensen	Jake Melson
James McMurray	Jared Shenk
Anika Kaleewoun	Phoebe Trepp
<b>Hennepin County (Part A) Representative:</b>	
Thuan Tran	Colleen Bjerke
<b>MDH (Prevention) Representative:</b>	
None	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 April minutes approval:**  
 Larry McPherson called the meeting to order at 9am, introductions were made, and the guiding principals were read.
  - Larry mentioned that there was a request to move the Part A quality management presentation up to earlier in the meeting. With that, the agenda was approved.
  - The minutes were approved unanimously.
  
- II. **Committee reports (also provided in written format)**
  - **Executive Committee**
    - Larry McPherson provided the update on behalf of the Executive Committee.
    - The committee participated in a training on using parliamentary procedure to lead meetings.
    - Heard reports form each standing committee, council co-chairs, recipients, and council staff.
  
  - **Community Voices**
    - James McMurray provided the update on behalf of the CVC.

- James mentioned that the CVC finalized their community engagement survey that will be going out to those who have participated in a CVC meeting within the last two years.
- James noted that the committee discussed quality of care, availability, and accessibility to investigate what are some of the obstacle's clients are experiencing.
- The committee elected a second co-chair; JoAnn Vertetis and her recommendation will be forwarded to the Executive Committee for approval.
  
- **Disparities Elimination Committee**
  - Teresa Jones provided an update on behalf of the Disparities Elimination Committee.
  - DEC was presented with the summary results from the Red Door's focus groups with black men who have sex with men.
  - Discussed the fiscal year 2021 post award grant and did not recommended any adjustments at this time.
  - Received an update on Robert Andrew's master's project, "Underutilized Funding in Ryan White for co-occurring services."
  
- **Planning and Allocations Committee**
  - Tyrie Stanley noted that the committee has not met since February and is planning to meet this month.
  
- **Membership and Training Committee**
  - Stephen Jensen provided an update on behalf of the Membership & Training Committee.
  - M&T participated in a focused conversation with an outside facilitator to create a policy and procedure for membership selection.
  - Reviewed attendance and selected committee members to contact members who missed meetings.
  
- **Needs Assessment and Evaluation**
  - No meeting.

**III. Roberts Rules of Order.**

- Pat Reymann provided a training on Robert's Rules of Order and presented, "*Getting down to business.*" The training covered steps on how to make and amend a motion.

**IV. Part A Quality Management update:**

- Aaron Peterson and Anika Kalewoun provided an update on Part A quality management and presented, "*Hennepin County Ryan White Program Quality Management Update.*"
- Calvin H. Hylton asked if Aaron could explain the MDH rule on data suppression that prevents him from sharing the Asian Pacific Islander numbers in terms of the data pool.
  - Aaron explained that MDH has agreed not to release percentages if the denominator is less than 100, which is based on Centers for Disease Control (CDC) guidance.
- JoAnn Vertetis asked Anika what types of activities the quality management team uses to get input from consumers specifically on how consumers feel they were treated.
  - Anika explained that the Quality Management Advisory Committee (QMAC) is comprised of over 1/3 consumers, and they inform the QMAC work and help identify any concerns.
  - Anika mentioned that when drafting specific service standards, there is a consumer meeting to gather input on the standards.

- In addition, it is an expectation that every provider must seek input from their clients.
- JoAnn asked where a consumer can go for help if they felt mistreated or denied services.
  - Anika mentioned that every provider is required to have a grievance policy and consumers can ask for that grievance policy. The policy should outline the provider's grievance process and explain the steps.

**V. Recipient Updates:**

- **Part A:** Thuan Tran provided the update on behalf of Part A.
  - A no cost extension was requested through the end of June 2022 for the building capacity to End the Epidemic in Part A jurisdictions grant.
  - The no cost extension will be used to complete the community engagement and targeted HIV awareness campaign with three specific key populations, which include West and East African immigrants, and African American same gender loving men.
  - Any unspent Part A COVID CARES funds will be reallocated to foodbank home delivered meals.
  - There is a metro area HIV outbreak among individuals who inject drugs. Case definition had been revised at the end of March and now includes men who have sex with men (MSM) who inject drugs. Total case count as of April 30<sup>th</sup> is 67; 55 in Hennepin County and 12 in Ramsey County.
- **Part B:**
  - No update.
- **Prevention:** Next update will be in June.

**VI. Part B quality management update:**

- Dennis London, the Federal Compliance Specialist at DHS, provided an update on Part B quality management (QMN).

**VII. Council staff update:**

- Carissa Weisdorf mentioned that all the presentations will be emailed out to everyone after the meeting.
- A copy of Robert's Rules of Order in Brief can be purchased and mailed for those who request a copy. For those who are interested, please contact either Richard Puella or Carissa Weisdorf.
- Those who have not completed their conflict of interest form, please do so as soon as possible.
- 15 of 22 members completed the Knowledge Tool Assessment. This will help inform the upcoming data trainings.
- HealthHIV will present the results from their assessment at next month's meeting.

**VIII. Unfinished Business/New Business:**

- No unfinished or new business was discussed.

**VIII. Open Forum:**

- Nothing was discussed.

**IX. Announcements:**

- No announcements were made.

**X. Adjourn:**

- Meeting adjourned at 10:48am

**Meeting Summary**

- The council received updates from each standing committee, recipients, and council staff
- The council received a training on Robert's Rule of Order.
- The council heard an update from Hennepin County Ryan White Program Quality Management team.
- The council heard an update from DHS HIV Community Services Unit Quality Management.

**Documents Distributed before the Meeting:**

- 2021.05.10 MCHACP Agenda
- 2020.04.13 MCHACP Minutes
- May Committee Report Summaries

**Items Displayed at the meeting:**

- Robert's Rules of Order Getting Down to Business.
- Hennepin County Ryan White Program Quality Management Update.

RP/cw