

Executive Committee
Tuesday, June 1, 2021
1 – 3 p.m.
Microsoft Teams
Meeting Minutes

Executive Committee Members Present:	
Cree Gordon (Council Co-chair)	James McMurray (Community Voices)
Stephen Jensen (Membership & Training)	Lesla Nelson (Needs Assessment & Evaluation)
Teresa Jones (Disparities Elimination)	
Executive Committee Members Absent	
Calvin H. Hylton (Membership & Training)	McKinzie Woelfel (Council Co-chair)
Larry McPherson (Council Co-chair)	Tyrie Stanley (Planning and Allocations)
Megan Mueller (Disparities Elimination)	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Jonathan Hanft	Amy Miller
MDH (Prevention) Representative:	MCHACP Parliamentarian:
Peggy Darrett-Brewer	Pat Reymann, Parliamentarian
MCHACP Staff:	
Carissa Weisdorf, Council Coordinator	Richard Puella, Administrative Specialist (minutes)

Quorum Present? **Yes**

I. Welcome and introductions:

- Cree Gordon called the meeting to order at 1 p.m. and introductions were made.

II. Review, approval of minutes from May 4 meeting and proposed agenda

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

III. Council co-chair update

- Cree Gordon provided the update on behalf of the Executive Committee.
- They noted anyone interested in attending the following trainings are invited. Please RSVP with Carissa Weisdorf if you plan to attend.
 - Focused conversation training on Tuesday, June 29, 10 a.m. – 1 p.m.
 - Engaging in dialogues on race and racism training on Friday, July 23, 9 a.m. – noon.

IV. Committee Reports

• **Membership and Training Committee**

- Stephen Jensen provided the update on behalf of the Membership & Training Committee.
- Participated in a focused conversation with an outside facilitator to create a policy and procedure for membership selection.
- Reviewed council vacancies, pending applications, and discussed recruitment.
- Reviewed attendance and selected committee members to contact members who missed meetings.
- The committee canceled their June meeting in the observance of the Juneteenth holiday.

- **Needs Assessment and Evaluation Committee**
 - Lesa Nelson provided the update on behalf of the Needs Assessment & Evaluation Committee.
 - The committee reviewed the assessment of the administrative mechanism
 - Lesa introduced an Action Item: Committee co-chair election:
 - **MOTION:** Lesa moved that Lesa Nelson and Alissa Fountain be elected to serve as co-chairs of the Needs Assessment and Evaluation Committee. No debate. **VOTE:** the motion carried unanimously and will be forwarded to the council for approval.

- **Planning and Allocations Committee**
 - Stephen Jensen introduced the action items on behalf of PAC since Cree has a conflict of interest with one of the action items.
 - Action Item: Committee co-chair election.
 - **MOTION:** Stephen Jensen moved that Larry McPherson and Tyrie Stanley be elected to serve as co-chairs for PAC. No debate. **VOTE:** The motion carried unanimously and will be forwarded to the council for approval.
 - Action Item: Health Education/Risk Reduction service standard
 - Carissa Weisdorf noted that the committee will not be going through the standards at this meeting, but rather the committee will ensure that the process PAC developed was followed for the revision and development of the standards. Carissa then presented the, "HERR and Referral Standard Checklist."
 - She noted that all the steps on the checklist have been completed.
 - **MOTION:** Stephen Jensen moved that the Executive Committee accept PAC's recommendation to adopt the Health Education/Risk Reduction service standards. No debate. Cree Gordon stepped of the call since they have a conflict of interest. **VOTE:** The motion carried unanimously and will be forwarded to the council.
 - Action Item: Referral for Health Care and Support Services service standard.
 - **MOTION:** Stephen Jensen moved that the Executive Committee accept Planning & Allocation's recommendation to adopt the Referral for Health Care and Support Services service standards. No debate. **VOTE:** The motion carried unanimously and will be forwarded to the council.

- **Disparities Elimination Committee**
 - No Update

- **Community Voices Committee**
 - Action Item: Committee co-chair election:
 - **MOTION:** James McMurry moved that JoAnn Vertetis be elected to serve as co-chair of the Community Voices Committee with James. No

debate. **VOTE:** The motion carried unanimously and will be forwarded to the council.

V. Recipient Reports

- **Part A:** Jonathan Hanft provided the report for Part A.
- The FY 2020 annual progress report has been submitted, which included the following:
 - Service category plan, with success and challenges
 - HIV care continuum
 - Council successes and challenges
 - EIIHA activities
 - Certification of aggregate administrative cost
 - WICY expenditures
- FY 2021 Part A Program Terms Report and Program Submission is due on June 28th and will include the following:
 - Allocations table
 - Letter of assurance form council co-chairs
 - Council roster and reflectiveness grid
- FY 2021 Part A federal financial report (FFR) is due on July 31 and will include:
 - Carryover request which is due within 30 days of FFR
- Metro area HIV outbreak among people who inject drugs
 - As of 5/31/2021 there are 70 cases total. Hennepin (57) and Ramsey (13) counties.
 - Town hall planned for July including epidemiological update and panel of front-line responders.
- An expenditure report for 2020 was submitted as well. Some carryover is expected roughly around \$100,000 that will be brought to the council for approval.
- June 5th is the anniversary of the first HIV/AIDS case that was diagnosed.

- **Part B:**
 - Amy noted that this is Colleen's last month as she will be retiring.
 - Cree suggested recognizing Colleen with an electronic card.
 - Carissa noted that council staff will coordinate that project.

- **Prevention:** Peggy Darrett-Brewer provided the June quarterly update and presented, "MDH Recipient update."
- Carissa Weisdorf thanked Peggy for noting updates from FIMR. She mentioned that trainings on racial equity and health equity, as well as being open and honest with regards to biases when reviewing cases and making recommendations, is strengthening their recommendations.
- Jonathan Hanft shared information around COVID-19 and people living with HIV.
 - Vaccination rates for those connected to Ryan White services are at 72%.
 - However, overall for people living with HIV the vaccination rates are lower than the general public.

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VI. Council Staff update and review council meeting agenda

- Carissa Weisdorf and Richard Puella did not have any update for the committee.
- Carissa then reviewed the council agenda with the committee.
 - To accommodate a full agenda, unfinished/new business and open forum will be combined and will take up the last 5 minutes of the agenda. In addition, the council staff update was removed from the agenda since there are no updates.
 - Carissa asked the committee for suggestions on where to find extra time for the recipient update.
 - She suggested only addressing the action items for committee reports and have the council refer to the written report for the rest of the updates.
 - Cree suggested skipping the introductions for June.
 - Amy Miller suggested folks can introduce themselves in the chat.

VII. Unfinished Business/New Business

- Nothing was discussed.

VIII. Announcements

- No announcements were made.

IX. Adjourn:

- Meeting adjourned at 2:00pm

Meeting Summary:

- Heard reports from each standing committee, council co-chairs, recipients, and council staff
- The committee forwarded Lesa Nelson and Alissa Fountain's NA&E co-chair nominations to the council for approval.
- The committee forwarded Larry McPherson and Tyrie Stanley's PACs co-chair nominations to the council for approval.
- The committee approved Health Education/Risk Reduction service standard.
- The committee approved the Referral for Health Care and Support Services service standard.
- The committee forwarded JoAnn Vertetis' CVC co-chair nomination to the council for approval.

Documents Distributed for the Meeting:

- Proposed June 1, 2021 agenda
- May 4, 2021 meeting minutes
- 2021.06.08 action item_NA&E_co-chair election
- 2021.06.08 action item_CVC_co-chair election
- 2021.06.08 action item_PAC_co-chair election
- HERR and Referral Standards checklist
- 2021.06.08 action item_HERR service standards
- HERR standards
- 2021.06.08 action item_referral service standards
- Referral for health care and supportive services standards
- Role of Executive Committee members

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- FY 2021 Council & Committee work plan

Documents Displayed at the Meeting:

- MDH Recipient update

RP/cw