

Executive Committee
Tuesday, July 6, 2021
1 – 3 p.m.
Microsoft Teams
Meeting Minutes

Executive Committee Members Present:	
Cree Gordon (Council Co-chair)	Megan Mueller (Disparities Elimination)
Calvin H. Hylton (Membership & Training)	Lesa Nelson (Needs Assessment & Evaluation)
Stephen Jensen (Membership & Training)	Tyrie Stanley (Planning and Allocations)
Teresa Jones (Disparities Elimination)	McKinzie Woelfel (Council Co-chair)
Larry McPherson (Council Co-chair)	
Executive Committee Members Absent	
Alissa Fountain (Needs Assessment & Evaluation)	James McMurray (Community Voices)
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:

- Larry McPherson called the meeting to order at 1:04 p.m. and introductions were made.

II. Review, approval of past meeting minutes 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 mentioned that the first training for the focused conversations was held and they felt the training went well. They mentioned that at the co-chairs meeting it was suggested that the facilitation training be brought to the Executive Committee and be scheduled for October’s facilitation training.
- Conversation around race and racism will be on July 23rd.
- Cree mentioned that the County now has the option to use Zoom as a meeting platform, however, after weighing the pros and cons between Zoom and MS Teams, the co-chairs felt the council and committees should continue to use MS Teams.

IV. Committee Reports

- **Membership and Training Committee**
 - No update
- **Needs Assessment and Evaluation Committee**
 - No update
- **Planning and Allocations Committee**
 - No update
- **Disparities Elimination Committee**

- No Update
- **Community Voices Committee**
 - JoAnn Vertetis mentioned that the CVC will be having a meeting on Monday, July 12, 2021 from 4-6pm.

V. Recipient Reports

- **Part A**
 - Jonathan Hanft mentioned the FY 2021 programs submission which included the council roster and reflectiveness and the FY 2021 allocations table were submitted in June.
 - Jonathan noted that regarding the allocation table, the Part A grant award declined this year. There will be carryover of unspent funds from last year and Part A will propose to Planning & Allocations to use those funds to make up for the shortage.
 - A no-cost extension for COVID Care funding was received and will be able to spend the remainder of those funds until the end of October 2021. Analysis of data for vaccination rates among people living with HIV have revealed that PLWH have a lower vaccination rate.
 - Carryover funds will be used as vaccine incentives for those people living with HIV who were not vaccinated before July 1, 2021.
 - The 2022 grant application guidance has been released and staff will be working on the competitive application from now until October.
 - Guidance for the integrated HIV prevention and care plan for the next 5 years has been released. Collaboration between the council, Hennepin County, DHS and MDH will work on developing the new 5-year plan.
- **Part B:**
 - Amy Miller noted that Darin Rowles will attend next week's council meeting and provide an update for Part B.
- **Prevention:** Peggy Darrett-Brewer noted that Prevention will provide their next update in September but wanted to take a moment to welcome McKinzie Woelfel back.

VI. Council Staff update and review council meeting agenda

- Carissa Weisdorf provided several updates to the committee.
- Analysis of the 2020 Needs Assessment continues, and data will be presented at the July Needs Assessment & Evaluation Committee meeting (7/27/2021). All council members are invited to attend the Needs Assessment Committee's meeting later this month. A recording of the presentation will be posted to the council's website for all those who are unable to attend the meeting.
- The council and committee evaluation deadline has been extended and everyone who has not taken the survey is encouraged to do so.

- As a quality improvement project, Carissa suggested creating one combined PDF of the meeting materials, like action items and supporting documents, for council meetings.
 - Jonathan suggested to include a table of contents page as well.
- Carissa shared the council's agenda for next week and noted that there is an additional 20 minutes available on the agenda this month.
 - The HealthHIV team suggested providing time on the agenda for all members to get to know each other. Carissa suggested to model what the Wisconsin planning council does and "spotlight" one council member a month.
 - The committee agreed and felt it would be a good idea.
 - McKinzie suggested having folks fill out a quick questionnaire ahead of time.
 - Larry McPherson asked if this would be replacing the introductions portion of the agenda.
 - Carissa noted that no it wouldn't, this would be the first item of business after introductions and approval of the agenda and minutes (II. Getting to know our members).
 - Larry asked if there will be a Q&A session after the spotlighted individuals speak about themselves.
 - Carissa noted that it is up to the committee if there should be a Q&A.
 - Tyrie suggested removing the committee reports from the agenda since most committees did not meet.
 - Larry suggested to keep them on the agenda but indicate that there is no update/no meeting. It was suggested to grey out the committees that did not meet.
 - Cree thought this would be a good way for everyone to get to know each other outside of HIV work.
 - Carissa noted that the intent is to get to know one another on a more personal level. She noted that as the hard topic discussions move forward, it is important to establish trust and this would be a small step forward.
 - Carissa noted to be aware this is public information. This note could be added to the questionnaire.
 - Cree suggested instead of spotlighting one person, the committee could introduce the idea this month and then divide into small groups to get to know each other.
 - Cree then asked for nominations for people who would like to be spotlighted.
 - Teresa Jones volunteered to be the first member to be spotlighted in August.
 - Jonathan suggested having the person being spotlighted pick the next one.
 - Carissa asked if the breakout rooms should be council members only or all guests and staff as well.
 - Everyone agreed that it should include everyone.

- Larry McPherson asked Carissa to discuss the outcome of the Planning CHATT webinar.
 - Carissa Weisdorf noted that the recording and materials of the webinar can be found on the Planning CHATT website at, <https://targethiv.org/library/positive-intentions-effective-communication-and-relationship-building-strategies-pcpbs>.
 - She said overall, the webinar went well and Larry and Cree did a great job.
 - Carissa received lots of follow up questions from other support staff and planning councils after the webinar. Requests were received to view samples of our needs assessment, and code of conduct policy and procedure.
 - Carissa suggested that everyone take some time to look at a document provided by HRSA TA titled, “Being an advocate and a planner.”
 - Jonathan Hanft commended Larry and Cree on the great job they did and wanted to note how exciting it is to see our planning council contributing to how well other councils’ function and providing resources.
- JoAnn asked if there could be a legislative update at a council meeting.
 - Carissa noted that she can work with the co-chairs and the Hennepin County Intergovernmental Relations team to schedule that. Tentatively by November 2021.

VII. Unfinished Business/New Business

- Nothing was discussed.

VIII. Announcements

- McKinzie Woelfel announced that roughly 600,000 syringes have arrived, and staff and volunteers have been working to get those distributed.
- Peggy Darrett-Brewer mentioned that the overdose reversal drug Naloxone has been provided to syringe service programs. Because of COVID-19, Pfizer has paused production of Naloxone and work at MDH has been underway to ensure stop gap efforts were conducted to get doses of Naloxone to SSPs.
- Cree Gordon announced that they will be facilitating a dialogue that is being put on by MDH, Hennepin County and MATEC, regarding the HIV outbreak on July 14, 2021.
- Jonathan noted that staff can send out the registration information to everyone.

IX. Adjourn:

- Meeting adjourned at 2:05pm

Meeting Summary:

- Heard reports from each standing committee, council co-chairs, recipients, and council staff
- The committee reviewed the council agenda and agreed to add a “getting to know you” section to the agenda and will allow 20 minutes for small group discussion at the beginning of the meeting.

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Documents Distributed for the Meeting:

- Proposed July 6, 2021 agenda
- June 1, 2021 meeting minutes

Documents Displayed at the Meeting:

- Draft council meeting agenda

RP/cw