

**Minnesota Council for HIV/AIDS Care and Prevention
Executive Committee
Tuesday, November 2, 2021
1 – 3 p.m.
Microsoft Teams Meeting
Meeting Minutes**

Committee Members Present:	
Calvin H. Hylton (Membership and Training)	Lesa Nelson (Needs Assessment and Evaluation)
Stephen Jensen (Membership and Training)	McKinzie Woelfel (Council Co-chair)
Larry McPherson (Council Co-chair)	Tyrie Stanley (Planning and Allocations)
Megan Mueller (Disparities Elimination)	Jo Ann Vertetis (Community Voices)
Committee Members Absent:	
Cree Gordon (Council Co-chair)	James McMurray (Community Voices)
Alissa Fountain (Needs Assessment and Evaluation)	
Guests:	
Thomas Blissett, HIV Community Services Supervisor	Sandra Green, Hennepin County Internal Services
Hennepin County (Part A) Representative:	
Jonathan Hanft	DHS (Part B) Representative:
	Amy Miller
MDH (Prevention) Representative:	
Peggy Darrett-Brewer	MCHACP Parliamentarian:
	Pat Reymann, Parliamentarian
Council Staff:	
Carissa Weisdorf (minutes)	

Quorum Present? **Yes**

I. Welcome and introductions:

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

II. Consideration and approval of proposed agenda

- The agenda was approved as printed.

III. Consideration and approval of September 7 meeting minutes

- The minutes were approved as printed.

IV. Focused conversation training overview

- Sandra Green, PMP, joined the meeting and introduced herself as a trainer from Organizational Effectiveness and Talent Management with Hennepin County Internal Services. She was asked by the co-chairs and staff to join today's meeting to provide an overview of what the training on designing a focused conversation includes. Sandra presented ***Focused conversation method.***

- Stephen Jensen asked if the questions should always be prepared in advance. Sandra Green responded the training allows the facilitator to determine their own goals and objectives and decide if the questions will be given to participants in advance. The training is about what a focused conversation is and then participants can apply it to their own work.

V. Council co-chair update

- McKinzie Woelfel said since we are currently unable to do breakout rooms, the co-chairs would like to do a member spotlight. She asked if anyone is interested in volunteering to do this and we will send you a few questions to prepare. Jo Ann Vertetis volunteered to do this.

VI. Committee Reports

Membership and Training Committee

- **Action Item:** New Membership Election
 - **MOTION:** Stephen Jensen moved to recommend Joseph Amrhein, Annalise Barghini, Moncies Franco, Megan Higdon, and Angela Reed for election to the council. No discussion. **VOTE:** The motion was approved unanimously.
- Jo Ann Vertetis asked if additional information about the candidates is provided at the council meeting. Carissa Weisdorf said the Membership and Training Committee carefully reviews applicants against current vacancies in representation and reflectiveness when nominating new members. When we met in person, council members were provided a paper ballot with the applicant's personal statement about why they want to join the council, however, in a virtual environment we are unable to ensure confidentiality of these written statements which are only to be shared with council members. Therefore, the Membership and Training Committee decided to suspend sharing the statements while we meet virtually.
- Stephen Jensen presented **Council membership selection criteria** and said the committee created the document to describe how the committee selects new members for the council. The document is available on the council website at: <https://www.mnhivcouncil.org/membership--training>.
- Stephen Jensen said we have additional vacancies in council membership and we continue to recruit for those. Carissa Weisdorf shared the current needs in the chat and said anyone who is interested is encouraged to apply since we have numerous vacancies in demographic reflectiveness.

Needs Assessment and Evaluation Committee

- Lesa Nelson said the committee reviewed data in the integrated plan, and the report on the status of goals one through three.

Planning and Allocations Committee

- Tyrie Stanley said the committee met to review the integrated plan and the report on the status of goals one through three.
- The committee will review the full report from Disparities Elimination Committee and Needs Assessment and Evaluation Committee next month.

Disparities Elimination Committee

- Carissa Weisdorf was asked to provide the update since Megan Mueller was unable to attend the last committee meeting. Like other committees, the committee reviewed the integrated plan monitoring table and the report on the status of goals one through three.
- Will hold a co-chair election in November.

Community Voices Committee

- Jo Ann Vertetis said there is a meeting planned for next week. Nothing currently on the agenda but will focus on what the committee wants to do next year. The co-chairs are open to ideas for future agenda items.
- Would like to hear back from DHS on the dental survey. This was scheduled for July.

VII. Recipient Reports

Part A

- Jonathan Hanft said Richard Puella is no longer with Hennepin County and we had hoped to have a temporary staff in place this week but she had an accident and broke her wrist so is unable to do the work. In the interim for the next several weeks, Aurin Roy will provide some council operations support. The administrative specialist position has been posted as an internal lateral transfer since it is a union position. If there are no candidates identified in this process, then it will be posted for internal promotional and/or open competitive. It may take several months to have someone in the position.
- COVID CARES grant ended on October 31 but funds for vaccine incentives are available until they are exhausted.
 - Lesa Nelson asked if the vaccine incentives are only available in the TGA/metro area. Thomas Blissett said DHS will review proposals if they receive them so nothing is currently in place for Greater Minnesota.
- A provider newsletter went out recently and included information about boosters and third shots; vaccine incentives can be used for this.
- Additional two cases identified in the metro HIV outbreak which brings the total to 83. Hennepin County's response is led by the public health clinic and includes Healthcare for the Homeless and harm reduction services. The outbreak response team has expanded and Jonathan Hanft displayed the slide ***Hennepin County Public Health DRID Outbreak Operations Teams.***

- Jonathan Hanft was invited to participate on a panel about housing, HIV, substance abuse, and mental health, and he will talk about Hennepin County centering housing in the outbreak response.
- Hennepin County Healthcare for the Homeless was highlighted in a CDC article on best practices and you can read about it at: [Spotlight: Minneapolis, Minnesota | CDR Stories from the Field | Policy, Planning, and Strategic Communication | HIV | \(cdc.gov\)](#)

Part B

- Thomas Blissett said the state's RFP has been released to fund the following service areas: Health Education/Risk Reduction, Medical Case Management, Non-Medical Case Management, Outpatient/Ambulatory Health Services, and Referral for Healthcare and Supportive Services. Additionally, capacity building grants are available for clinical supervision for HIV Medical Case Management and housing advocacy.
 - Will open on December 10 for proposal submission and will close on January 10, 2022.
- Open enrollment began November 1 and ends January 15, 2022; no changes to available plans this period.
- The Part B grant application for the next 5-year funding cycle is due to HRSA on November 8.
- Thomas Blissett is currently meeting with all funded agencies since starting his new role as community supports supervisor. He wants to learn how each agency is delivering services to the community.

Prevention

- Peggy Darrett-Brewer said the MDH condom distribution program has started and will end on November 18. This is a prevention strategy to identify organizations that are in a pivotal position to get condoms out into the community.
- Anna Bosch was hired as the harm reduction program specialist position. This position contract manages syringe programs and raises community awareness on harm reduction and the Naloxone Programs for opioid overdose prevention.
- MDH has put out HIV and syphilis ads in response to the HIV and syphilis outbreak. The campaign is statewide on buses, local radio, and Pandora.
- Tyrie Stanley asked what the plan is for the buses that were used for COVID. Peggy Darrett-Brewer said the buses had been rehabbed from Metro Transit and she still needs to look into what will happen with the buses.

VIII. Council staff update and review council meeting agenda

- Carissa Weisdorf gave an update on membership and said Teresa Jones stepped down from the council due to health reasons. Additionally, Jessie Saavedra has a new position at Ramsey County so will no longer serve as the Ramsey County appointed member. Ramsey County submitted the name of their new nominee to replace Jessie Saavedra on the council. Her name is Annalise Barghini and she is the head nurse of Clinic 555 and her name is included on the membership action item today.
- IHAP-TAC is the Integrated HIV/AIDS Planning Technical Assistance Center and they are kicking off a monthly webinar and peer learning series to review and discuss the integrated plan guidance. You can subscribe for updates about these upcoming webinars at [JSI Research & Training Institute, Inc. \(JSI\) \(list-manage.com\)](https://www.jsi.com/Research-Training-Institute).
 - Additionally, they offer a self-paced course on integrated planning at [An Introduction to Integrated HIV Prevention and Care Planning – Overview](#).
- The ***draft council meeting agenda*** was displayed and Carissa Weisdorf reviewed the proposed agenda items and announced the next hard topic discussion.
 - Tyrie Staley asked to include under announcements the information about the upcoming consumer and provider input meetings on service standards. Carissa Weisdorf confirmed she will do that and will also include the flier for the consumer input meeting with the council meeting materials.

IX. Unfinished Business/New Business:

- Larry McPherson brought up business for open forum and wished to discuss the attendance policy and allowing for excused absences. He asked Pay Reymann for guidance on making a motion to make a bylaw amendment. Pat Reymann said the Executive Committee recommends amendments to the bylaws and then provides notice to the council.
- Tyrie Stanley said Membership and Training Committee is working on this issue and plans to bring a bylaw proposal to the Executive Committee and council.
- Stephen Jensen said the committee is looking for ideas from council members so we make sure that we are including everything. The committee has asked for feedback from the Executive Committee and the council.
- Jo Ann Vertetis suggested the council have dedicated time on the agenda and include the specific language to give feedback and ask for verbal or written feedback.
 - Tyrie Stanley said we could ask for recommendations during open forum or people could attend the Membership and Training Committee meeting to provide their voice.
 - Pat Reymann agreed this could be raised during open forum. Provide a few proposals to discuss and Membership and Training Committee

- members could take notes. She finds that discussing a topic like this in a group could lead to more insight from more members.
- Jo Ann Vertetis suggested we add it as a bullet point for open forum so people can think about it in advance.
 - Tyrie Stanley suggested the council co-chairs include this in their update as well so people can start to think about it.
 - Carissa Weisdorf confirmed she will include a bullet point under open forum that we will discuss the current attendance policy and proposed changes. She said the committee has also discussed proxy voting and asked to include this in the discussion.
 - Stephen Jensen asked to include a handout with the council meeting materials with the current attendance policy.
 - Pat Reymann suggested we check into HRSA's policy around proxy voting because it is usually not highly regarded. Carissa Weisdorf confirmed it is possible to do and there is a [Planning CHATT reference document](#) that can be reviewed.

X. Announcements

- None

XI. Adjourn

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

Meeting Summary:

- Forwards the action item from the Membership and Training Committee for the new membership election.
- Reviewed the Membership and Training Committee's document on council membership selection criteria.
- Learned about a training available on conducting a focused conversation.
- Reviewed the draft council meeting agenda and made updates.
- Heard reports from standing committees, council co-chairs, recipients, and council staff.

Documents distributed before the meeting:

- Proposed agenda
- October 5 meeting minutes
- **Action Item:** New Membership Election
- Council membership selection criteria

Documents displayed during the meeting:

- Hennepin County Public Health DRID outbreak operations teams
- Draft council meeting agenda

cw