

**Minnesota Council for HIV/AIDS Care and Prevention
Executive Committee
Tuesday, December 7, 2021
1 – 3 p.m.
Microsoft Teams Meeting
Meeting Minutes**

Committee Members Present:	
Cree Gordon (Council Co-chair)	Megan Mueller (Disparities Elimination)
Calvin H. Hylton (Membership and Training)	Lesa Nelson (Needs Assessment and Evaluation)
Stephen Jensen (Membership and Training)	McKinzie Woelfel (Council Co-chair)
James McMurray (Community Voices)	Tyrie Stanley (Planning and Allocations)
Larry McPherson (Council Co-chair)	Jo Ann Vertetis (Community Voices)
Committee Members Absent:	
Alissa Fountain (Needs Assessment and Evaluation)	
Guests:	
Dennis Anderson	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Jonathan Hanft	Amy Miller
MDH (Prevention) Representative:	MCHACP Parliamentarian:
Peggy Darrett-Brewer	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 November 2 meeting minutes

- Pat Reymann recommended listing the names of the new members in the minutes. Carissa Weisdorf updated the minutes to include Joseph Amrhein, Annalise Barghini, Moncies Franco, Megan Higdon, and Angela Reed to the new membership election action item. The minutes were approved as amended.

IV. Council co-chair update

- No report

V. Committee Reports

Membership and Training Committee

- No report

Needs Assessment and Evaluation Committee

- Did not meet - no report

Planning and Allocations Committee

- **Action Item:** Food Bank/Home Delivered Meals service standard. Tyrie Stanley moved to forward the revisions to the service standard. DISCUSSION: The committee reviewed **Process checklist: Food Bank/Home Delivered Meals service standard**. Cree Gordon and Megan Mueller abstained due to conflict of interest. The motion passed unanimously.
- **Action Item:** Early Intervention Services service standard. Tyrie Stanley moved to forward the revisions to the service standard. DISCUSSION: The committee reviewed **Process checklist: Early Intervention Services service standard**. The motion passed unanimously.
- **Action Item:** Outpatient/Ambulatory Health Services service standard. Tyrie Stanley moved to forward the revisions to the service standard. DISCUSSION: The committee reviewed **Process checklist: Outpatient/Ambulatory Health Services service standard**. The motion passed unanimously.

Disparities Elimination Committee

- **Action Item:** Disparities Elimination Committee Co-Chair Election. Megan Mueller moved to forward the recommendation that Cree Gordon is elected to serve as co-chair of the Disparities Elimination Committee. No debate. The motion passed unanimously.

Community Voices Committee

- No report

VI. Recipient Reports

Part A

- Jonathan Hanft said the posting for the council administrative specialist position is up for one week open competitive, please share with your networks.
- Still trying to find a temp to fill in until the new admin specialist is hired and someone may have been identified and we are speaking with them tomorrow. It may take a few weeks for them to come onboard.
- Outbreak update: 85 cases in the HIV outbreak in Hennepin and Ramsey counties. Work in the field continues. Also identified a case manager who can work with people identified in the outbreak who are experiencing homelessness and mental illness.
- COVID grant has ended and semi-annual report was submitted. 100% of funds were spent and 99.5% went directly to the community for services and supplies

for providers to continue to provide services during the pandemic. Also, case management for people with HIV who were homeless to provide safe shelter, food bank/home delivered meals, and vaccine incentives.

- There is still a gap in vaccination rate for people with HIV but for people who have received boosters it is at a slightly higher rate than the general population.

Part B

- Amy Miller said open enrollment continues. Clients need to enroll by December 15 for a January 1 start date. Anyone who enrolls after that will have a February 1 start date.
- RFP for core medical and support services is open between December 10 and January 10.
- DHS has further paused return to office and there is no date set to return. Program HH occasionally works from the office, as needed.
- HRSA recently released PCN 21-02, a policy clarification notice, and DHS will hold a meeting to focus on the elimination of the six months re-certification. Jonathan Hanft said anytime HRSA HIV/AIDS Bureau changes a policy they issue a PCN.

Prevention

- Peggy Darrett-Brewer did not have an update but said the state cannot use the chat feature in Teams and their IT department said it is on the meeting permissions end. Carissa Weisdorf will trouble shoot with McKinzie Woelfel to find out if changing the permissions fixes this problem. Tyrie Stanley said the chat works for him when using the web but not the application.

VII. Council staff update and review council meeting agenda

- Carissa Weisdorf said there was a new member orientation last Friday and there is another one scheduled tomorrow for two members who could not attend on Friday. She said Moncies Franco decided not to join the council at this time.
- A reminder to sign up for the training on conducting a focused conversation if you are interested. Stephen Jensen has volunteered.
- The ***draft council meeting agenda*** was reviewed.
 - Carissa asked if anyone objects to ending the meeting thirty minutes early so people can attend the Part A waiver input meeting.
 - Jo Ann Vertetis volunteered to do the member spotlight since we did not have a chance to do it last month.
 - There is no prevention update this month.
 - Cree Gordon agreed to move the action item for the Disparities Elimination Committee co-chair election. Council members will receive the ballot by email and it will be linked in the chat.
 - There is also an evaluation of council and committee operations this month and Lesa Nelson will mention this during the meeting. The link will

be emailed after the meeting and is open to all council and community members to complete. Carissa will include a deadline of one month to complete it.

- Data from the 2020 HIV/AIDS Needs Assessment will be presented at the January council meeting.

VIII. Unfinished Business/New Business:

- Nothing discussed

IX. Announcements

- Carissa Weisdorf will be out of the office from noon on December 17 – December 31. Jonathan Hanft will be a contact person during that time and Carissa will send an email to council members letting them know. Jonathan Hanft will send out the Executive Committee
- Jo Ann Vertetis requested a copy of the council contact sheet.
- Pat Reymann said she saw James McMurray and Matt Toburen from the Aliveness Project on KARE-11 news last week and they did a great job.

X. Adjourn

- Larry McPherson adjourned the meeting at 1:45 p.m.

Meeting Summary:

- Reviewed and forwarded the Planning and Allocations Committee action items for service standards for Food Bank/Home Delivered Meals, Early Intervention Services, and Outpatient/Ambulatory Health Services.
- Forwarded the action item to elect Cree Gordon as co-chair of the Disparities Elimination Committee.
- Heard reports from each standing committee, council co-chairs, recipients, and council staff.

Documents distributed before the meeting:

- Proposed agenda
- November 2 meeting minutes
- **Action Item:** Food Bank / Home Delivered Meals service standard
- Food Bank / Home Delivered Meals service standards
- Process checklist: Food Bank / Home Delivered Meals service standard
- **Action Item:** Early Intervention Services service standard
- Early Intervention Services service standards
- Process checklist: Early Intervention Services service standard
- **Action Item:** Outpatient / Ambulatory Health Services service standard
- Outpatient / Ambulatory Health Services service standards
- Process checklist: Outpatient / Ambulatory Health Services service standard
- **Action Item:** Disparities Elimination Committee co-chair election

Documents displayed during the meeting:

- Draft council meeting agenda

cw