

Minnesota Council for HIV/AIDS Care and Prevention
Tuesday, December 14, 2021
9 – 10:30 a.m.
Microsoft Teams Meeting
Meeting Minutes

Council Members Present:	
Alissa Fountain	Amy Miller
Angela Reed	Nyonbeor Boley
Annalise Barghini	Paul Skrbec
Cree Gordon (council co-chair)	Sarah Schiele
Charlotte Detournay	Tyrie Stanley
Joe Amrhein	Calvin Hillary Hylton
Larry McPherson (council co-chair)	Nafula Namuninia
Lesla Nelson	Jeremy Stadelman
Jo Ann Vertetis	Sue Purchase
McKinzie Woelfel (council co-chair)	
Council Members Absent:	
Megan Higdon	
Community Members/Guests/Consultants:	
Alejandro Aguilera	Pastor Jim Mitulski
Dennis Anderson, Minnesota People of Color Pride	Anika Kaleewoun, Hennepin County Ryan White Program
Darin Rowles, Minnesota Department of Human Services HIV Community Supports	Aurin Roy, Hennepin County Ryan White Program (minutes)
Amy Yang	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Jonathan Hanft	Thomas Blissett
MDH (Prevention) Representative:	MCHACP Parliamentarian:
Peggy Darrett-Brewer	Pat Reymann
MCHACP Staff:	
Carissa Weisdorf	

Quorum Present? **Yes**

I. Call to Order

- McKinzie Woelfel called the meeting to order at 9:03am.

Welcome & Introductions

- All participants introduced themselves.

Reading of Guiding Principles

- McKinzie Woelfel led the Council in reading the Guiding Principles.

Approval of Agenda

- The agenda was approved as printed.

Approval of November 9 Meeting Minutes

- The minutes were approved as printed.

II. Member Spotlight: Jo Ann Vertetis

- McKinzie Woelfel went over the purpose of the member spotlight which was a recommendation from the HealthHIV assessment. This is the first member spotlight because previously the Executive Committee decided to do small group breakout rooms so members could get to know each other better.
- Jo Ann Vertetis introduced herself. She talked about her cultural background, the places she's lived in the U.S., her experience with HIV, her career background, her personal life, her hobbies, and the current book she's reading.
- Several members thanked Jo Ann Vertetis for sharing her story.
- McKinzie Woelfel said that the Council is looking for a member to spotlight next month, and opened the floor for people to indicate their interest in being spotlighted. Joe Amrhein volunteered to be spotlighted next month.

III. Recipient reports

Part A

- Jonathan Hanft provided the report on behalf of Part A (Hennepin County Ryan White Program). The **Part A Update – 2021.12.04** report was displayed.
 - COVID Response: most of the COVID CARES grant went towards services, like food bank/home delivered meals, technological assistance, and case management.
 - HIV Outbreak Update: two cases may potentially be added to the HIV outbreak in Hennepin and Ramsey counties. At least 400 people were vaccinated against Hepatitis A.
 - Staff changes: interviews for the Council Administrative Specialist will start after the holidays, and a new staff member should be added in January. Jeremy Stadelman is leaving the county and will also be leaving the Council as the Part A representative.
 - QMAC: if you want more information about QMAC (Quality Management Advisory Committee) and the existing vacancies, contact Anika Kaleewoun at anika.kaleewoun@hennepin.us
- Tyrie Stanley asked when Jeremy Stadelman's last day will be and who will replace him. Jonathan Hanft replied that Jeremy Stadelman will be leaving on

Friday, December 17, and that hiring for his position will begin after his departure from the county. That new hire will serve as the Council representative for Part A. There is no representative replacement at the time.

Part B

- Thomas Blissett provided the report on behalf of Part B and ADAP (Minnesota Department of Human Services HIV Community Supports). The **Part B Report** was displayed and read out loud by him.
 - Thomas Blissett emphasized that if you know someone who has not been enrolled in healthcare, get them enrolled in a health insurance plan so that they can begin coverage in February.
 - Staffing changes: Gayle Caruso retired as of December 7, 2021, and Sharlonda Pierce moved to a new position, so Thomas Blissett's program is down by 2 contractor managers. These positions are open but have not been posted yet. They will hopefully be posted soon.

Prevention

- There was no prevention update for this month. Peggy Darrett-Brewer explained that she has been busy with case reviews and was unable to give a prevention update for this month's meeting, but will be giving an update next month.

IV. Council staff report

- Carissa Weisdorf welcomed the new Council members. There is an updated Council contact sheet that can be physically mailed out to Council members and was included in the new members' orientation binders. The sheet is not emailed because it is for Council members only. If you want the updated sheet, contact Carissa Weisdorf.
- Last month, the Council viewed a recording of an overview of a training on holding a focused conversation. If you are interested in participating in this training, contact Carissa Weisdorf. This is a required training for Hard Topic Discussion facilitators.
- Carissa Weisdorf will be out of the office for the last 2 weeks of December (from noon on December 17, 2021 returning on January 3, 2022). For any urgent matters, contact Jonathan Hanft.
- Carissa Weisdorf reviewed the post meeting engagement survey for new members and encouraged all members to complete it after the meeting.
- Additionally, there is a bi-annual council and committee operations evaluation available for all Council and community members and the link will be shared after the meeting.

V. Committee reports (also provided in written form)

- **Executive Committee and Co-chair Update**
 - Carissa Weisdorf displayed the **December 14 Committee Report Summaries**. Executive Committee updates were referred to the report.
- **Planning & Allocations**
 - Tyrie Stanley asked Carissa Weisdorf to review the voting process for new members. In response, Carissa Weisdorf displayed the Council website and navigated to the Service Standards page in order to present the **Service Standards Development Process**. Carissa Weisdorf reviewed the purpose of Service Standards, which is to make sure that all contracted Ryan White providers are offering the same fundamental components of each service area. The Ryan White program's federal funder, HRSA (Health Resources and Services Administration), requires the creation of these service standards. There is a service standard for every service area the Council funds, and the Planning and Allocations Committee (PAC) is responsible for regularly updating these standards. Recently, three standards were chosen for review and revision by PAC and the standards workgroup.
 - Carissa Weisdorf reviewed each of the steps of the service standards development process for the new members and explained that the two revised service standards are now in the final step of the development process.
 - Carissa Weisdorf displayed **Planning and Allocations Committee Action Items**. Tyrie Stanley went over the first action item, which was about the revisions to the Food Bank/Home Delivered Meals service standard.
 - Pat Reymann reminded the Council to review and apply the conflict-of-interest procedure to the voting process for these action items. In response, McKinzie Woelfel opened the floor for conflict-of-interest disclosures. Tyrie Stanley said that the only person with a conflict-of-interest with the first action item is Cree Gordon, who temporarily left the meeting. There was no further discussion or debate about the action item.
 - **MOTION:** Tyrie Stanley moved to approve the Planning and Allocations Committee's revisions to the Food Bank/Home Delivered Meals service standard.
 - **VOTE:** The motion carried unanimously.
 - Tyrie Stanley reviewed the second action item, which was the revisions to the Early Intervention Services service standard.

- McKinzie Woelfel opened the floor for discussion for this action item and instructed members with conflicts-of-interest to step out of the meeting. In response, Alissa Fountain, Jeremy Stadelman, Nafula Namuninia, Sue Purchase, Annalise Barghini, and Angela Reed left this portion of the meeting. There was no further discussion or debate about the action item.
 - **MOTION:** Tyrie Stanley moved to approve the Planning and Allocations Committee’s revisions to the Early Intervention Services service standard.
 - **VOTE:** The motion carried unanimously.
 - Tyrie Stanley went over the third action item, which was the revisions to the Outpatient/Ambulatory Health Services service standard.
 - McKinzie Woelfel opened the floor for discussion for this action item. Charlotte Detournay and Nafula Namuninia stepped out of this discussion due to conflicts-of-interest. There was no further discussion or debate about this action item
 - **MOTION:** Tyrie Stanley moved to approve the Planning and Allocations Committee’s revisions to the Outpatient/Ambulatory Health Services service standard.
 - **VOTE:** The motion carried unanimously.
- **Community Voices**
 - Jo Ann Vertetis said that the focus for the January 10, 2022 meeting is aging with HIV. Presenters from the Positive Care Center and Rainbow Health will come talk to the CVC about HIV and aging. Interested people can attend this meeting.
- **Disparities Elimination**
 - Cree Gordon went over the **2021.12.14 Action Item DEC Co-chair Election** to elect them as co-chair for DEC for the remainder of the fiscal year. Cree Gordon is filling in because the previous co-chair stepped away from the committee.
 - Carissa Weisdorf sent the electronic ballot to all Council members.
 - **MOTION:** McKinzie Woelfel moved to elect Cree Gordon as co-chair for the Disparities Elimination Committee for the rest of the fiscal year.
 - **VOTE:** The motion passed 14-0.
- **Membership & Training**
 - Referred to report.
- **Needs Assessment & Evaluation**

- Lesa Nelson reiterated that the Council and Committees Operations Evaluation needs to be filled out by all members.
- Joe Amrhein asked how to access this evaluation and whether he, as a new member, should fill it out. Carissa Weisdorf clarified that new members can fill out this evaluation as well, and the link to the evaluation will be sent via email after the meeting.
- Tyrie Stanley asked if the Planning and Allocations Committee canceled their meeting for the month. Carissa Weisdorf clarified that the meeting was canceled and the notice for that will be sent out via email tomorrow.

VI. Unfinished Business / New Business

- None.

VII. Open Forum

- None.

VIII. Announcements

- Carissa Weisdorf sent the link to the Public Input meeting about the core medical services expenditure waiver for Part A of the Ryan White Program. The meeting will start at 10:30am today and interested parties were invited to attend.
- Carissa Weisdorf announced that there will be a presentation for the 2020 Needs Assessment survey at the January 11, 2022 Council meeting (note: this has been moved to the February 8, 2022 Council meeting). Over 800 people were surveyed about their needs, and there will be an hour-long presentation about these data at the next Council meeting.
- Tyrie Stanley thanked everyone for their hard work this past year and wished everyone happy holidays. Sue Purchase, Alejandro Aguilera, and Larry McPherson also wished everyone the same sentiments.
- Thomas Blissett encouraged everyone to get their COVID-19 vaccines and boosters, and to encourage non-vaccinated friends/family to do the same.

IX. Adjourn

- McKinzie Woelfel adjourned the meeting at 10:08am.

Meeting Summary

- There was a member spotlight for Jo Ann Vertetis.
- Part A and Part B recipients presented their reports. Prevention did not give an update for this month.

- A Council staff report was given.
- Committee reports were given.
 - The Planning and Allocations Committee presented three action items around approving their revisions to the service standards for Food Bank/Home Delivered Meals, Early Intervention Services, and Outpatient/Ambulatory Health Services. All three action items passed unanimously.
 - The Disparities Elimination Committee presented an action item to elect Cree Gordon as co-chair of DEC for the rest of the fiscal year. The motion passed.
- There were announcements about upcoming meetings.

Documents distributed before the meeting:

- Proposed agenda for today's meeting
- November 9 meeting minutes
- Part B report
- December 14 committee report summary
- Planning and Allocations Committee action items for today's meeting
- Disparities Elimination Committee action item for today's meeting (co-chair election)
- December 14 public input meeting flyer

Additional documents displayed during the meeting:

- Guiding principles
- Part A update
- Service Standards Development Process

AR/cw