

**Minnesota Council for HIV/AIDS Care and Prevention**  
**Tuesday, January 11, 2022**  
**9 – 10:30 a.m.**  
**Microsoft Teams Meeting**  
**Meeting Minutes**

<b>Council Members Present:</b>	
Alissa Fountain	Nyonbeor Boley
Angela Reed	Paul Skrbec
Annalise Jackson, RN, MSN, PHN	Sarah Schiele
Cree Gordon (council co-chair)	Tyrie Stanley
Charlotte Detournay	Calvin Hillary Hylton
Joseph Amrhein	Nafula Namuninia
Lesa Nelson	Sue Purchase
McKinzie Woelfel (council co-chair)	Megan Higdon
Amy Miller	
<b>Council Members Absent:</b>	
Larry McPherson (council co-chair)	Jo Ann Vertetis
<b>Community Members/Guests/Consultants:</b>	
Dennis Anderson, Minnesota People of Color Pride	Stephen Jensen, community member
Allison LaPointe, Minnesota Department of Health	Anika Kaleewoun, Hennepin County Ryan White Program
Darin Rowles, Minnesota Department of Human Services HIV Community Supports	Jose Ramirez, Minnesota Department of Health
Japhet Nyakundi, Minnesota Department of Health	Aurin Roy, Hennepin County Ryan White Program
Amy Yang	Sarah Krier, Rainbow Health
	Thuan Tran, Hennepin County Ryan White Program
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Jonathan Hanft	Thomas Blissett
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Parliamentarian:</b>
Peggy Darrett-Brewer	Pat Reymann
<b>MCHACP Staff:</b>	
Carissa Weisdorf	Rhoda Chaffe, temporary admin specialist (minutes)

Quorum Present? **Yes**

**I. Call to Order**

- McKinzie Woelfel called the meeting to order at 9:00 a.m.

**Reading of Guiding Principles**

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

## Welcome & Introductions

- All meeting participants were introduced.

## Approval of Agenda

- The agenda was approved as printed.

## Approval of December 14 Meeting Minutes

- The minutes were approved as printed.

## II. Member Spotlight: Joe Amrhein

- McKinzie Woelfel introduced Joe Amrhein as the second member to be spotlighted. Joe stated that he was not able to participate in the member spotlight due to his remote participation and requested that it be moved to the next meeting.

## 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: Omicron is surging in MN, so continued protective measures are recommended. COVID vaccine boosters are now recommended for children age 12 and over. Boosters for the Pfizer vaccine are recommended at age five months after the initial two-dose series, this is a change from the initial six-months to the booster.
  - HIV Outbreak update: One case has been added to the Hennepin and Ramsey outbreak among people who inject drugs. In the metro, the two counties are up to a total of 86 cases associated with the outbreak. The outbreak in the Duluth area remains at 18 total cases since the last update. There have been no new cases since the last Council meeting. A Minnesota Department of Health link, [HIV Outbreak Response and Case Counts - Minnesota Dept. of Health \(state.mn.us\)](https://www.health.state.mn.us/hiv/) was provided for anyone who might want to sign up and find updates not only on the outbreak but also on new HIV infections.
  - <https://content.govdelivery.com/accounts/MNHENNE/bulletins/3034160?reqf rom=share>: Last week (on 1/5/22), Hennepin County Public Health issued a health alert supplement to the initial MDH health alert on the outbreak in the metro area. The supplement updates screening recommendations for hospital emergency departments and inpatient and outpatient clinics. Jonathan underscored that what it really does is recommend screening for those who present not only in the emergency department and inpatient and outpatient clinics, but also for those who present with medical conditions associated with injection drug use. Hospitals are overwhelmed right now, but the hope is that when things calm down these recommendations will be more broadly implemented. The supporting data has been collected from emergency room visits from outbreak cases in the metro area with a large proportion of people seen in the emergency department three years prior to their HIV diagnosis.

Jonathan concluded this update emphasizing that they want to encourage more opportunities for people to get tested and diagnosed earlier in those settings.

- Staff changes: Jonathan announced that Rhoda Chaffe will be working with the Council until a permanent, full-time Council Administrative Specialist is hired. Jonathan thanked Rhoda for stepping in. He announced that first interviews are in progress and should be concluded this week. They are hoping to have someone on board sometime in February. Jonathan will keep everyone updated on the hiring status.
- Application: <https://bit.ly/QMACapplication>: Jonathan announced that QMAC is seeking two consumer and two provider members to serve on their committee. Anika verified that this is correct and offered to put the link to the application on Chat; this link was also provided on the Part A Update report. If anyone wanted more information about QMAC (Quality Management Advisory Committee) and the existing vacancies, they were directed to contact Anika Kalewoun at [anika.kalewoun@hennepin.us](mailto:anika.kalewoun@hennepin.us).
- Preparing waiver - *FY 2022 Part A Core Services Expenditure Waiver*: Jonathan announced that they are preparing this waiver for fiscal year 2022. Those who are new members were asked to note that Ryan White HIV/AIDS Program legislation requires that Part A recipients spend 75% of Ryan White funds on core medical services, however, a waiver can be requested. More than 25% of Ryan White funds can be spent on supportive services; this has been done in the last several years. They are in the process of applying for the waiver. This process has been much simplified this year. Jonathan thanked all who participated in the public meeting to discuss and provide input on this waiver request.
- Mariah Wilberg leaving: Jonathan passed on a “Thank-you” to Mariah and both state health departments who brought Mariah on board to work on HIV in Minnesota. Jonathan expressed that there are not enough thank-you’s. Mariah was very inspiring and a ‘mover and shaker’. Jonathan thanked Mariah for all the great work she has done at Ryan White and wished her well. Jonathan announced that there is a link to an article about Mariah’s work on HIV and her moving on to the national stage; it will be provided in Chat. Thomas Blissett announced that January 18 will be Mariah’s last day and stated, “We are happy for her, but sad to see her go. We also love to see people grow and move up into their calling.”

## **Part B**

- *Thomas Blissett Minnesota Department of Human Services HIV Supports* provided an update on Part A & B Re-Certification on behalf of Part A & B and ADAP (Minnesota Department of Human Services HIV Community Supports).
  - On 12/17/21 the Ryan White Part A and Part B representatives conducted a feedback meeting focused on potentially eliminating the 6-month re-certification.

- Additional community feedback was planned for the Community Voices meeting on January 10. Parts A & B Re-Certification was discussed. Changes for potential feedback will be brought to the Council.
- Ryan White Part B. Proposal: An HRSA project officer indicated that the proposed elimination of the 6-month re-certification is aligned with the recent policy clarification notice. Part B representatives are currently in the process of getting internal approvals for this change and will continue to collaborate with Hennepin County (Part A) with next steps.
- The Ryan White Part B request for proposal closed on January 10. Proposals are currently being reviewed.

Next steps were discussed, including:

- They are in the process of developing evaluation committees. Due to the number of proposals that were submitted, there will be three evaluation committees consisting of four individuals. Evaluation Committee trainings will be held on January 19 and 20. The Evaluation Committee will begin reviewing and scoring on Thursday, January 20 and scores will be due on February 4, 2022. Evaluation Committee meetings will be held on February 7 (first committee), 9 (second committee) and 10 (third committee) to go over the scores.
  - Once the scores are obtained from the evaluations, representatives will reach out to providers who were selected to provide services under the Ryan White Part B program. The award letters will be sent out on March 28. They hope to have the negotiations started and completed by then.
  - The contract portion will be completed by May 31 ahead of the July 1, 2022, start date; however, the timeline could change due to COVID uncertainty and other things that could not be planned for.
- Open enrollment: It is currently active. Please apply by January 13. There are four days allocated for open enrollment and two days for payment by January 15 to ensure a February 1 start date.

## **Prevention**

- *Peggy Darrett-Brewer, Minnesota Department of Health HIV/STD/TB* – New hires and a few updates were provided. Carissa can provide the links that were mentioned
  - New hires were introduced to the Council:
    - Nathan Bloomfield, Surveillance Operations Epidemiologist
    - Hannah Kass-Aten, HIV Care Prevention Epidemiologist. Hannah will replace Jared Shenk.
    - Peggy announced that the CDC will be awarding two million dollars allocated to expand and train for a response to mitigate the spread of

COVID and other infections over the next five years. There will be new positions coming; the updates will be available soon.

- Minnesota Dept. of Health, Children's, and the pediatric HIV program are looking for two individuals who have lived with HIV while pregnant to join the Minnesota Fetal Mortality Infant Review and the HIV team. Everyone was encouraged to share this opportunity with their networks. There is a link to apply that will be open for another week; Gina Liverseed can be contacted when the link is closed.
- Minnesota Syringe Service Programs Fall 2021 eval and impact survey on MDH funded syringe service programs: They worked on injury and violence sections to collaborate and produce an impact survey on their MDH-funded service programs. The survey looked at impacts of syringe serviced programs in Minnesota. Carissa will send out a copy of the survey.
- Full financial updates on SSPs, SIVs, and testing for 2021 will be provided at the March MCHACP meeting.
- McKinzie Woelfel opened the floor for questions; there were no questions.

**IV. Provide feedback on Policy Clarification Notice (PCN) 21-02 - Thomas Blissett, DHS HIV Community Services Supervisor, and Jonathan Hanft, Hennepin County Ryan White Program Coordinator**

- The 6-month re-certification elimination: Part A (Hennepin County) Part B (Minnesota Department of Human Services) collaboration to create HRSA PCN-21902 is a response to reduce administrative and client burdens. HRSA 21-02 will eliminate the 6-month re-certification process. There will be an update from DHS and Hennepin County regarding potential changes and opportunity for discussions around these changes.
  - First step of the policy changes: Annual certifications will continue to be conducted on the client's 12-month birthday. This will necessitate timely eligibility confirmations. The re-certification letter will inform clients of changes that will occur on the 12-month birthday. DHS will be following up through Hennepin County Administration. The spring of 2022 will be the implementation timeframe of this policy.
  - Contracted core services: Will be determined by DHS and Hennepin County, and they will be updating the policy language.
  - Centralized eligibility: Current policy and procedures will be followed until the transfer to the 6-month eligibility procedure.
  - Final steps: They are very close to completing the final steps. Jonathan Hanft added that things should happen simultaneously when central eligibility launches.

- Payor of last resort: All were reminded to document payor resources for all service activities and that certain activities are billable or potentially through another payor source for that activity.
  - Participants will have assistance. Part A & B will collaborate and relay information to participants to ensure that we are in sync.
  - There is an internal process to ensure clients who are receiving insurance are eligible for Ryan White services.
- McKinzie Woelfel pointed out that MDH and DHS attendees were not able to see items in MS Teams Chat.
  - Jonathan Hanft and Carissa Weisdorf have Thomas Blissett's e-mail address. Those who were unable to see items in Chat and have concerns or questions were invited to send an e-mail to Jonathan or Carissa.
- McKinzie Woelfel opened the floor for questions; there were no questions.

## V. Council staff report

*Carissa Weisdorf, Council Coordinator, Minnesota Council for HIV/AIDS Care and Prevention*

- New Outlook meeting invites for MCHACP and most committee meetings will be sent out within the next week or have already been sent out. This e-mail came from the [HIVCouncil@hennepin.us](mailto:HIVCouncil@hennepin.us) e-mail address; all calendar invites will be sent from this shared e-mail address. If MCHACP meeting invites for February and onward had not been received, Carissa requested to be contacted. This new MCHACP link should enable all MS Teams meeting participants to access the Chat function. Carissa will have the appropriate permissions to ensure this access.
- Part A fiscal year-end reminder: February is the last month of the Part A fiscal year which runs from March 1 – February 28.
- February MCHACP meeting: There will be a Member Spotlight, Cree Gordon will be recognized for completing two Council terms, and those with perfect council and committee meeting attendance will also be recognized.
- MCHACP co-chair elections: There will be a MCHACP co-chair election at the February Council meeting. The Council Co-Chair Position Description document was displayed and an overview of the Council Co-Chair position requirements, duties, and the election process was provided. It was noted that there are three Council co-chair positions. One of these positions is appointed by MDH as written into their CDC guidance; this position is currently held by McKinzie Woelfel. Two new community co-chairs are needed as Cree Gordan and Larry McPherson who have served for two years are now stepping away. Those Council members who have served on MCHACP at least one year are eligible for consideration and encouraged to run. One community co-chair must be a person with HIV and unaligned with an agency that receives Ryan White funding. One community co-chair must reside in the

Minneapolis-St. Paul Part A TGA. The MCHACP Bylaws also state that community co-chairs must be reflective of the overall Council membership.

- Council membership: The floor was opened with the options of providing names at the meeting, via e-mail within the next few weeks, or through nomination during open floor nominations at the February council meeting.
  - Tyrie Stanley nominated himself for the next term.
  - Tyrie Stanley nominated Lesa Nelson; she accepted the nomination.
- Cree Gordon offered to be available for those who would like more information about running for the co-chair position.
- Carissa Weisdorf queried the Council for questions; there were no further questions.

## **VI. Committee reports (also provided in written form)**

- **Executive Committee and Co-chair Update**

- McKinzie Woelfel announced the next agenda item, committee reports and added that the reports were available in written form and could be requested via e-mail. Carissa Weisdorf displayed the **January 11 Committee Report Summaries**.

Executive Committee updates were referred to the report.

- **Action Item:** Recommendation for FY 2021 Part A Year-end Reallocation Proposal: Cree Gordon announced that there were no major updates but there was one action item from the Executive Committee meeting that Tyrie Stanley would be covering.
  - Tyrie Stanley informed the council that quorum was not met at the last Executive Committee meeting, therefore, they were not able to vote on the recommendation. All committee members in attendance agreed to sending the recommended reallocations to the council for approval. The 2022.01.11 action item\_Recommendation for FY 2021 Part A Year-end Reallocations document was displayed and provided a review of the recommended allocations of home-delivered meals and substance abuse services/ outpatient.
  - Pat Reymann asked the co-chairs to allow for discussion, in accordance with the Council's Special Rule of Order. Pat Reymann read the applicable rules and reminded the Council that members with a conflict of interest are required to leave the room once a motion is made.
  - McKinzie Woelfel queried the Executive Committee for any questions or concerns.
  - Carissa Weisdorf requested that those participants with a conflict of interest should walk away from their computers for five minutes. McKinzie Woelfel asked if there were any questions or concerns; there were no questions or further discussions Charlotte Detournay, Cree Gordon, and Megan Higdon temporarily left the room.
  - McKinzie Woelfel called for the motion to be read and seconded.

- **MOTION:** Tyrie Stanley moved the FY 2021 Part A Year-end Reallocation as presented; it was seconded.
  - McKinzie Woelfel reviewed the roll call vote process and then referred the floor to Carissa.
  - **Vote:** Roll call vote was called by Carissa Weisdorf. McKinzie announced that the aye's had it and the motion was carried unanimously (12-0).

Joseph Amrhein	Aye	Nafula Namuninia	Aye
Nyonbeor A. Boley	Not present during roll call vote	Lesa Nelson	Aye
Charlotte Detournay	Abstain due to COI	Sue Purchase	Aye
Alissa Fountain	Aye	Angela Reed	Aye
Cree Gordon	Abstain due to COI	Sarah Schiele	Aye
Megan Higdon	Abstain due to COI	Paul Skrbec	Aye
Calvin Hillary Hylton	Aye	Tyrie Stanley	Aye
Annalise Jackson	Aye	McKinzie Woelfel	Abstain due to facilitation
Amy Miller	Aye		

- **Community Voices**

- James McMurray provided a summary of the presentations that were given at the January 10 committee meeting by presenters. Charlotte Detournay, Program Manager at Hennepin HealthCare Positive Care Clinic and Maren Levad, Aging Services Advocate at Rainbow Health attended the meeting to talk about services available for people aging with HIV. Hank Jensen, Customer Care Specialist, HH Dental Services provided a summary of the programs, program changes and new initiatives for those aging with HIV. The committee was given the opportunity to ask questions following the presentations.
- Thomas Blissett reviewed the recertification process for Ryan White services and asked for feedback from participants.
- James McMurray announced that the committee co-chair election will be held on March 7.

- **Disparities Elimination**

- The committee discussed Ryan White fundable service areas and Part A MAI funding.
  - Part A MAI for new members: MAI is Minority AIDS Initiative Funding that goes towards communities of color. The Disparities Elimination Committee recommends Part A MAI funding amounts to the Council.

- **Membership & Training**

- Stephen Jensen reported that there were good interviews last month, but they need more applicants to apply for the vacancies. The Council is seeking applications for the next term, March 1, 2022 – February 29, 2024. The application is available at: [mnhivcouncil.org](http://mnhivcouncil.org).
- Referred to report.
- **Needs Assessment & Evaluation**
  - Lesa Nelson stated that there were no updates to report.
- **Planning & Allocations**
  - Tyrie Stanley reported that the committee did not meet last month but they are sharing the report on Goals 1 – 3 of the integrated plan monitoring table today. The committee asked staff to present it.
  - Carissa Weisdorf displayed the 2021 monitoring of [Minnesota and TGA Integrated HIV Prevention and Care Plan 2017-2021](#) document and announced that it was sent out via e-mail. It has data for 2021 to show how we are progressing towards our goals in the integrated plan. Four committees have reviewed and provided updates on the report. Discussions are held to consider ways to meet those goals. Monitoring and Status reports were reviewed; it was noted that the implementation plan goes through 2021, and the next integrated plan, a five-year plan, will be done in 2022. Carissa requested to be contacted and there were any questions or if any member wants a more detailed review.
  - Peggy Darrett-Brewer suggested adding a footnote to address what they collect since this information is not included in the data reported. Japhet Nyakundi responded that the data table shows their good work and progress.
  - PrEP continuum: Peggy Darrett-Brewer displayed slide A and emphasized that the prevention program data really shows the work of the PrEP Program in Minnesota and their goals in terms of PrEP. This data is available on the web from MDH program funded agencies. Japhet Nyakundi welcomed a phone call or an e-mail from anyone who had any questions.
  - PrEP website on MDH: The question, Can we see data for all funded grantees? was asked. Japhet Nyakundi responded that not all funded grantees are shown on the website, however, this data can be requested.
  - Japhet Nyakundi extended an invitation to join the discussions to Planning & Allocation Committee members as well as any who would like to join the committee.

**VII. Unfinished Business / New Business**

- None.

**VIII. Open Forum**

- None.

**IX. Announcements**

- IHAP-TAC, technical assistance for next integrated plan:

- Thursday, 1/20 from 2:00 – 3:30 p.m. (CST). There will be guest speakers and discussion of the Integrated Plan; learning sessions will be separate. Let Carissa Weisdorf know if you want to invite or simply go directly to their website
- Pat Reymann announced an upcoming Parliamentary Seminar that will be held on Saturday, January 29 in the morning. Pat will be speaking for thirty minutes on how to hold more effective meetings. Everyone is invited. The public is invited. There is a \$15 charge for the seminar. Carissa Weisdorf informed the council that Hennepin County purchasing cards will cover this fee.
- Angela Reed informed everyone that vaccination and testing for staff and clients will be available on Saturday from 11:00 a.m. – 3:00 p.m. at the Stair Step District. This will be a home rapid test.

## **X. Adjourn**

- McKinzie Woelfel thanked everyone for participating and adjourned the meeting at 10:30 a.m.

## **Meeting Summary**

- The member spotlight for Joseph Amrhein has been moved to the next meeting.
- Part A and B recipients presented their reports.
- Prevention provided updates on two new hires, a CDC funding award to mitigate COVID and other infections, and the Minnesota Syringe Service Programs Fall 2021 eval and impact survey on MDH-funded syringe service programs. A membership opportunity to the Minnesota Fetal Mortality Infant Review and the HIV team was announced.
- A Council staff report was given.
- Committee reports were given.
  - The Executive Committee presented one action item, Recommendation for FY 2021 Part A Year-end Reallocation Proposal.
  - The Community Voices Committee provided a summary of the presentations that were given at their meeting on January 10. The recertification process for the committee co-chair position was reviewed and it was announced that the committee co-chair election will be held on March 7.
  - The Disparities and Elimination Committee provided an overview of Part A MAI funding for new members and discussed currently funded service areas and potential service areas that could be funded using Part A MAI funds in the future.
  - The Membership and Training Committee reported that they had good interviews in December, although more applicants are needed to fill vacancies. The Council is seeking applications for the next term, March 1, 2022 – February 29, 2024. The application is available at: [mnhivcouncil.org](http://mnhivcouncil.org). There was a discussion on potential amendments to the council's attendance policy.
  - The Needs Assessment and Evaluations Committee reported no updates.

- The Planning and Allocations Committee discussed the Minnesota and TGA Integrated HIV Prevention and Care Plan 2017-2021 document.
- There were announcements about an upcoming meeting, parliamentary seminar, and a vaccination and testing opportunity.

**Documents distributed before the meeting:**

- Proposed agenda for today's meeting
- December 14 meeting minutes
- January 11 committee report summary
- Executive Committee action item for today's meeting
- Monitoring Plan Reporting Table
- Report on Goals 1-3 for MCHACP
- Council Co-Chair Position Description
- 2022 CVC Meetings flier
- 2021 HIV Council flier

**Additional documents displayed during the meeting:**

- Guiding principles
- Part A update
- Minnesota and TGA Integrated HIV Prevention and Care Plan 2017-2021 document

**RC/cw**