

Minnesota Council for HIV/AIDS Care and Prevention
Executive Committee
Tuesday, March 1, 2022
1 – 3:00 p.m.
Microsoft Teams Meeting
Meeting Minutes

Committee Members Present:	
Cree Gordon (Disparities Elimination)	Lesla Nelson (Council Co-Chair, Needs Assessment and Evaluation)
Calvin H. Hylton (Membership and Training)	Tyrie Stanley (Council Co-Chair, Planning and Allocation)
Stephen Jensen (Membership and Training)	Jo Ann Vertetis (Community Voices)
Larry McPherson (Planning and Allocation)	McKinzie Woelfel (Council Co-Chair)
Megan Mueller (Disparities Elimination)	
Committee Members Absent:	
Alissa Fountain (Needs Assessment and Evaluation)	James McMurray (Community Voices)
Guests:	
Thomas Blissett	
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, Council Coordinator	Bryan Bick, Administrative Specialist (minutes)

Quorum Present? **Yes**

I. Welcome and introductions:

- Tyrie Stanley called the meeting to order at 1:03 p.m. Introductions were made.

II. Review and approval of proposed agenda and past meeting minutes

- Stephen Jensen said he has an update on the attendance policy discussion and asked where it belongs on the agenda. The Executive Committee agreed that it belongs in Unfinished Business.
- Carissa Weisdorf requested that the annual agreement of the Collaborative Partner Understanding be added to the agenda. This was added after the council staff update.
- The March agenda was then approved as amended.
- Pat Reymann brought up a question about page 3 of the February 1, 2022, minutes of the Executive Committee meeting. The Executive Committee discussed and agreed to amend the minutes to strike the word "MOTION" to show that it was a nomination process but not a motion. In the same paragraph, the committee agreed to change the word "moved" to "recommended", and to strike the sentence about a vote being

called and the motion approved unanimously. These amendments will be made in the February meeting minutes.

- The February meeting minutes were then approved as amended.

III. Council co-chair update

- McKinzie Woelfel reported that the Executive Committee will add an action item to the next Council meeting to elect the Parliamentarian for the new fiscal year. Pat Reymann has offered to serve in this role for another year.
- McKinzie reported that the Executive Committee will add an action item to the next Council meeting to elect members to the Grievance Committee. This happens at the start of every fiscal year.
- McKinzie reported that the council will revisit the Hard Topics conversations at the March council meeting, to make sure there is still interest in continuing these and how to best proceed.

IV. Committee Reports

A. Membership and Training Committee

- Stephen Jensen reported that new council members were assigned to committees, the 2022 training schedule was reviewed, and the attendance of the council members was reviewed.
- Stephen reported that the committee had extensive discussion of whether to put council applicants' names in meeting minutes. Because the minutes are public, the committee was uncertain about whether to identify applicants by first name only, first and last name, or initials only. Carissa Weisdorf added that no conclusion has been made, and she mentioned that she had shared a Planning CHATT resource for taking minutes with the committee after their meeting. The topic will be discussed again at the next committee meeting.

B. Needs Assessment and Evaluation Committee

- Lesa Nelson reported that the Needs Assessment and Evaluation Committee did not meet in February.

C. Planning and Allocations Committee

- Larry McPherson reported that the Planning and Allocations Committee did not meet in February.

D. Disparities Elimination Committee

- Cree Gordon reported that the Disparities Elimination Committee did not meet in February.

E. Community Voices Committee

- Jo Ann Vertetis reported that the Community Voices Committee will hold their next meeting on Monday, March 7.

V. Recipient Reports

A. Part A

- Jonathan Hanft reported that we have a new Part A project officer, Linden Alexander. They have a lot of experience with Ryan White programs, including service at a Part C recipient in Philadelphia for 15 years.
- Jonathan reported that the HIV outbreak in Hennepin and Ramsey Counties added one more case in the last couple weeks, and it is now up to 89 cases. The HIV outbreak in Duluth remains at 20 cases. The Healthcare for the Homeless and Public Health Clinic Response Team is expanding thanks to new funding from the Minnesota Department of Health, with two more Disease Intervention Specialists focusing on outbreak cases. They'll be providing linkage to care and services, and partner services for testing and referrals to PrEP programs.
- Bryan Bick has started as the new MCHACP administrative specialist.

B. Part B

- Thomas Blissett reported that the human resources process at the Minnesota Department of Human Services is backlogged, so vacant positions are still being posted and hired for. Questions regarding END HIV MN should be directed to Darin Rowles while the coordinator position is still vacant. There are also two grant coordinator positions that are vacant and still need to be posted.
- Thomas reported that Ryan White Part B will receive a partial award to start the 2022-23 grant year. The amount will be based on the grant award allocation for grant year 2021-2022. It is still unknown what the full grant award for Part B will be. The program will utilize rebate funds for all awards starting April 1, 2022, through July of 2023. Ryan White Part B will honor all council recommendations, but most likely use rebate money to cover those obligations.
- Thomas previewed a report on the ADAP program. The data will be presented in full to the Council in March.
 - There are currently 2,970 clients enrolled, down from 3,700 clients.
 - 100 (3.4%) of the currently enrolled clients are uninsured or do not have a known primary insurance.
 - There are 804 clients who have insurance plans supported by Program HH. The monthly premium cost is \$240,000.
 - Many Program HH consumers are on Medicare and MinnesotaCare and have not been closed due to the peacetime emergency.
 - 240 clients who are ineligible for Medicaid or MNSure are enrolled in off-market plans as of February 2022. This includes 57 newly enrolled consumers. There were sixteen clients identified during this open enrollment period who did not enroll in an off-market plan.
 - As of February 2022, there are 113 clients enrolled in qualified health plans for MNSure, with 16 new clients. Five clients were identified but did not enroll.

- As of February 2022, there are 276 clients enrolled in Medicare Part C Advantage plans, with nine new enrollments. 60 clients identified during the open enrollment period for Medicare Advantage plans did not enroll; most of those clients have a Part D plan.
- Program HH pays MA-EPD (Minnesota Assistance for Employed Persons with Disabilities) premiums for 80 clients monthly, and MinnesotaCare premiums for 95 clients. This used to be 200 clients monthly, but it's fewer now due to the premium reductions that were part of the American Rescue Plan.

C. Prevention

- Peggy Darrett-Brewer will present to the council in March. Her presentation will include data on financials, HIV testing, syringe service programs, surveillance, and then updates on any job openings at MDH.

VI. Update to universal standards

- Jonathan Hanft reported that HRSA policy clarification 21-02 allows for the elimination of six-month recertification for Ryan White eligibility.
- The eligibility standard is changed from every six months to every twelve months for subrecipients to provide dated documentation in each client file of income and household size, residency and health insurance status.
- The eligibility standard was changed to show that subrecipients must update client files, and help clients report to relevant county and state systems, any changes in income or household size, residency, or health insurance status that occurs between annual renewals.
- Thomas Blissett clarified that clients should report those changes within ten days of when they occur, similar to Medicaid rules. He added that DHS had a first provider meeting on February 25 to go over the changes. There will also be an upcoming community engagement meeting and an upcoming meeting for Ryan White service consumers to give their input about whether they want to implement this change. The plan is to implement the change April 1 if consumers agree.

VII. Council staff update and review council meeting agenda

- Carissa Weisdorf reported that there will be a new member orientation, and all council members are invited to attend in order to meet the new members and get a refresher.
- Carissa also reported that eight new members were elected, but Doug Stewart will not be joining at this time due to an employment change. Sarah Krier may not join either due to a recent employment change; Carissa is waiting to hear back from her.

- Carissa and the co-chairs of the Membership and Training Committee applied for a learning collaborative through the Planning CHATT that will help with membership recruitment and retention. The application was accepted, and they have already had a couple meetings with the collaborative. They are learning more about HRSA's expectations for membership recruitment and retention and sharing best practices from other planning councils.
- Carissa Weisdorf displayed ***draft agenda for the March council meeting***.
- A candle will be lit for Destiny Holiday, who passed away last month. She was a former council member and Community Voices Committee co-chair for three years.
- A member spotlight for Joe Amrhein will take place.
- Council members will go into breakout rooms to get to know one another better, especially the new members.
- There will be two action items on the agenda: the parliamentary election and the election of the Grievance Committee.
- Pat Reymann was asked to provide a Robert's Rules of Order training for the new members. It should focus on basics like how to make a motion, why we make a motion, and how to process the motion during a meeting.
- Carissa Weisdorf reported that she will introduce the knowledge assessment tool through Qualtrics. It will assess members' understanding of how to understand and interpret data. The results will be used to determine where to focus training in the coming year, and to see how council members are progressing now that we've done this process for two years.
- We'll get an update from the Membership and Training Committee on the council attendance policy. There was discussion about where this would go in the agenda, and it was agreed not to include it in the committee report so that it could have its own dedicated spot. It will be discussed in unfinished business.
- Thomas Blissett asked if there is any expectation of Hennepin County buildings reopening so that the council can meet in person again. Jonathan Hanft said we have not heard anything new yet, but the county might make some announcements next week about it.

VIII. **Annual Agreement on the Collaborative Partner Understanding**

- Carissa Weisdorf explained that annual agreement of the ***Collaborative Partner Understanding*** was on the work plan but accidentally left off the agenda. She invited the Executive Committee to let her know if they felt they needed more time to review it. No one stated they needed more time.
- Carissa reviewed the function of the understanding, and the premise that it needs to be reviewed and reapproved annually. She reported that none of the partners want to do any updates at this time.

- Pat Reymann agreed that the agreement doesn't require a motion, but the Executive Committee should be asked if any members have objections to the agreement.
- Tyrie Stanley asked for and obtained a verbal agreement between the four partners (MDH, DHS, Hennepin County, and the Planning Council). There were no objections, so the agreement was approved.

IX. Review fiscal year 2022 council and committee work plan

- Carissa Weisdorf shared the draft ***Council and Committee Work Plan for FY 2022***. This is a starting point, and it will be updated and changed as the year goes on. There are additional items that will be added, and those are listed in a separate column on the work plan for now.
- The integrated plan development will be added too; it's due to HRSA and CDC in December 2022.
- It's also a Priority Setting and Resource Allocation (PSRA) year. That process will be kickstarted with the Planning and Allocations Committee this month.
- The Needs Assessment and Evaluation Committee has also been discussing how they can train the council on using the data dashboard, because that will be a key part of doing the PSRA.
- Each committee will elect co-chairs at their meetings this month, and the council will approve those recommendations at the April meeting. New committee co-chairs will start at the Executive Committee in May. Current committee co-chairs will need to come to the April meeting of the Executive Committee. The work plan includes facilitation training, and a robust training on Robert's Rules of Order and parliamentary procedure for the new co-chairs. There can also be focused conversation training for the Executive Committee.
- There was discussion about whether more training on the Hard Topics/focused conversation training will be useful. The trainers had recommended a couple hours for a focused conversation, but the council felt like it could devote about 30 minutes to these Hard Topics. There was discussion that those conversations felt too short to be effective as intended. It was agreed that the co-chairs will bring it to the council meeting next week to discuss whether the council wants to continue with the Hard Topics, and what that might look like. Carissa added that the focused conversations training was also intended to be used in committee meetings where there may be time to allow for more in-depth conversation.
- Carissa highlighted on the work plan that there will be two council meetings in August for the priority setting and resource allocation process (Aug. 2 and Aug. 9, 9-11 a.m.). She asked that people let her know if they see any conflicts with those dates. Thomas Blissett replied that DHS has a site visit Aug. 15-19, and the Ryan White conference is the week after that. He said DHS will stick with those dates, but it will make for a tight timeline.

- The plans for the Ryan White conference were discussed. It will be Aug. 23-26 and will be conducted in a hybrid format. Jonathan Hanft said the number of people who can participate in person will be limited.
- Jonathan also reported the Part A site visit will be the week of August 8. Members of the site visit team will likely attend the Aug. 9 Council meeting.

X. Unfinished Business/New Business

- Stephen Jensen reported that the Membership and Training Committee has been discussing the attendance policy for over three months and decided to leave it unchanged for now. The committee feels that the attendance policy should be revisited and reviewed in the coming year. There was discussion about whether there should be circumstances when an absence can be determined as allowable (such as after the death of a family member).
- No new business reported.

XI. Announcements

- No announcements.

XII. Adjourn

- Tyrie Stanley adjourned the meeting at 2:21 p.m.

Meeting Summary:

- The committee forwarded two action items: electing the parliamentarian for the new year and electing the Grievance Committee.
- Updates to the universal standards based on policy clarification notice (PCN) 21-02 were reviewed.
- All parties agreed to the Collaborative Partner Understanding.
- The draft fiscal year 2022 council and committee work plan was reviewed.
- Reports were provided from each standing committee, council co-chairs, recipients, and council staff.

Documents distributed before the meeting:

- Proposed agenda
- February 1, 2022 meeting minutes
- Draft FY 2022 Council Committee Work Plan
- Collaborative Partner Understanding

Additional documents displayed during the meeting:

- 2022 Suggestion Revision of Universal Standards
- Draft agenda for the March Council meeting

BB/cw